

Ohio Department of Public Safety

Driver Training Program Office



User Guide for Enterprise Applications in the Driver Education and Training System (DETS)

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Driver Education and Training System (DETS) Enterprise Applications

Welcome to creating enterprise applications in the DETS system. This guide is meant to help users create and submit enterprise related applications such as a new enterprise application, adding a school or authorizing official to an existing enterprise, or adding a program to an existing school.

To begin all applications, you will need to create a DETS account. Each user of DETS needs their own DETS account and the following rules apply:

- You will need a valid email address. Your email address will be your user name.
- No two users may share the same email address.
- Do not share your user account information with anyone.

Follow these instructions to create your DETS account:

<https://www.drivertraining.ohio.gov/resources/UserGuide.pdf>

New Enterprise Application

New Enterprise Applications are for creating and submitting an application for new enterprises that are not currently licensed.

Once your DETS account has been created and you have logged in you should see a screen that looks like this:

The screenshot shows the OHIO Driver Training application dashboard. At the top, there is a red navigation bar with "OHIO Driver Training" and a "Home" icon on the left, and a "Manage My Account" link on the right. Below the navigation bar, there are several blue buttons: "New Enterprise Application", "Existing Enterprise Application", "Request access to In-process Application (Pin necessary)", "Request access to existing Enterprise", and "Instructor Application". Below these buttons, there are two tabs: "In-process" (highlighted in red) and "Completed". Below the tabs is a table with the following columns: "Application Number", "Type", "Created By", "Created Date", "Edited By", "Edited Date", "Status", "Pin", and "Options". The table is currently empty, with a "1" in a small box on the left and "No results found." on the right. At the bottom right of the dashboard, there is a logo for "A SAFER OHIO" with "A COMMITMENT" underneath. At the bottom of the page, there is a red footer bar with the text: "© 2020 - Ohio Department of Public Safety. Contact US: (614) 466-3524 DriverTraining@dps.ohio.gov".

Now you are ready to begin the application process.

1. Choose the top left blue button titled "New Enterprise Application".



This is a close-up screenshot of the application dashboard. The "New Enterprise Application" button is highlighted with a yellow border. Below it is the "Instructor Application" button. Below these buttons are the "In-process" and "Completed" tabs. Below the tabs is the table with columns: "Application Number", "Type", "Created By", "Created Date", "Edited By", "Edited Date", "Status", "Pin", and "Options". The table is empty, with a "1" in a small box on the left and "No results found." on the right.

2. **Enterprise.** This is what the next screen should look like, you will need to fill out all of the questions with the red “*” next to them.

Note: Fields marked with * are required.

Enterprise

Program Selection: *

(Select at least one)

Enterprise Name: *

URL:

Enterprise Address

Select Country:

Address Line 1: *

Address Line 2:

City: *

State: *

3. Once you have filled out this information and clicked next it will say your application has been saved to our system and will provide you with an application and pin number. Write this information down as you may need it if more than one person needs to sign off on the application from a different DETS account. **Please note, pin numbers are case sensitive.** Click “yes” to continue to the next page.

Your application is successfully saved.

The application number is **NE20200013** with pin **33zgtiil**

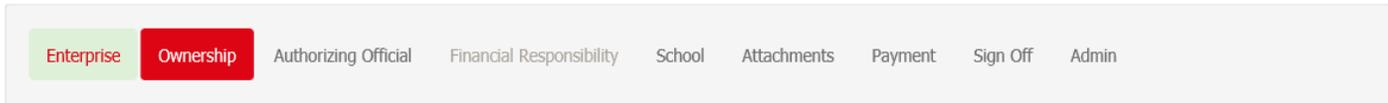
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

Yes

No



4. **Ownership.** The next page of the application will ask about the Ownership of your Enterprise. This is the person who owns and operates your business. Again, you will need to answer all questions marked with the red “*”. Once you have finished click “next” at the bottom of the page.



Note: Fields marked with * are required.

Ownership Type

Select Ownership Type: *

Owner

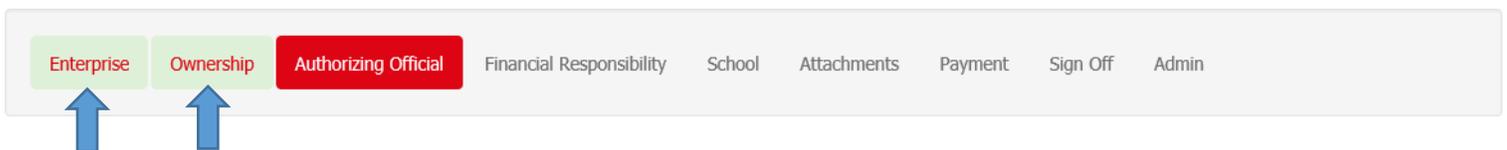
SSN: *

First Name: *

Middle Name:

Last Name: *

****Please note, at any time you can click back through tabs you have already finished if there is information you may have missed. Once you have completed a tab it will become highlighted in green with red lettering, like the Enterprise and Ownership tabs shown below. ****

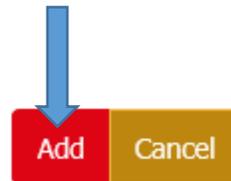


5. **Authorizing Official.** Please note that every enterprise must have at least one authorizing official. Like previous pages, fill out all of the questions marked with the red “*”.

Fax:

Email: *

Confirm Email: *



6. Once you have completed this section, click the “Add” button at the bottom of the page and it will populate your authorizing official back to the top (see the picture above for an example). You can add as many Authorizing Officials as you would like and may then move on by clicking the next button at the top, underneath your authorizing official(s).

Authorizing Official

Note: Fields marked with * are required.

Please use Identity Manger Email for the Authorizing Official Email.

SSN: *

First Name: *

Last Name	First Name	
T	J	 

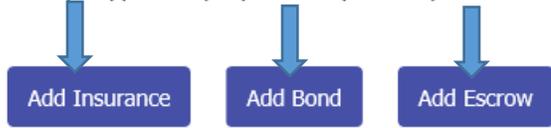


7. **Financial Responsibility.** You will need to click on the Insurance and Bond and/or Escrow information tabs individually to fill out the information needed. The page will look like this:

* Vehicle Insurance is required

* Bond/Escrow is required Exempt

'Exempt' applies only if your enterprise is operated under the authority of the State of Ohio or a political subdivision (i.e. public school district, college).



Please note, the system will recognize what type of Financial Responsibility you are required to have based on your program selection in the Enterprise tab. If you are not required to carry a bond (political subdivision of the state of Ohio), then you may click “Exempt”.

Note: Fields marked with * are required.

