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## LICENSING REQUIREMENTS TRAFFIC SAFETY SCHOOL AND DUI SCHOOL INSTRUCTORS

1. Certificate of Employment for Occupational License. Certificate of Employment must be completed in full and signed by the applicant and a principal of the business. NAC 483.752 (OBL236)
2. Personal History Questionnaire completed in full. NAC 483.747 (OBL242)
3. Child Support Information Form completed and signed by applicant. NRS 483.722 (OBL268)
4. Authorization for Release of Information Form signed by individual applying for the license. Release must be notarized or signature witnessed by an authorized DMV representative. NAC 483.747 (OBL254)
5. Licensee Acknowledgement Form (OBL308)
6. DUI and Traffic Safety School Instructor Disclaimer form completed and signed by applicant. Signature must be notarized or witnessed by an authorized DMV representative. NAC 483.767.2 (OBL284)
7. Traffic Safety or DUI School Instructor License fee of \$50. License fees due annually. NRS 483.780
8. A resume' of instructor's education, experience, certification as an instructor and fitness for the position. NAC 483.752.1 (e)
9. Any certificates which substantiate that the qualifications necessary for the licensing of the applicant as an instructor have been met. NAC 483.752.1 (f)
10. Applicants must meet the following requirements:
  - A. An applicant for a Traffic Safety School instructor license, must have education or experience in a field related directly to the subject matter to be taught, such as: traffic safety, law enforcement, drivers' education or improvement or some other closely related field approved by the department or a letter of completion of internship as a Traffic Safety School instructor trainee, signed by a representative of the school.
  - B. An applicant for a DUI instructor license must have a minimum of 2 years of education or experience in a field directly related to the problems of driving under the influence of intoxicating liquor or controlled substances, such as rehabilitative counseling for abusers of alcohol and controlled substances, or a combination of education and experience acceptable to the department (NAC 483.752) or present proof to the

department that he/she has successfully completed a period of internship as a DUI instructor trainee, and have a letter of completion of internship, signed by a representative of the school, as an Instructor trainee. The school must provide a letter stating that their trainee has completed training and is ready to become an Instructor; or have two years experience as an alcohol and drug abuse counselor (BADA) plus some evidence of experience in traffic safety.

- C. Must not be a law enforcement officer whose primary duty assignment includes the enforcement of traffic laws in the jurisdiction in which the school is located.

NAC 483.727 “**Instructor trainee**” means a person licensed by the department to teach a course in a school for drivers so long as a licensed instructor is present in the classroom.

1. Certificate of Employment for Occupational License. Certificate of Employment must be completed in full and signed by the applicant and a principal of the business. NAC 483.753 (OBL236)
2. Personal History Questionnaire completed in full. NAC 483.753 (OBL242)
3. Child Support Information Form completed and signed by applicant. NRS 483.722
4. An instructor trainee shall not instruct a course unless an instructor is present. NAC 483.753.3
5. There is no fee for an instructor trainee. NAC 483.753.2
6. A resume’ of the applicant’s education, experience and fitness for the position. NAC 483.753.

Nevada Administrative Code 483.708 to 483.795  
Nevada Revised Statutes 483.700 to 483.780