

Instructor-in-training Permit Policy Update Notice 01/24/2018

Dear School Administrators and Instructors

On January 8, 2018, the Board approved significant updates to the Instructor-in-Training policy and procedures. The changes made will go into effect February 1, 2018.

Summary of Changes:

1. Permit fee due at time of application instead of verification
2. Updated Permit Application and Verification Form (the new forms will be posted online February 1st).
3. Verification forms must be submitted within 100-150 hours.
4. Instructor hours obtained prior to the implementation of the instructor-in-training permit November 9, 2015 will be recognized.
5. Additional guidance from the Board for staff in managing the permit application process.

The updated policy and related documents are being mailed to the schools today, the documents are also attached to this email.

Please sign, date and return the attached form and contact sheet to provide the Board updated contact information and to confirm that you have received and read the policy updates, only one form per school is needed.