



THIRD-PARTY DRIVER IMPROVEMENT SCHOOL INSTRUCTOR APPLICATION

Third-Party Driver Improvement School Program
1101 South Front Street, 3rd Floor Harrisburg, PA 17104

A INSTRUCTOR INFORMATION			
NAME		TELEPHONE NUMBER	
HOME ADDRESS: P.O. Box number may be used in addition to the actual address, but cannot be used as the only address.			
CITY		STATE	ZIP CODE
DRIVER'S LICENSE NUMBER		EMAIL ADDRESS	
B EMPLOYER INFORMATION			
NAME OF EMPLOYER		TELEPHONE NUMBER	
ADDRESS			
CITY		STATE	ZIP CODE
TYPE OF BUSINESS			
AGREEMENT NUMBER			
C EMPLOYER CERTIFICATION INFORMATION			
<p>This section must be signed by your employer or an official authorized to sign for the company.</p> <p><u>I recommend that the above named applicant in Section A be approved as a Third-Party Driver Improvement School Instructor and/or for the Third-Party Testing Facility named in Section D.</u></p> <p>_____</p> <p style="text-align: center;"><i>Name</i> <i>Title</i> <i>Date</i></p> <p>NOTE: I certify that the above applicant is not an immediate family member of the Third Party Tester. Immediate family member is defined as 'A spouse, child or step child of the owner of the Third Party Tester or a parent, brother or sister of the owner of the Third Party Tester who lives in the same residence as the owner.</p>			
D TESTING INFORMATION			
ACTUAL EXAMINATION SITE ADDRESS			
CITY		STATE	ZIP CODE
EXAMINATION SITE TELEPHONE NUMBER			
E SIGNATURE BLOCK			
<p>_____</p> <p style="text-align: center;"><i>Applicant's Signature</i> <i>Date</i></p>			

F	THIRD-PARTY DRIVER IMPROVEMENT SCHOOL INSTRUCTOR REQUIREMENTS
<p>All Third-Party Driver Improvement School Instructors must be certified to administer Department approved curriculum on behalf of one Third Party Driver Improvement School at any given time. To qualify for and maintain certification as a Third-Party Instructor you must:</p> <ol style="list-style-type: none">1. Administer the Department approved curriculum that PennDOT administers [Instructor].2. Provide outstanding customer service, high quality test services and maintain safety for the test applicant.3. Have received a copy of the PennDOT's Driver Improvement School contract and will meet all integrity requirements outlined in the Contractor Integrity Provisions.4. Be a payroll employee of the Third-Party Driver Improvement School for at least two years or two years of experience obtaining, evaluating and providing information to the public [Instructor].5. Possess a valid Class C Pennsylvania Driver's License or state equivalent license.6. Be at least 21 years of age [Instructor].7. Have had no driver's license suspensions, revocations, cancellations, or disqualifications within five years prior to applying and during certification [Instructor].8. Have no more than 6 points on your driving record within three years prior to applying and during certification [Examiner].9. Have no convictions for Driving Under the Influence (DUI) within three years prior to applying and during certification [Instructor].10. Have not been subject to the Accelerated Rehabilitative Disposition (ARD Program) within three years prior to applying and during certification [Instructor].11. Obtain a fingerprint criminal history check and have not been convicted of any felony within the last 10 years; or any conviction of involuntary fraudulent activities.12. Satisfactorily complete the Driver Improvement training course(s) required by PennDOT.13. Instruct Curriculum on behalf of the Third-Party Driver Improvement School in accordance with this Third-Party Driver Improvement School's application and the agreement, as may be amended.14. Notify PennDOT if arrested for any criminal offense by the next business day after the arrest.15. Agree to hold PennDOT harmless from liability resulting from the administration of the Driver Improvement School program.16. Sign the PennDOT record Information Confidentiality Policy Statement.17. Cooperate fully with any investigation by PennDOT's Third Party Program Manager or other designated PennDOT official.18. Not give the appearance of being a member or employee of PennDOT.19. Not be employed by PennDOT.20. Not commit any violations of the Third-Party Driver Improvement School Services Contract, PennDOT regulations or the Vehicle Code.21. Third-Party Driver Improvement School Instructors shall conduct at least 25 courses per year.22. I understand and agree that failure to perform instructor duties in accordance with the Third-Party Driver Improvement School Requirements, the agreement between the Third-Party Driver Improvement School and PennDOT, and applicable state and federal law and regulations relating to the DIS program shall result in my decertification or suspension of my Third-Party Driver Improvement School privilege.	
<p style="text-align: center;">APPLICATION INSTRUCTIONS</p> <ol style="list-style-type: none">1. All applicants must complete entire application.2. Examiner must have an active company E-mail Address.3. An official of the company must sign this application.	