

STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
**DIVISION OF MOTORIST SERVICES**  
**BUREAU OF DEALER SERVICES**  
NEIL KIRKMAN BUILDING, ROOM A-312 MS 65  
TALLAHASSEE, FLORIDA 32399-0625  
(850) 617-3003 (press 1)

**APPLICATION FOR A LICENSE AS A  
MOTOR VEHICLE DEALER TRAINING SCHOOL INSTRUCTOR**

Pursuant to Section 320.27, Florida Statutes, I hereby make application and submit the required documentation for a license.

Date of Application : \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street or P.O. Box

City State Zip Code

Mailing Address: \_\_\_\_\_

Street or P.O. Box

City State Zip Code

Telephone Number(s): ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Has the applicant: Been convicted of a crime (excluding minor traffic violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Now facing criminal charges anywhere (excluding minor traffic violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to either question above is "yes", applicant is required to supply appropriate documentation.

**INSTRUCTOR QUALIFICATIONS**

The following qualifications as described in the Motor Vehicle Dealer Training School Requirements must be met in order for the applicant to be considered for licensure as an Instructor. Note: the issuance of an Instructor License by the Division of Motorist Services is for the purpose of providing instruction in a Motor Vehicle Dealer Training School only.

1. Instructors must be Subject Matter Experts (SME) for the subject matter on which they will provide instruction.
  - a. For the purpose of the Motor Vehicle Dealer Training School a Subject Matter Expert is one who has a special knowledge derived from training or experience in the particular subject matter being taught in Motor Vehicle Dealer Training School.
2. The Instructor must hold a current state teacher's certificate **or** have at least one year of current experience as an instructor and completed a recognized instructor training course provided by a college, university, vocational school, U.S. Military School, or a government sponsored train the trainer course.

All applicants for a Motor Vehicle Dealer Training School Instructor will have their qualifications reviewed to determine if the applicant meets the qualifications as outlined above.

**CERTIFICATIONS**

I certify that I am qualified to be a Motor Vehicle Dealer Training School Instructor and will abide by all applicable Florida Statutes and Department policies and procedures. I also certify that the information contained in the application and attachments is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name