



## Virginia Improvement Clinic TWO-YEAR LICENSE APPLICATION

**Purpose:** Use this form to apply for a Driver Improvement Clinic license.

**Instructions:** Return this completed application with all additional required documents to the DMV Driver Training Work Center at PO Box 27412, Richmond, VA 23269-0001. All submitted application packages that include a prior version of the application, incomplete applications, or have missing required documents will be returned.

APPLICATION INFORMATION			
APPLICATION TYPE: <input type="checkbox"/> ORIGINAL FIRST-TIME APPLICATION <input type="checkbox"/> RENEWAL	TYPE OF OWNERSHIP: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> BUSINESS	TWO-YEAR FEE:      \$200.00	

CLINIC BUSINESS INFORMATION			
CLINIC FULL NAME			CLINIC CODE (if renewing)
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (if different from business address)	CITY	STATE	ZIP CODE
EMAIL ADDRESS	FEIN	TELEPHONE NUMBER	FAX NUMBER (if applicable)
WEBSITE ADDRESS			
INSTRUCTION TO BE PROVIDED (check all that apply)		ADDITIONAL INSTRUCTION TYPES	DISPLAY ON DMV WEBSITE (check one)
<input type="checkbox"/> GENERAL DRIVERS (NON-COMMERCIAL) <input type="checkbox"/> COMMERCIAL DRIVERS		<input type="checkbox"/> SPANISH	<input type="checkbox"/> YES <input type="checkbox"/> NO

CURRICULUM VENDOR INFORMATION	
GENERAL COURSE CURRICULUM VENDOR ( <input type="checkbox"/> Not offered)	EXPIRATION DATE (mm/dd/yyyy)
COMMERCIAL COURSE CURRICULUM VENDOR ( <input type="checkbox"/> Not offered)	EXPIRATION DATE (mm/dd/yyyy)

REPRESENTATIVE INFORMATION (authorized to act on behalf of the owner)		
REPRESENTATIVE FULL NAME (print) (last, first, mi, suffix)	TITLE	TELEPHONE NUMBER

OWNER INFORMATION			
BUSINESS ENTITY / INDIVIDUAL OWNER FULL NAME (print) (last, first, mi, suffix)			DMV CUSTOMER NUMBER
HOME / BUSINESS MAILING ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	TELEPHONE NUMBER		

HOURS OF OPERATION							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>BUSINESS HOURS</b>	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM
<b>CLASSROOM HOURS</b>	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM	__ AM -- __ PM

DMV USE ONLY	
DMV STAMP	VERIFICATION OF: <input type="checkbox"/> COMPLETE APPLICATION INCLUDING SIGNATURES <input type="checkbox"/> BUSINESS LICENSE (each locality) <input type="checkbox"/> \$200.00 FEE PAID <input type="checkbox"/> LEASE AGREEMENT (each location) <input type="checkbox"/> AT LEAST ONE INSTRUCTOR APPLICATION (DI 505)      ORIGINAL ONLY (additional requirements): <input type="checkbox"/> \$100.00 FEE FOR EACH INSTRUCTOR <input type="checkbox"/> EXTRANET APPLICATION (US532E) <input type="checkbox"/> EXTRANET APPLICATION (US 532E) <input type="checkbox"/> EXTRANET FEES



Upon submission of this signed application, the owner or authorized representative of the clinic agrees to meet the following requirements.

### **Business Office Requirements**

1. Comply with all local business license and zoning regulations and with federal, state and local health, fire and building code requirements.
2. Maintain office space in the Commonwealth of Virginia devoted exclusively to the clinic business office and storage of all records as required by DMV.
3. Post office hours of operation.
4. Maintain filing space and a working telephone listed in the name of the clinic.
5. Provide a desk, chairs, and restroom facilities.
6. Maintain a record of each student attending instruction for the past three years.
7. Maintain records of clinics conducted for the past three years.
8. Pay application fee.
9. Post the sign displaying DMV's toll-free number in a conspicuous location inside the business office.

