

The most current version of this document is available at www.drivertraining.ohio.gov

Attention Authorizing Official: The Driver Training Manager has received notification of your intention to close your enterprise. Please complete Part A immediately and return it to the Driver Training Manager. Upon completion of Part B, return all required documentation for final closing.

4501-7-04 Application for and renewal of driver training school licenses.

(L) If a driver training enterprise or school closes or discontinues business for any reason, the authorizing official shall return the school license to the director immediately.

4501-7-13 Records.

(D) If a school closes or an enterprise discontinues business for any reason, the authorizing official or training manager shall advise the director in writing at least thirty days prior to closing where the school's records will be stored.

PART A: INFORMATION

| | | |
|---|---|--------------------|
| ENTERPRISE NAME | | DATE |
| ENTERPRISE # | PROJECTED DATE OF CLOSING | |
| BOND COMPANY NAME | | BOND POLICY # |
| BOND AGENT NAME | | BOND AGENT PHONE # |
| LIST THE BATCHES OF CERTIFICATES IN YOUR POSSESSION | LOCATION WHERE RECORDS WILL BE STORED FOR THREE YEARS | |

PART B: PROCEDURES

1. Your enterprise has an obligation to complete training for students who have signed a training agreement and paid a fee.
2. Letters mailed to students who have started training but not completed training during the past year. After six months, the training agreement may become invalid and students should receive written notification since your enterprise will be closing. Attach a copy of the letter mailed to these students, if applicable.
3. Certificates of Completion Issued (log sheets) attached for those students who completed all required training and received a certificate. All certificates in your possession must be accounted for.
4. Enclose all unused certificates.
5. Letter from the school verifying that all students received training or a written notification of the school closing.
6. Failure to account for all certificates, or return license(s), or provide regular communication with the Driver Training Manager during the closing process may result in administrative action against the licenses associated with this enterprise.

| | |
|--------------------------------------|------|
| PRINTED NAME OF AUTHORIZING OFFICIAL | DATE |
| SIGNATURE OF AUTHORIZING OFFICIAL | |
| X | |

| |
|---------|
| REMARKS |
|---------|