Insurance Information

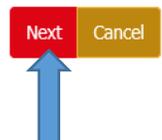
Company Name:	<input type="text"/>	*
Policy Number:	<input type="text"/>	*
Expiration Date:	<input type="text"/>	*
Amount:	<input type="text" value="0.00"/>	*

Like other tabs, you will need to fill out all sections marked with the red “*”. Once you have filled out your bond and/or escrow information and insurance information, click Next to continue.



Vehicle Insurance

Company Name	Policy Number	Amount	Expiration Date	
State Farm	235648971235000	\$1,000,000.00	2/21/2021	Actions ▾



8. **School.** Here is where you will add information about your classroom location, record storage, and school role (Training Manager, Chief Instructor, Adult Coordinator, or Course Manager), depending on your school type. Start by clicking the “Add School button”.



No Results Found



As with other pages you will need to fill out all questions marked with the red “*”. Once you have finished click the next button to move on.

Note: Fields marked with * are required.

- Details
- Record Storage
- Training Manager
- Adult Coordinator
- Course Manager
- Chief Instructor

Name: *

Notes:

Website:

Certifications

Physical:

*

Online:

*

The next page asks about your record storage. This is where you will store all paperwork or electronic records related to the enterprise, instructors, and student records. This could be at

your classroom location, the enterprise address (if different from your classroom), electronic storage methods, or in another location.

Details

Record Storage

Training Manager

Adult Coordinator

Course Manager

Chief Instructor

School Name: Test School

Onsite at Classroom:

Enterprise Address:

Electronic:

Other:

Save Cancel

Once you have chosen your record location, click save and move on.

9. The next tabs are regarding your Training Manager, Adult Coordinator, Course Manager, or Chief Instructor. **The only School Roles you fill out are the Roles that pertain to the program you have selected to teach at your school.** If you have questions regarding school roles, please contact the Driver Training Program Office. You will need to fill out the fields marked with the red “*”, click “add” and then your entry will appear at the top of the page, as shown below.

Details

Record Storage

Training Manager

Adult Coordinator

Course Manager

Chief Instructor

Training Manager

Note: Fields marked with * are required.

SSN: *

Instructor License#:

First Name: *

Middle Name:

Last Name: *

Last Name	First Name	
T	J	

Add Cancel School List

10. Once you have added your appropriate School Role(s), click the “School List” button to return to the main “School” tab, then click “Next” to move on. It should show you the school information before you click next:

Add School

Name	Address	Applied Certification	Actions
Test School	Test School 207 Maple St Sugar Grove, Ohio 43155	Class D Operator	Actions



If you need to edit any information, click on the Actions tab to the right of the school information, it will create a drop down with “View/Edit” or “Delete” options.

11. **Attachments.** Here you will need to browse for and upload all documents needed to complete your application. If you have questions on what documents to upload, please visit the driver training website or contact the Driver Training Program Office.
- a. Select the document type;
 - b. Browse for the document (read and follow directions on the screen for document restrictions);
 - c. Select the document from the desktop/file; and select upload.

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachments

No Attachments uploaded for this application.

12. **Payment.** Once you have finished uploading, click the Next button to move on to the Payment Page. Here is where you will select how you are paying your application fee. This can be done either by electronic check or check or money order.

Enterprise Ownership Authorizing Official Financial Responsibility School Attachments **Payment** Sign Off Admin

Total Fees owed: \$250.00

Name	Type	Fees(\$)	Fees Paid(\$)	Balance Due(\$)	Payment Method
Test School	NewEnterprise	250	0	250	

Please select whether you will be paying by electronic check or by sending a check or money order.

Check or Money Order: 
 Electronic Check:

(Electronic Check is not supported when using Internet Explorer on the Windows XP platform. Please upgrade Windows to a later version)

If paying by electronic check, after clicking the submit button below, you will be asked to fill in information regarding your checking account.

After submitting this information successfully, you will be directed to the final page, which will allow you to view a record of your actions and receipt for your payment.

Continue 

There are no fees associated with this application.

13. If you choose electronic check, it will redirect you to a new page to enter in your account information when you hit continue. If you choose check or money order it will let you move on to the next page where you will receive a receipt. Print this receipt and mail it to the department with your check or money order.

OHIO Driver Training Payment Receipt

Payment Confirmation

Name	Type	Balance Due(\$)	Payment Method
Test School	NewEnterprise	250	Check

Total Fees: 0

Please print this confirmation and send in along with your check or money order

 Print

Make check or money order payable to the State of Ohio Treasurer

Mail to :
 Ohio Department of Public Safety
 Driver Training Program Office
 1970 West Broad Street
 PO Box 182081
 Columbus, OH 43218-2081

NOTE :
 From the post-mark date on the envelope, it is typically at least 7 business days before the Driver Training Manager receives the documentation for review and approval.

Back to Payment Summary

You will then need to click on “Back to Payment Summary”, and then “Next” to continue on to the next tab.

14. Sign Off. This tab is where you are certifying the information you have given is true to the best of your knowledge. You will need to click the “Sign Off” tab first.



I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		



*****Please note, only Authorizing Officials can sign off on enterprise application. The system will verify you are an Authorizing Official by your email address. The email address that is entered in the Authorizing Official tab must be the same email you log into DETS with in order to sign off on an application.***

Once you have signed off on the application, it will allow you to then click the “Submit” button to finish and submit your application to our office. Once you click submit it will take you back to the home page from the first part of this guide.

Your application will then be reviewed by our staff. If any changes are needed we will write them in the Admin Notes section of the application and mark the application as “Incomplete”. The Authorizing Official will then receive an automated email informing you the application is incomplete and to check the Admin Notes.

To do this you will need to log back in to DETS and reopen your application. It should look like this:

New Enterprise Application Existing Enterprise Application Request access to In-process Application (Pin necessary) Request access to existing Enterprise

Instructor Application

In-process Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Options
NE20200013	NewEnterprise	[REDACTED]	1/9/2020	Admin	1/9/2020	Incomplete	33zgtiil	Actions ▾

1 Results 1 - 1 of 1

You will then need to click on the Actions button to the right of the application information. It will create a drop down menu with “View/Edit” and “Delete”. Once you have reentered the application, you will now see the Admin tab highlighted in green. Click on the Admin tab to review all notes from our office for corrections.

Enterprise Ownership Authorizing Official Financial Responsibility School Attachments Payment Sign Off Admin

Admin Notes

Status: Incomplete

Admin Notes: **Please upload an original copy of your bond**Please upload your BCI/FBI background checks

Cancel

Once all your corrections have been made, return to the “Sign Off” tab and click Submit again. We will review your application and if everything has been completed, the information will be sent to our field staff for a site inspection.

Questions? Contact the Driver Training Program Office at (614)466-3524 or drivertraining@dps.ohio.gov

Creating a Change of Information Application in DETS

Change of Information Applications are for existing enterprises that need to change information, such as an enterprise name or address.