### **Clinic Location Requirements**

1. Each clinic location must be approved by DMV prior to use.
2. Provide DMV with verification authorizing use of the facility to conduct classroom instruction throughout license tenure and maintain a copy of the verification in the clinic's business files.
3. Pay fees for each clinic location.
4. Comply with all local business license and zoning regulations
5. Comply with all federal, state and local health, fire and building code requirements.
6. Maintain space devoted exclusively to classroom instruction.
7. Display the DMV clinic license, clinic fees and hours of operation in a conspicuous location.
8. Verify each student's identification by comparing a picture identification issued by a government agency.
9. Maintain clean, accessible restroom facilities.
10. Maintain adequate interior and exterior lighting and adequate parking facilities.
11. Provide a minimum of 10 square feet, a chair and work surfaces for each student. Make provisions for handicapped students.
12. Provide closed-captioned video instruction for the hearing impaired. The video must be provided by the curriculum vendor upon request.
13. Post the sign displaying DMV's toll-free number in a conspicuous location inside the classroom during instructional periods.

### **Computer-Based Requirements (If applicable)**

1. Provide DMV with a copy of the contract or agreement (showing expiration date) authorizing use of a facility to conduct classroom instruction throughout license tenure. Maintain a copy in the clinic's business files.
2. Facility must meet ADA requirements.
3. Verify each student's identification using a picture identification issued by a government agency.
4. Maintain clean, accessible restroom facilities.
5. Maintain adequate interior and exterior lighting and adequate parking facilities.
6. Provide a minimum of 10 square feet, a chair and work surfaces for each student. Make provisions for handicapped students.

### **Instructor Requirements**

1. Submit an application (DI 505) attached to Driver Improvement Clinic License Application (DI 15)
2. Pay DMV license fee.
3. Each instructor must hold a valid Virginia driver's license. Instructor driving records should reflect no more than 6 demerit points.
4. All instructors associated with the clinic must be properly certified by curriculum vendor and licensed by DMV.
5. Display the DMV-issued instructor's license during classroom instructional periods.

### **Fees and Notice Requirements**

1. Pay DMV the \$10 processing fee for each court-directed, DMV-directed, insurance and volunteer student.
2. Submit accurate reports of clinic attendance on the DI 17, Clinic Roster and pay the required processing fee for each student to DMV within 24 hours of clinic completion.
3. Make Extranet payments using a major credit card or debit card.

### **Curriculum Requirements**

1. Maintain certification with a DMV-approved curriculum vendor.
2. Ensure that the vendor properly certifies all instructors associated with the clinic and provides annual in-service training.
3. Maintain a sufficient supply of student workbooks, instructor guides and other teaching aids.
4. Follow the curriculum and properly utilize the training materials provided by a DMV-approved curriculum vendor.
5. Conduct a full eight-hour course of classroom instruction, including administration of the final exam. Meals and other breaks do not count as part of the eight-hour requirement.

6. Final exams shall consist of 50 curriculum questions. Students must answer at least 80% of the questions correctly to successfully complete the course.
7. Final exam may be taken only once each calendar day.
8. An appropriate certificate of completion will be issued to each student successfully completing the course.

**Advertising/Notice Requirements**

1. Use the words "Licensed by DMV" as the sole reference to the relationship between the driver improvement clinic and DMV. No clinic may use the DMV logo on any form of advertising or lead the public to believe that they are a state-run organization.
2. Provide written notice to DMV within 30 calendar days if there are address, instructor, ownership, license or other changes that affect the clinic's records. If the clinic provider license terminates for any reason, the clinic provider must return the license to operate and any unused clinic rosters (DI 17) to DMV. Extranet users must return DMV-issued equipment or pay a replacement fee.

**Audit Requirements**

1. Allow DMV to conduct at least one audit per year - with or without prior notice.
2. All clinic records must be open and available for inspection by any officer or employee of DMV or any law enforcement officer during normal business hours. DMV may secure and remove these records for the purpose of conducting audits or investigations.
3. Clinic to respond to and/or correct deficiencies/violations noted on annual or random audits within 30 calendar days as directed unless an exception is granted by DMV.