
Open Application Period – New Provider Instructions

Thank you for your interest in applying to become a TLC-authorized Education Services Provider. The first step is to fill out and submit a webform with information regarding your organization and your proposal to open a facility.

Submitting the webform is only Part 1 of the Open Application Period. Submitting this webform does not guarantee that your organization will move on to Part 2 or be granted authorization as a TLC Education Services Provider.

Once you submit the webform, you will be emailed instructions on how to submit required documentation that will finalize your application for Part 1. You will also be sent the course application manual for all the TLC's authorized education courses.

The deadline to submit all required documentation is January 26 at 11:59pm. If your organization does not submit all required documentation by the application deadline, your application will not be considered and will be denied.

Application Criteria

The TLC is prioritizing applications from organizations that can meet all the following preferable criteria listed below:

- Proposed facility location in Staten Island, Manhattan, or zip code or neighborhood or area of need ("high demand") of New York City that contains a significant TLC-licensed driver and/or applicant population and is not served by a current existing TLC-authorized Education Provider
- Currently provides services and support to the TLC-licensed driver community and riding public.
- Has previous adult education teaching experience.



- Has the capability to teach TLC-authorized courses in the following languages that are required as per Local Law 30, but are not currently taught at TLC-authorized Education Providers:
 - French
 - Haitian Creole
 - Korean
 - Polish

Required Documentation

All organizations must submit the required documentation listed below:

- Justification summary (two typed pages maximum) that justifies your organization's proposed facility location. You may include relevant facts and data to support your proposal.
- Organization chart, with all employees, both current and projected with the organization and staffing hierarchy, along with employees' job titles.
- Resumes and three (3) references for all current employees.
- Itemized list of projected revenues for 2025. Examples can include course fees, non-TLC services, etc.
- Itemized list of projected expenses for 2025. Examples can include employee salaries, rent, supplies, etc.

Review Process

If your organization's application meets TLC's criteria for Part 1, a member of the TLC Licensing Education Unit will contact you to schedule a Part 2 in-person interview and teaching demonstration. You will also be required to create and submit your own course materials that follow the guidelines listed in the course application manual. These materials must be submitted to the TLC within 72 hours before the scheduled Part 2 in-person interview and teaching demonstration.



If your organization meets TLC's criteria for Part 2, your organization will be granted authorization as a TLC Education Services Provider for a six-month probationary period, with an option to renew for an additional six-month period if the organization meets all TLC standards and performance requirements.

Onboarding and Authorization Agreement

If your organization is granted authorization for a six-month probationary period, the TLC will conduct a formal on-boarding process, which includes a walkthrough of all TLC requirements and standard operational procedures. Any proposed facility location must undergo a TLC inspection before becoming approved to open and operate.

TLC Education Services Providers must teach **all** the following courses:

- New TLC Driver Education Course ("3-day")
- TLC Driver License Renewal Course ("Renewal")
- Passenger Assistance and Wheelchair Accessible Vehicle Training ("WAV")
- Portable and Hands-Free Electronic Device Policy & Driving While Distracted ("PED")

Providers must also teach any new course(s) as required by TLC.

All approved TLC Education Service Providers must sign and agree to all the terms listed in the Authorization Agreement. Any material breach of the Authorization Agreement may result in immediate suspension and/or deauthorization.