1. The first step in this process is to log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

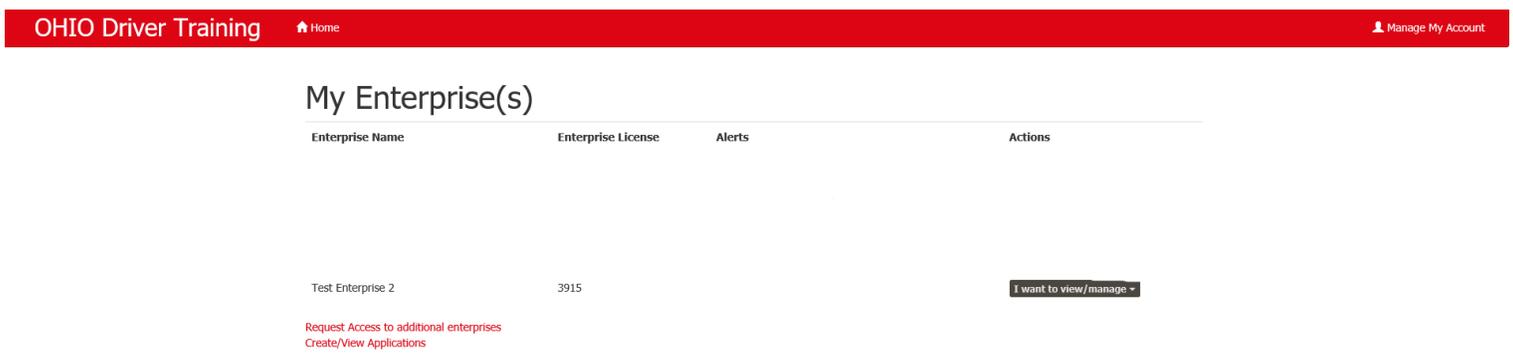
As of September 7, 2016 all users are required to create a new account.
Need to Create an Account? [Click here](#)

Already have an Account? [Click here](#) 

The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

Once you have logged in, your home page should look like this:



Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)
[Create/View Applications](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)
[Create/View Applications](#)



3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”

[New Enterprise Application](#) [Existing Enterprise Application](#) [Request access to In-process Application \(Pin necessary\)](#) [Request access to existing Enterprise](#)

[Instructor Application](#)

[In-process](#) [Completed](#)

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Options
1								No results found.



4. On the next page, you will select your enterprise, and the purpose, “Change Information”. Then click “Next”.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

Purpose: *

[Next](#) [Cancel](#)

5. **Enterprise.** Your current information will be pre-populated. Once you have reached the Enterprise tab change any necessary information and click the “Next” button at the bottom of the page.

Enterprise Ownership Authorizing Official School Attachments Sign Off Admin

Note: Fields marked with * are required.

Enterprise

Enterprise License: 3915

Enterprise Name: *

URL:

Mailing Is Same As Physical:

Mailing Address Line 1: *

Mailing Address Line 2:

Mailing City: *

Mailing State: *

Mailing County: *

Mailing Zip: *

Next Cancel

6. **Ownership, Authorizing Official, School.** Proceed to the Ownership, Authorizing Official, and School tabs. Update any information as needed.

7. Attachments. Upload any attachments to support your changes as required by the Driver Training Program Office. For questions regarding what to upload, please contact our office.

- a. Select the document type;
- b. Browse for the document (read and follow directions on the screen for document restrictions);
- c. Select the document from the desktop/file; and select upload.

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachments

No Attachments uploaded for this application.

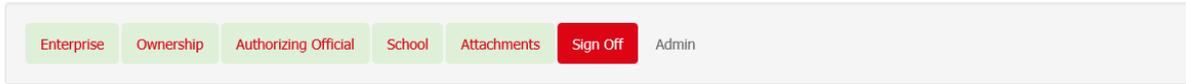
8. Sign Off. Once you have moved to the next page, move back up to the top and click on the “Sign Off” tab.



I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		

9. Click the “SignOff” button down below to Sign Off on the application.

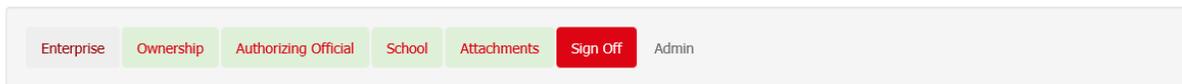


I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		



10. Then click “Submit” to submit your application to the Driver Training Program Office.



I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J	mpwife2012@gmail.com	1/10/2020 10:11:34 AM



****If corrections are necessary, you will receive an automated email. Please go back to your application and go to the Admin tab to view the notes.**

Once your application has been reviewed and approved you will receive an automated email.

Questions? Contact the Driver Training Program Office at (614)466-3524 or at drivertraining@dps.ohio.gov.

Creating a Move Location Application in DETS

Move Location applications are for any licensed locations that are moving addresses.

1. The first step in this process is to log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.
Need to Create an Account? [Click here](#)

[Already have an Account?](#) 
[Click here](#)

The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

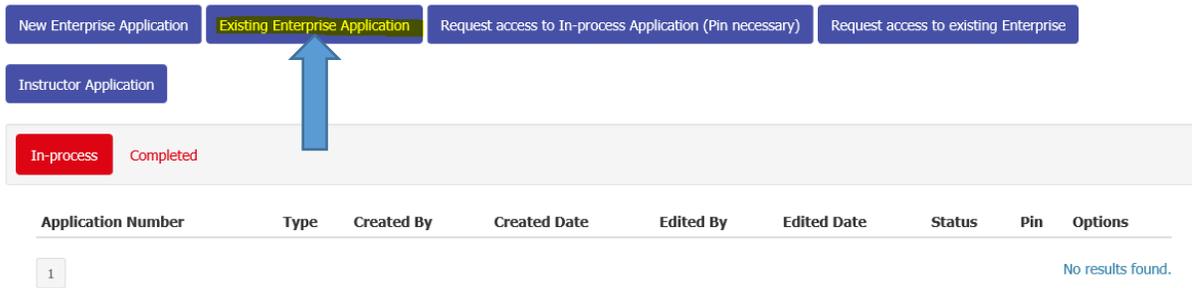
My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)
[Create/View Applications](#)



3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”



The screenshot shows a navigation menu with four buttons: "New Enterprise Application", "Existing Enterprise Application" (highlighted in yellow with a blue arrow pointing to it), "Request access to In-process Application (Pin necessary)", and "Request access to existing Enterprise". Below the menu is a filter bar with "In-process" (red) and "Completed" (grey) buttons. Underneath is a table with the following columns: Application Number, Type, Created By, Created Date, Edited By, Edited Date, Status, Pin, and Options. The table contains one row with the number "1" in the Application Number column and "No results found." in the Options column.

