

JUSTICE AND PUBLIC SAFETY CABINET
Department of State Police
(Amendment)

502 KAR 10:030. Instructor's license.

RELATES TO: KRS 332.204

STATUTORY AUTHORITY: KRS 15A.160, 332.204, 332.216

NECESSITY, FUNCTION, AND CONFORMITY: KRS 15A.160 and 332.100 provide that the department may adopt such administrative regulations necessary to carry out the provisions of KRS Chapter 332. This administrative regulation establishes the department's policy regarding the licensing of driver training instructor.

Section 1. Each person desiring to be licensed as a driver training instructor shall submit an application on the department's Web site. Additional materials may also be submitted online, including the supporting documentation and the fingerprint background check .

Section 2. The driver training instructor license application shall indicate the name and address of the driver training school employing the applicant and shall be signed by an agent or representative of the driver training school. The application shall be verified under oath and signed by the applicant.

Section 3. The driver training instructor license applicant may be licensed as an instructor upon receipt by the department of the following:

- (1) A duly completed driver training instructor application,
- (2) A refundable fifty (50) dollar fee in the form of a certified check or money order made payable to the Kentucky State Treasurer,
- (3) A refundable twenty (20) dollar background check fee in the form of a certified check or money order made payable to the Kentucky State Treasurer;
- (4) Three (3) one and one-half (1 1/2) inch by one and one-half (1 1/2) inch identical photographs which show a full face view of his or her neck and uncovered head,
- (5) A physical examination report, including the results of an eye examination showing the visual acuity of the applicant to be at least 20/20 in one (1) eye and 20/40 in the other, or 20/30 in each eye separately with or without corrective lenses, and showing that the applicant is not lacking one (1) functional eye, hand, or foot,
- (6) Proof of age,
- (7) Proof of education, and
- (8) The results of the department's examination, if the applicant has obtained a passing score.

Section 4. The driver training instructor examination shall consist of:

- (1) A written theoretical examination prepared and administered by the department and embracing subject matter pertinent to the care, operation, and use of a motor vehicle on the highways, and to general safety principles and practices, both for the purpose of testing an applicant's competency and fitness in the operation of a motor vehicle and in providing classroom instruction.
- (2) The department may also test the applicant for depth perception, peripheral vision, and reaction time.

Section 5. All applicants who pass the instructor's examination and who are otherwise qualified will be issued a driver training instructor license certifying the instructor for both classroom and practical instruction and containing the instructor's photograph, the name and address of the licensee, and the name and address of the driver training school by whom he is employed.

Section 6. If a license is lost, mutilated, or destroyed, a duplicate license will be issued upon proof of the date the license was lost or destroyed and the circumstances involving the loss, mutilation, or destruction. If a license is mutilated, it shall be surrendered to the department. A five (5) dollar replacement charge will be made for a duplicate license.

Section 7. All expired, revoked, or suspended licenses shall be surrendered to the department at the time of expiration, revocation, or suspension.

Section 8. Any applicant who has previously been licensed as a driver training instructor but has not been so employed within two (2) years preceding application shall apply as an original applicant.

Section 9. Any instructor who has had his or her license suspended or revoked or any applicant denied a license will be eligible to make application again six (6) months following the suspension, revocation, or denial.

Section 10. The department will not issue a driver training instructor license to any applicant who has been convicted of two (2) or more moving hazardous traffic violations within the two (2) year period immediately preceding the date of application.

Section 11. A driver training school is required to notify the department, in writing, of the termination of employment of an instructor or agent, or if there is any change in the address of any owner, partner, officer, or driving instructor.

PHILLIP J. BURNETT, JR., Commissioner

APPROVED BY AGENCY: August 24, 2021

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