



Application for the Sale of a Private Driver Training School

A change in ownership requires an application for an original license which shall be submitted to the Pennsylvania Department of Education at least thirty (30) days in advance of the effective date of that said change. The Private Driver Training School shall not be conducted or operated under the new or different individual, proprietorship, partnership, association, company, or corporation until and unless an original license has been granted and issued to the new or different ownership constituency. *See 24 P.S. § 2834 (8)(c).*

Please be advised that incomplete applications may be returned and may result in a delay or denial of licensure. Please type or print in blue or black ink. Submit completed applications to the following address:

Pennsylvania Department of Education
Private Driver Training Schools
607 South Drive, 5th Floor
Harrisburg, PA 17120

The Following Information MUST be submitted with this application:

Check or money order made payable to the “Pennsylvania Department of Revenue” to cover the appropriate fees:

- For each licensed school and each licensed classroom site..... \$500.00
- For each instructor..... \$30.00
- For each vehicle..... \$10.00
- For each agent..... \$5.00

Evidence that a fictitious name is registered with the Department of State.

Signed and notarized copy of the sale agreement. The agreement must be signed by the seller and the buyer.

Articles of Incorporation.

A statement certifying that persons employed by and/or directly connected with the conduct and operation of schools are not addicted to the use of alcoholic liquors, morphine, cocaine, or other drugs that have a similar effect, and shall not be mentally incompetent.

Documentary evidence that the private driver training school owner or director has a minimum of two years of successful driver education teaching experience in a private driver training school, private high school, or public high school. The documentary evidence shall set forth the names of the schools or classes and the place, dates, and length of instructional service,

including a statement from the official head of the school or class certifying that the teaching experience was successful and attesting to the place, dates, and length of the service.

For each proprietor or each member of a partnership, or each officer and director of a corporation that owns a school and who is directly connected with the conduct and operation of the educational program, must provide the following:

__ A statement certifying that the applicant is of good moral character and at least 18 years of age.

__ Three letters of reference. The purpose of the reference letters is to assist PDE in the review and evaluation of the applicant's moral character. At least two reference letters must be professional (e.g., a current or past employer). One reference letter may be a personal reference. The reference letters must contain the name, address, and daytime telephone number of the reference. The reference letters must include:

- The length of time the reference has known the applicant.
- The nature of the relationship between the reference and the applicant.
- If the reference is aware of any criminal convictions in the applicant's background.
- If the reference is aware of any negative information that indicates it would be unsuitable for the applicant to work in a one-on-one situation with minors.
- An attestation to the applicant's moral character.

None of the references are to be related to the applicant or in any way connected to the Private Driver Training School in which the applicant is seeking employment.

Private Driver Training School Information

You **MUST** complete all blanks. Address of school should be the mailing address.

Name of School _____

Address of School _____
(Street) (City) (ZIP Code)

County _____ Phone # _____ - _____
(Area Code)

Email Address _____

Name of Driving School Director (if applicable) _____
(Must have two years of successful experience teaching driver education)

School Website (if applicable) _____

Ownership Information

Please note that any legal notifications from the Pennsylvania Department of Education will be sent to the person(s) listed below. Please indicate the type of school ownership and provide the appropriate name(s) and address(es).

____ Sole Owner ____ Partnership ____ Corporation

Name of: ____ Owner, ____ Partner, ____ President, **OR** ____ CEO (check one and insert name below)

Name _____

Home Address _____
(Street) (City) (Zip Code)

Email Address _____ Phone # _____ - _____
(Area Code)

Name of: ____ Partner **OR** ____ Treasurer (check one and insert name below)

Name _____

Home Address _____
(Street) (City) (Zip Code)

Email Address _____ Phone # _____ - _____
(Area Code)

Name of: ____ Partner **OR** ____ Secretary (check one and insert name below)

Name _____

Home Address _____
(Street) (City) (Zip Code)

Email Address _____ Phone # _____ - _____
(Area Code)

Affidavit

Please be certain that proper signatures are provided, and that the application is notarized.

I/We certify that the foregoing statements are true and correct to the best of my/our knowledge and belief. I/We have read the Private Driver Training Schools Act, 24 P.S. § 2831 et seq., and supporting regulations found at 22 Pa. Code, Chapter 101 and certify that I /We will comply with all requirements.

Signature of Owner, Partner, President, Driving School Director or Chief Executive Officer

Signature of Partner or Corporate Treasurer

Signature of Partner or Corporate Secretary

Subscribed and Sworn to before me this _____ day of _____, 20____

Signature of Notary

DEPARTMENT USE ONLY

Date Received: _____

Check/Money Order #: _____ Amount: \$_____ Log #: _____