4. Select your Enterprise and under Purpose, select “Move Location” and hit the “Next” button to continue.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

Purpose: *

5. Select “Yes” on the next page to save your application and continue forward.



Your application is successfully saved.
The application number is **ML20200015** with pin **I436kHX**
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

6. **School.** Your application should automatically populate to the “School” tab. Here you need to click “Actions” to create the drop down menu, then select “View/Edit”.

The screenshot shows a navigation bar with buttons for Enterprise, School (selected), Attachments, Sign Off, and Admin. Below is a table with columns: License, Name, Address, and Applied Certification. The table contains one row with the following data: License: 3915 - 2704, Name: Test School, Address: Test School, 207 Maple St, Sugar Grove, Ohio 43155, Applied Certification: Class D Operator. To the right of the table is an 'Actions' dropdown menu with 'View/Edit' selected. Below the table are 'Next' and 'Cancel' buttons.

License	Name	Address	Applied Certification
3915 - 2704	Test School	Test School 207 Maple St Sugar Grove, Ohio 43155	Class D Operator

7. Here is where you will change your school address. Please note this application will only change the address, all other changes can be made in DETS under your “School” tab.

Note: Fields marked with * are required.

Information will only be updated in your DETS account if you change your school's address/location. Other information can be changed by editing your school location in DETS.

- Details
- Record Storage
- Training Manager
- Adult Coordinator
- Course Manager
- Chief Instructor

Name: *

Certifications

Physical:

*

Online:

*

Address Line 1: *

Address Line 2:

City: *

State: *

County: *

Zip: *

Phone: *

Ext.:

Fax:

Once you are finished making your changes, click the “Next” button to move on.

8. On the next page, click “Save” if your place of record storage has not changed. If it has, make your new selection.

Enterprise School Attachments Sign Off Admin

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

School Name: Test School

Onsite at Classroom:

Enterprise Address:

Address	Phone/Website
Test Enterprise 2 1234 Main St. Columbus, Ohio 43210 Country USA County Franklin County	Phone (614)752-8945 Ext Fax Email test@enterprise.edu URL

Electronic:

Other:

Save Cancel

If no other information has changed, on the next page click “School List”.

Enterprise School Attachments Sign Off Admin

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

Training Manager

Note: Fields marked with * are required.

SSN: *

Instructor License#:

First Name: *

Middle Name:

Last Name: *

Add Cancel School List



9. Once you have returned to the “School” tab, click next to continue on.

Enterprise School Attachments Sign Off Admin

License	Name	Address	Applied Certification	Actions
3915 - 2704	Test School	Test School 123 Maple St Sugar Grove, Ohio 43155	Class D Operator	

Next Cancel

10. Attachments. On the “Attachments” tab, you will need to browse for and upload the documents you need to submit in relation to the application.

- Select the document type;
- Browse for the document (read and follow directions on the screen for document restrictions);
- Select the document from the desktop/file; and select upload.

Enterprise School Attachments Sign Off Admin

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

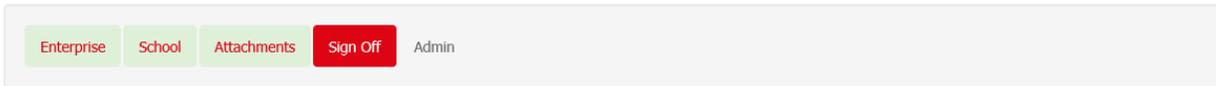
Attachments

No Attachments uploaded for this application.

Next

Once you have finished uploading, click the “Next” button to continue.

11. Sign Off. Last, the authorizing official for your enterprise will need to sign off on the application. First they need to click the “SignOff” button.

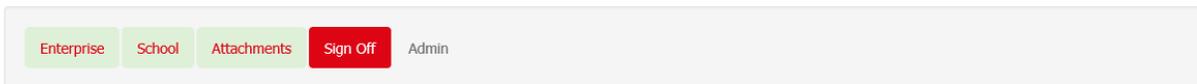


I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		



12. Once the authorizing official has signed off, the “Submit” button will appear. You need to click this to submit your application to our office.



I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		1/13/2020 11:08:35 AM



****** If corrections are necessary, you will receive an automated email. Please go back to your application and go to the Admin tab to view the notes.

Once your application has been reviewed and approved you will receive an automated email.

Questions? Contact the Driver Training Program Office at (614)466-3524 or at drivertraining@dps.ohio.gov.

Creating an Add School Application in DETS

Add a School applications are for existing enterprises who want to apply to have an additional school location licensed.

1. The first step in this process is to log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)

Already have an Account?

[Click here](#)



The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)
[Create/View Applications](#)



3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”

The screenshot shows a navigation menu with five buttons: "New Enterprise Application", "Existing Enterprise Application" (highlighted in yellow with a blue arrow pointing to it), "Request access to In-process Application (Pin necessary)", "Request access to existing Enterprise", and "Instructor Application". Below the menu is a status bar with "In-process" in a red box and "Completed" in a grey box. Underneath is a table with columns: "Application Number", "Type", "Created By", "Created Date", "Edited By", "Edited Date", "Status", "Pin", and "Options". The table contains one row with the number "1" in the "Application Number" column and "No results found." in the "Options" column.

4. On the next page you will need to select your Enterprise and under “Purpose” choose “Add School”.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

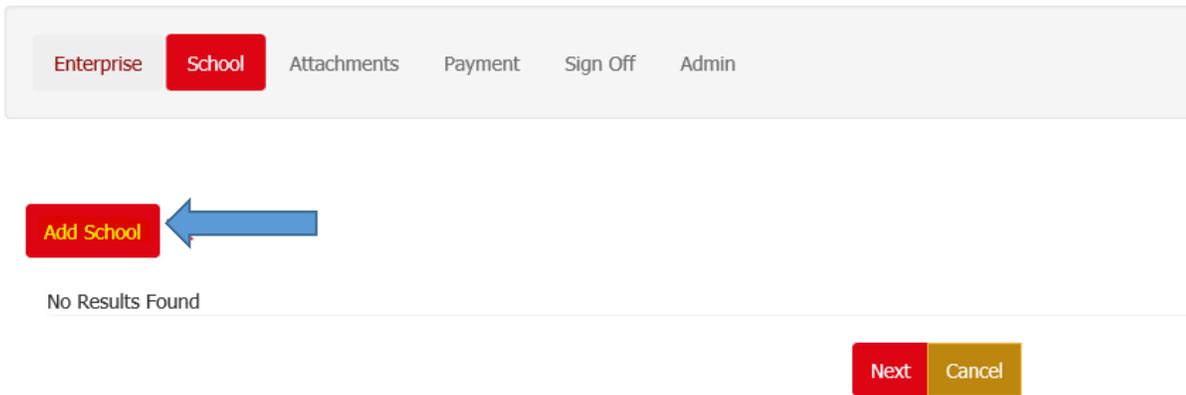
Purpose: *

Once you have finished select “Next” to continue on.

