



**DIVISION OF MOTORIST SERVICES
BUREAU OF MOTORIST COMPLIANCE**

**APPLICATION FOR AUTHORITY TO CONDUCT
CLASS E THIRD PARTY ADMINISTRATOR (TPA) DRIVER LICENSE EXAMS**

This Application is to be used by businesses that want to receive Department approval to conduct Class E Third Party Administrator (TPA) Driver License Exams. Individuals, associations, corporations or partnerships are eligible to apply in accordance with the provisions of Section 322.56, Florida Statutes.

This Application and all required documentation must be submitted to:

Department of Highway Safety and Motor Vehicles
Bureau of Motorist Compliance
Class E Third Party Administrator Program
2900 Apalachee Parkway, Room A201 MS 97
Tallahassee, Florida 32399-0570

This Application must be completed in full with all required documents attached at the time the Application is submitted to the Department for consideration.

If approved, the Class E Exam authorization is valid for a three (3) year period. A new Application with supporting documentation is required after the three year period ends if you would like to continue to administer Class E Exams.

Please indicate which service(s) the business is applying for:

- Class E General Knowledge – Classroom Setting**
In Person Proctored Exam at Third Party's Place of Business
- Class E General Knowledge – Online**
Exams Taken by Applicants via the Internet Using the Business' Website
- Class E Driving Skills**
In Person Driving Skills Exam Conducted via a Tablet Computer (if approved, a tablet and successful completion of Class E Driving Skills Exam Training are required)

II. OWNER(S)/PARTNER(S)/CORPORATE OFFICER(S):

List the name(s), addresses and positions of the owners and/or partners and/or corporate officers in the table below. *Any change in ownership requires submission of a new Application.*

Full Name	Address	Position/Title	Ownership Percentage

III. BUSINESS MODEL SUMMARY:

A. In an attached document entitled “Business Model Summary” please describe in detail how the business plans to deliver driver license exam services. *Any change in the business model requires submission of a new Application.*

B. If you are administering driving skill exams and will be using business vehicles or personal vehicles, enter the vehicle information requested below for every vehicle that will be used. *Attach a current Certificate of Insurance for each vehicle listed. Whenever motor vehicles are replaced or added, notify the Department and forward a valid certificate of insurance for the new or replacement vehicle(s).*

Make	Model	Year	VIN

IV. SUPPLEMENTARY INFORMATION

A. The Third Party Administrator, each examiner, employee, agent, corporate officer, partner, and owner must submit to a fingerprint-based background check performed by a “Live Scan” Provider with results provided to the Department at the time of the Application. The Department will notify the Third Party Administrator of any disqualifying background check.

1. The Third Party Administrator must notify the Department’s Contract Manager in writing of the intent to hire new employees or the intent to add or replace corporate officers, partners or owners at least fifteen (15) days prior to the individual beginning employment or having any association with the Third Party Administrator.

2. Each new employee hired by the Third Party Administrator, each new corporate officer, partner or owner must submit to a fingerprint-based background check performed by a “Live Scan” Provider before beginning employment or having any association with the Third Party Administrator.

B. Each of the Third Party Administrator’s examiners, employees, agents, corporate officers, partners and owners must submit to a complete history driver license record check by the Department at the time of Application. The Department will notify the Third Party Administrator of any disqualifying driver license reviews. Please provide the information requested for each examiner, employee, agent, corporate officer, partner and owner.

Full Name	Date of Birth	Driver License Number	State Issued	Date FDLE LiveScan Fingerprinting Conducted

With regard to driver license qualifications, all employees must possess a valid Class E Driver License or its equivalent with no cancellations, suspensions or revocations for a minimum of three (3) years prior to and for the duration of the Contract for Class E Examination Services. The driving record must contain no more than three chargeable motor vehicle crashes or violations as defined in Chapter 316, Florida Statutes, during any consecutive three year period during the term of the Contract for Class E Examination Services.

With regard to FDLE fingerprint-based background checks, no employees shall have any criminal charges or convictions for offenses bearing on his or her ability to fill a position of trust, including, but not limited to, alcohol or drug-related offenses within ten years prior to the date of submission of this Application; any misdemeanor involving dishonesty or false statement at any time; or any felony at any time. The Department has the authority to deny an Application as a result of these charges or convictions, regardless of adjudication.

I hereby certify that the information supplied above is true, accurate and complete. I understand that any fraudulent or misinformation supplied, or information withheld, will result in cancellation of the Contract between this Third Party Administrator and the Department.

Signature

Print Name

Title

Date of Application

THE FOLLOWING ITEMS ARE REQUIRED BEFORE A CONTRACT CAN BE EXECUTED:

1. **Business Model Summary:** Describe in detail how the business plans to deliver driver license exam services.
2. **Department of State Proof of Active Business Status:** A current copy of the Certificate of Fictitious Name or Certificate of Incorporation from the Department of State as specified in the Third Party Administrator Contract.
3. **Commercial General Liability Insurance:** A Certificate of Commercial General Liability Insurance as described in the Third Party Administrator Contract. Required policy liability limits are \$1,000,000 for each occurrence, and \$2,000,000 per aggregate. The certificate must state that a thirty (30) day notice will be given to the Bureau of Motorist Compliance, Department of Highway Safety and Motor Vehicles in the event of cancellation of the policy. The insurance must also include a Hold Harmless Contract in favor of the State of Florida, Department of Highway Safety and Motor Vehicles, must name the Department as the certificate holder, and must include the State of Florida as an Additional Insured for the entire length of the Contract.
4. **Automobile Liability Insurance (if applicable):** For Class E Driving Skills Exam Third Party Administrators only, proof of Automobile Liability Insurance, if using business vehicles, is required. Required automobile policy liability limits are \$10,000 PIP, \$20,000 PDL and \$10,000 BIL. The insurance certificate must include a description of the motor vehicles utilized in the administration of the driving skills exam and must state that a thirty (30) day notice will be given to the Bureau of Motorist Compliance, Department of Highway Safety and Motor Vehicles in the event of cancellation of the policy.
5. **Workers' Compensation Insurance:** A Certificate of Workers' Compensation Insurance as described in the Third Party Administrator Contract is required with a \$100,000 liability limit for each accident, \$500,000 policy limit, and \$100,000 for each employee. *Workers' Compensation Exemption Certifications can be accepted in lieu of the required policy limits; however, exemptions will only be accepted for companies with a single owner - sole proprietorship.*
6. **\$200,000 Performance Bond:** A \$200,000 Performance Bond is required in the Third Party Administrator Contract. Note: if sending in an application to conduct more than a single service, a \$200,000 Performance Bond is required for each service (\$200,000 Performance Bond for Class E Knowledge Examination Services; \$200,000 Performance Bond for Class E Driving Skills Examination Services).
7. **Class E Knowledge Contract / Class E Driving Skills Contract:** An original, completed in full and signed Third Party Administrator Contract for the service(s) you are submitting the Application to conduct (Class E Knowledge Examination Services and/or Class E Driving Skills Examination Services).
8. **Hold Harmless Endorsement:** The Hold Harmless Endorsement should be submitted on company letterhead, signed and dated by a Corporate Officer, with the following language: "[your company name (in full) here] indemnifies and holds harmless the State of Florida, Department of Highway Safety and Motor Vehicles, and department employees from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recoverable against it or them by reason of any act or omission of the Third Party Administrator or the Third Party Administrator's agents, examiners, or other employees in execution of the work or in consequence of any negligence or carelessness in guarding the same."