5. On the next page, choose “Yes” to save your application and continue.

Your application is successfully saved.
The application number is **AS20200017** with pin **qtRRGw40**
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

6. **School.** The application should automatically take you to the “School” tab, and you should see an “Add School” button. You will click on that to continue.



7. On the next page, you will need to fill out all information required by the red “*”.

Note: Fields marked with * are required.

Details

- Record Storage
- Training Manager
- Adult Coordinator
- Course Manager
- Chief Instructor

Name: Columbus High School *

Notes:

Website:

Certifications

Physical:

- *

Online:

*

Address Line 1: 800 Broad Street *

Address Line 2:

City: Columbus *

State: Ohio *

County: Franklin County *

Zip: 43210 *

Phone: (888)888-8888 *

Once you are finished, click “Next” to continue to the next page.

8. On the next page you will need to choose where your records are being stored for the school.

The screenshot shows a navigation bar with 'Enterprise' and 'School' tabs, and links for 'Attachments', 'Payment', and 'Admin'. A sidebar on the left contains menu items: 'Details', 'Record Storage' (highlighted), 'Training Manager', 'Adult Coordinator', 'Course Manager', and 'Chief Instructor'. The main form area is titled 'School Name: Columbus High School' and contains four checkbox options: 'Onsite at Classroom:', 'Enterprise Address:', 'Electronic:', and 'Other:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Once you are finished click “Save” to continue to the next page.

9. On the next page you will need to add your School Role information. This could be a Training Manager, Adult Coordinator, Course Manager, or Chief Instructor depending on the type of training your school has selected. You will need to fill out all information marked with a red “*”.

The screenshot shows a navigation bar with 'Enterprise' and 'School' tabs, and links for 'Attachments', 'Payment', and 'Admin'. A sidebar on the left contains menu items: 'Details', 'Record Storage', 'Training Manager' (highlighted), 'Adult Coordinator', 'Course Manager', and 'Chief Instructor'. The main form area is titled 'Training Manager' and includes a red note: 'This School requires at least one Training Manager.' Below this is a note: 'Note: Fields marked with * are required.' There are five input fields: 'SSN: *', 'Instructor License#:', 'First Name: *', 'Middle Name:', and 'Last Name: *'. At the bottom, there are 'Add', 'Cancel', and 'School List' buttons.

Once you are finished click “Add” and the page should look like this:

The screenshot shows the 'School' tab selected in the top navigation bar. On the left, a sidebar menu includes 'Details', 'Record Storage', 'Training Manager' (highlighted), 'Adult Coordinator', 'Course Manager', and 'Chief Instructor'. The main content area is titled 'Training Manager' and contains a form with the following fields: SSN: *, Instructor License#: , First Name: *, Middle Name: , and Last Name: *. A note above the form states 'Note: Fields marked with * are required.' To the right of the form is a table with columns 'Last Name' and 'First Name', containing the letter 'G' in both. Below the table are edit and delete icons. At the bottom of the form are three buttons: 'Add', 'Cancel', and 'School List'.

Once the appropriate School Roles are added, you can now hit the “School List” button to return to the “School” tab.

10. Once you have returned to the “School” tab, click “Next” to continue to the next page.

The screenshot shows the 'School' tab selected in the top navigation bar. Below the navigation bar is an 'Add School' button. The main content area displays a table with the following data:

Name	Address	Applied Certification	Actions
Columbus High School	Columbus High School 800 Broad Street Columbus, Ohio 43210	Class D Operator	Actions

At the bottom of the page are two buttons: 'Next' and 'Cancel'.

**Please note, if you need to make any changes, you can click the “Actions” button to create a drop down menu that says “View/Edit”. Click on “View/Edit” and it will allow you to make and save your changes.

11. Attachments. On the “Attachments” tab, you will need to browse for and upload the documents you need to submit in relation to the application.

- a. Select the document type;
- b. Browse for the document (read and follow directions on the screen for document restrictions);
- c. Select the document from the desktop/file; and select upload.

EnterpriseSchoolAttachmentsSign OffAdmin

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: * Browse Upload

Attachments

No Attachments uploaded for this application.

Next

Once you have finished uploading, click the “Next” button to continue.

12. **Payment.** Here you will need to choose how you are paying for the fee, either by electronic check or check or money order. If you choose electronic check, it will redirect you to a new page to enter in your account information when you hit continue. If you choose check or money order it will let you move on to the next page.

Enterprise School Attachments **Payment** Sign Off Admin

Total Fees owed: \$250.00

Name	Type	Fees(\$)	Fees Paid(\$)	Balance Due(\$)	Payment Method
Columbus High School	AddSchool	250	0	250	

Please select whether you will be paying by electronic check or by sending a check or money order.
 Check or Money Order:
 Electronic Check:
 (Electronic Check is not supported when using Internet Explorer on the Windows XP platform. Please upgrade Windows to a later version)

If paying by electronic check, after clicking the submit button below, you will be asked to fill in information regarding your checking account.
 After submitting this information successfully, you will be directed to the final page, which will allow you to view a record of your actions and receipt for your payment.

Continue

There are no fees associated with this application.

13. Once you have made your payment selection you will be given a payment receipt screen. Keep this information for your records.

Enterprise School Attachments **Payment** Sign Off Admin

OHIO Driver Training Payment Receipt

Payment Confirmation

Name	Type	Balance Due(\$)	Payment Method
Columbus High School	AddSchool	250	Check

Total Fees: 0

Please print this confirmation and send in along with your check or money order

Print

Make check or money order payable to the State of Ohio Treasurer

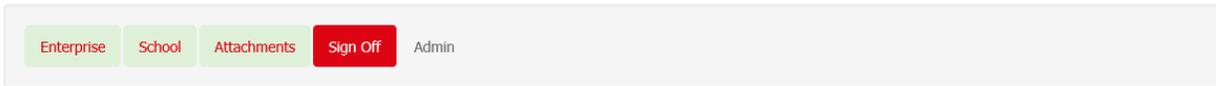
Mail to :
 Ohio Department of Public Safety
 Driver Training Program Office
 1970 West Broad Street
 PO Box 182081
 Columbus, OH 43218-2081

NOTE :
 From the post-mark date on the envelope, it is typically at least 7 business days before the Driver Training Manager receives the documentation for review and approval.

Back to Payment Summary

You will then need to click on “Back to Payment Summary”, and then “Next” to continue on to the next tab.

14. **Sign Off.** Last, the authorizing official for your enterprise will need to sign off on the application. First they need to click the “SignOff” button.

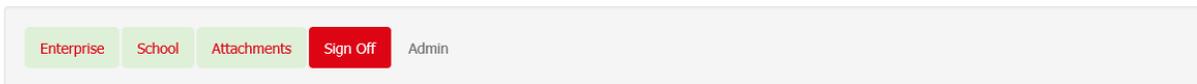


I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		



15. Once the authorizing official has signed off, the “Submit” button will appear. You need to click this to submit your application to our office.



I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		1/13/2020 11:08:35 AM



** If corrections are necessary, you will receive an automated email. Please go back to your application and go to the Admin tab to view the notes.

Once your application has been reviewed and approved you will be contacted for a site inspection by a Driver Training Field Staff.

Questions? Contact the Driver Training Program Office at (614)466-3524 or DriverTraining@dps.ohio.gov.

Creating an Add Owner Application in DETS

Add Owner Applications are for current licensed enterprises who have an individual or partnership ownership and they wish to add an additional owner.

1. The first step in this process is to log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)

[Already have an Account?](#)

[Click here](#)



The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)

[Create/View Applications](#)



3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”

New Enterprise Application Existing Enterprise Application Request access to In-process Application (Pin necessary) Request access to existing Enterprise

Instructor Application

In-process Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Options
1								No results found.

4. Select your Enterprise and under Purpose, select “Add Owner” and hit the “Next” button to continue.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

Purpose: *

Next Cancel

5. On the next page, select “Yes” to continue and save your application.

Your application is successfully saved.
The application number is AOW20200009 with pin fROw5wvp
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

Yes No

6. **Owner.** The next page is the “Owner” tab. Here you will need to enter the new owner’s information. You will need to fill out all fields marked with a red “*”.

Owner

Note: Fields marked with * are required.

SSN: *

First Name: *

Middle Name:

Last Name: *

Address

Select Country: ▾

Address Line 1: *

Address Line 2:

City: *

Once you are finished click “Next” to continue.

7. **Attachments.** On the “Attachments” tab, you will need to browse for and upload the documents you need to submit in relation to the application.

- a. Select the document type;
- b. Browse for the document (read and follow directions on the screen for document restrictions);
- c. Select the document from the desktop/file; and select upload.

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachments

No Attachments uploaded for this application.

Once you have finished uploading, click the “Next” button to continue.

8. **Sign Off.** Last, the authorizing official for your enterprise will need to sign off on the application. First they need to click the “SignOff” button.

I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		

9. Once the authorizing official has signed off, the “Submit” button will appear. You need to click this to submit your application to our office.

I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		1/13/2020 11:08:35 AM

SignOff **Submit** Cancel



****** If corrections are necessary, you will receive an automated email. Please go back to your application and go to the Admin tab to view the notes.

Once your application has been reviewed and approved you will receive an automated email.

Questions? Contact the Driver Training Program Office at (614)466-3524 or DriverTraining@dps.ohio.gov.

Creating an Add Authorizing Official Application in DETS

Add Authorizing Official Applications are for current licensed enterprises wishing to add an additional Authorizing Official(s) to their enterprise.

1. The first step in this application is to make sure the new Authorizing Official has their own DETS account. For steps on creating a new account, click here:

<https://www.drivertraining.ohio.gov/resources/UserGuide.pdf>. Once the Authorizing Official has access to your enterprise, we can begin the application process.

Log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)

Already have an Account?
[Click here](#)



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[Privacy Policy](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage ▾

[Request Access to additional enterprises](#)
[Create/View Applications](#)

3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”

New Enterprise Application **Existing Enterprise Application** Request access to In-process Application (Pin necessary) Request access to existing Enterprise

Instructor Application

In-process Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Options
1								No results found.

4. Select your enterprise, and then under “Purpose” select “Add Authorizing Official” and click “Next”.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

Purpose: *

Next Cancel

5. On the next page click “Yes” to save your application and continue to the next page.

Your application is successfully saved.
The application number is **AAO20200003** with pin **OuaujRNv**
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

Yes No

6. **Authorizing Official.** On the next page, enter information about your new Authorizing Official. You will need to fill out all information marked with a red “*”.

Enterprise **Authorizing Official** Attachment Sign Off Admin

Authorizing Official

An enterprise requires at least one Authorizing Official.

Cancel

Note: Fields marked with * are required.

Please use Identity Manger Email for the Authorizing Official Email.

SSN: *

First Name: *

Middle Name:

Last Name: *

Date of Birth: *

Address

Select Country:

Address Line 1: *

Address Line 2:

Once you are finished click the “Add” button at the bottom of the page. The page should then look like this:

Enterprise **Authorizing Official** Attachment Sign Off Admin

Authorizing Official

Last Name	First Name	
T	J	 

Note: Fields marked with * are required.

Please use Identity Manger Email for the Authorizing Official Email.

Next Cancel

SSN: *

First Name: *

Middle Name:

Now click the “Next” button.

7. **Attachments.** On the “Attachments” tab, you will need to browse for and upload the documents you need to submit in relation to the application.

- a. Select the document type;
- b. Browse for the document (read and follow directions on the screen for document restrictions);
- c. Select the document from the desktop/file; and select upload.

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachments

No Attachments uploaded for this application.

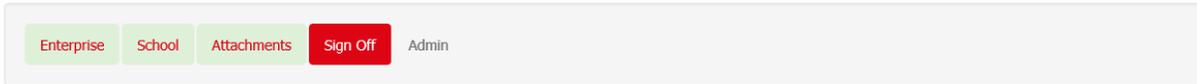
Once you have finished uploading, click the “Next” button to continue.

8. **Sign Off.** Last, you will need to sign off on the application. First you need to click the “SignOff” button.

I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		

9. Once you have signed off, the “Submit” button will appear. You need to click this to submit your application to our office.



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Name	SignedOff By	SignedOff Date
T, J	<input type="text"/>	1/13/2020 11:08:35 AM



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Once your application has been reviewed and approved you will receive an automated email.

Questions? Contact the Driver Training Program Office at (614)466-3524 or DriverTraining@dps.ohio.gov.

Creating an Add program to existing location Application in DETS

Add program to existing location applications are for licensed schools who wish to apply to add another type of training to the licensed location.

1. The first step in this process is to log in to your DETS account. Follow this link to log in: <https://services.dps.ohio.gov/DETS> and then click on Already have an Account?

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)

Already have an Account?

[Click here](#)



The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)

2. You will need to click on the “Create/View Applications” button to continue to the next page.

My Enterprise(s)

Enterprise Name	Enterprise License	Alerts	Actions
Test Enterprise 2	3915		I want to view/manage

[Request Access to additional enterprises](#)

[Create/View Applications](#)



3. Once you have returned to the applications page, you will need to click on “Existing Enterprise Application”

The screenshot shows a navigation menu with five buttons: "New Enterprise Application", "Existing Enterprise Application" (highlighted in yellow with a blue arrow pointing to it), "Request access to In-process Application (Pin necessary)", "Request access to existing Enterprise", and "Instructor Application". Below the menu is a status bar with "In-process" (red) and "Completed" (grey) tabs. Underneath is a table with the following columns: Application Number, Type, Created By, Created Date, Edited By, Edited Date, Status, Pin, and Options. The table contains one row with the number "1" in the first column and "No results found." in the last column.

4. Select your Enterprise and under Purpose, select “Add program to existing location” and then under “Program Type” choose the program you are adding (for this application example we will be adding Abbreviated Adult) and hit the “Next” button to continue.

Note: Fields marked with * are required.

Application for Existing Enterprise

Enterprise: *

Purpose: *

Program Type: *

Next Cancel

5. On the next page choose “Yes” to save your application and continue to the next step.

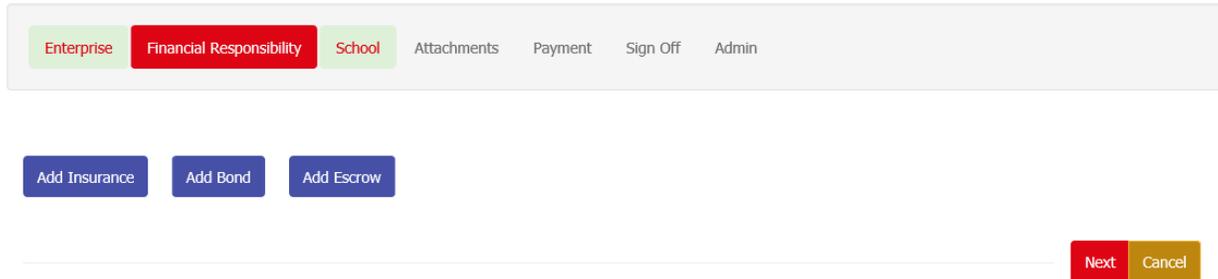
Your application is successfully saved.

The application number is **AP20200003** with pin **CORQy3p0**

Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

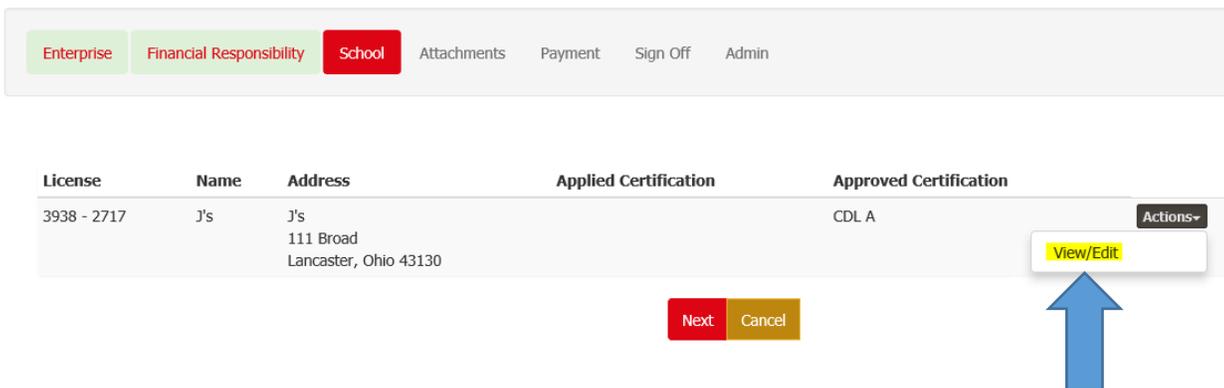
Yes No

6. Financial Responsibility. The first tab you come to will be the “Financial Responsibility” tab. Here you will need to make any adjustments to your insurance or bond/escrow amounts depending on the program you are adding.

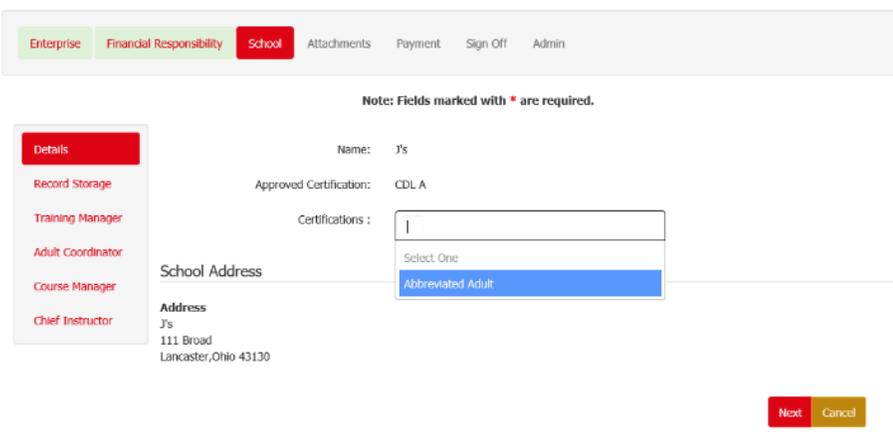


To make any changes, click on the tab you need to edit and it will open a new window. If you have no changes, click the “Next” button to proceed.

7. School. The next tab is the school tab. Here you will need to start by clicking the “Actions” tab to create a drop down menu. From there you will need to click on “View/Edit” to proceed.



8. On the next page, under “Certifications” you will need to click inside the white box to create a drop down menu. Here you will choose the program you are adding to your school.



Once you have selected the program it should appear in the box like so:

Enterprise Financial Responsibility **School** Attachments Payment Sign Off Admin

Note: Fields marked with * are required.

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

Name: J's
Approved Certification: CDL A
Certifications :

School Address
Address
J's
111 Broad
Lancaster, Ohio 43130

Next Cancel

As long as the program appears in the box, click “Next” to proceed.

9. On the next page you will choose the record storage location for the new program. Once you have made your selection click “Save” to continue.

Enterprise Financial Responsibility **School** Attachments Payment Sign Off Admin

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

School Name: J's

Onsite at Classroom:

Enterprise Address:

Electronic:

Other:

Save Cancel

10. Next, you will need to add information regarding the School Role, which depends on the type of program you are adding. (For this example application, we will be adding an Adult Coordinator). First you will need to fill out all fields marked with a red “*” and then click the “Add” button.

Enterprise Financial Responsibility **School** Attachments Payment Sign Off Admin

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

Adult Coordinator

Note: Fields marked with * are required.

SSN: *

Instructor License#:

First Name: *

Middle Name:

Last Name: *

Add Cancel School List

Once you have hit “Add” the page should look like this:

Enterprise Financial Responsibility **School** Attachments Payment Sign Off Admin

Details
Record Storage
Training Manager
Adult Coordinator
Course Manager
Chief Instructor

Adult Coordinator

Note: Fields marked with * are required.

Last Name	First Name	
J	J	 

SSN: *

Instructor License#:

First Name: *

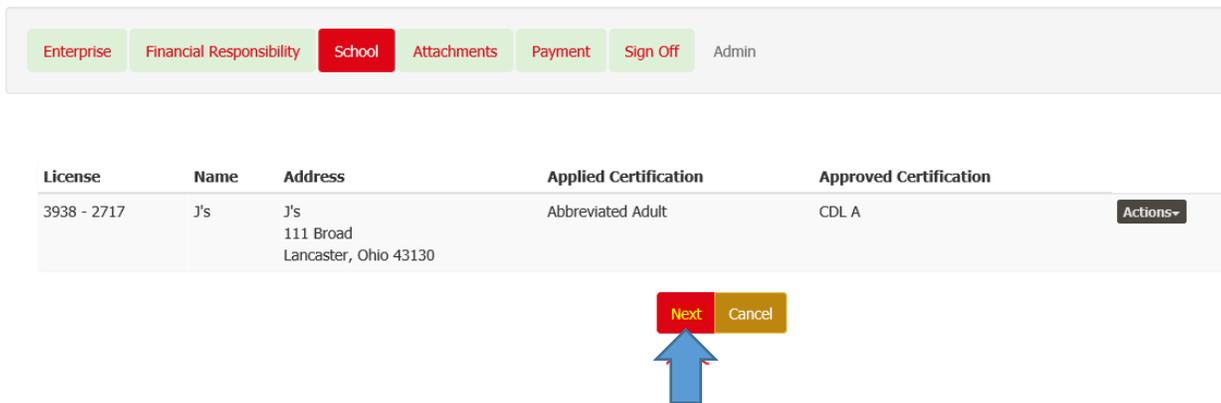
Middle Name:

Last Name: *

Add Cancel School List

From here you can click “School List” to return to the “School” tab and proceed.

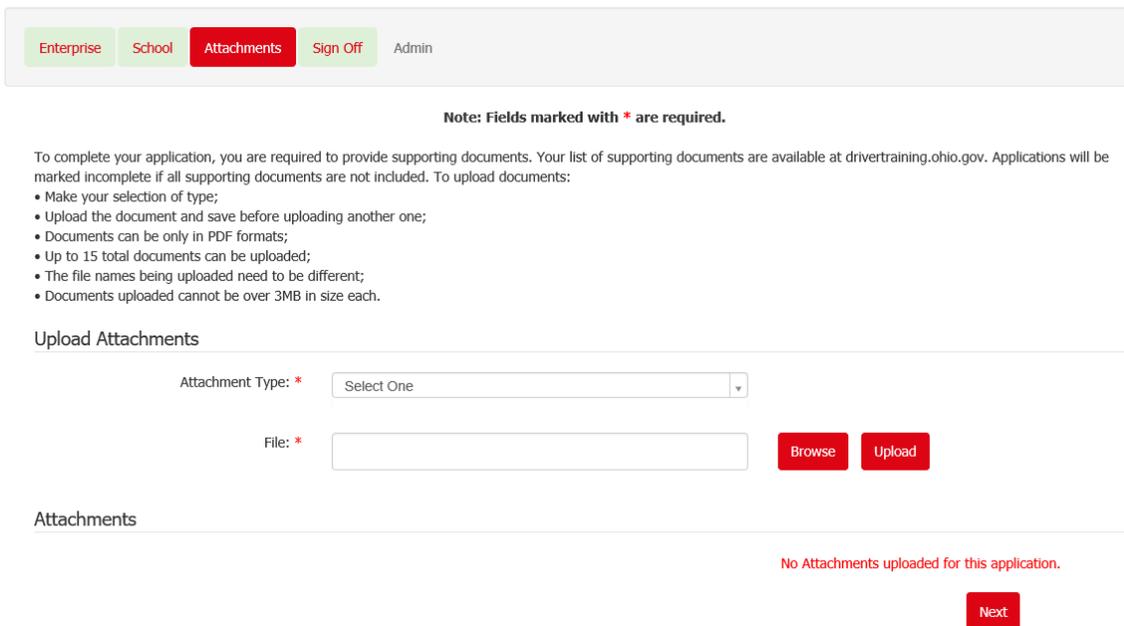
11. Once you have returned to the “School” tab you can click “Next” to proceed to the next step.



License	Name	Address	Applied Certification	Approved Certification	Actions
3938 - 2717	J's	J's 111 Broad Lancaster, Ohio 43130	Abbreviated Adult	CDL A	Actions

12. **Attachments.** On the “Attachments” tab, you will need to browse for and upload the documents you need to submit in relation to the application.

- Select the document type;
- Browse for the document (read and follow directions on the screen for document restrictions);
- Select the document from the desktop/file; and select upload.



Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachments

No Attachments uploaded for this application.

Once you have finished uploading, click the “Next” button to continue.

13. Payment. The next page is the “Payment” screen. In some cases, there will be no fees associated with this application, so you will need to click “Next” to proceed.

Enterprise Financial Responsibility School Attachments **Payment** Sign Off Admin

Total Fees owed: \$0.00

Name	Type	Fees(\$)	Fees Paid(\$)	Balance Due(\$)	Payment Method
J's	AddProgram	0	0	0	

There are no fees associated with this application.

There are no fees associated with this application.

Next

14. Sign Off. Last, your Authorizing Official will need to sign off on the application. They will need to click the “SignOff” button.

Enterprise School Attachments **Sign Off** Admin

I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J		

SignOff Submit Cancel



Once that has been completed they will need to click “Submit” to submit the application to our office for review.

Enterprise School Attachments Sign Off Admin

I hereby certify I am the authorizing official of this driver training course enterprise and the information provided herein is true and complete. I have read, understand, am familiar with, and am responsible for knowing the provisions governing driver training schools and instruction as those provisions are set forth in the Ohio Revised Code and Ohio Administrative Code. I will abide by the laws, statutes, and rules set forth therein. I will take all reasonable steps to ensure the enterprise and its schools, instructors, and staff operates in compliance with the laws, statutes, and rules as they apply to this enterprise. I will take all reasonable steps to ensure the facilities, training programs, advertising, and solicitations for business, records, and contracts of the enterprise, its schools, instructors, and staff comply with the laws, statutes, and rules governing driver training course providers. I will ensure the enterprise and each of its schools maintains financial responsibility for the fulfillment of contracts and obligations to students trained in or by the enterprise. To all herein I so certify and attest with my signature below.

Name	SignedOff By	SignedOff Date
T, J	<input type="text"/>	1/13/2020 11:08:35 AM

SignOff Submit Cancel



**** If corrections are necessary, you will receive an automated email. Please go back to your application and go to the Admin tab to view the notes.**

Once your application has been reviewed and approved by our office, you will receive an automated email informing you.

Questions? Contact the Driver Training Program Office at (614)466-3524 or DriverTraining@dps.ohio.gov.