



**TLC-Authorized Education Services Provider Business Requirements Checklist**

Organizations that are authorized TLC Authorized Education Services Providers must submit the following updated business and curriculum documents to the TLC Licensing Education Unit every year when applying for reauthorization, unless instructed otherwise. Providers must keep these documents current and valid to continue offering courses.

All files must be submitted in PDF form if available via the Secure File Transfer Protocol (SFTP). Files are required to be submitted as individual files in this format:

“School Name – Document Type.” For example “X Training School – Lease Agreement”

	Requirements	
1.	Articles of Incorporation	
2.	DBA Certificate – <i>if applicable</i>	
3.	Certificate of Occupancy for all active locations  The certificate must state space is for office or educational purposes and dated within two years of submission date. Or Provider may submit a letter of no objection from the NYC Department of Buildings dated within two years of submission date.	
4.	General Liability Insurance (COI) that includes all active locations:  TLC must be listed as the certificate holder (33 Beaver Street 22 <sup>nd</sup> Floor, New York NY 10004)	
5.	Worker’s Compensation Insurance	
6.	Disability Insurance	
7.	Lease Agreement(s) or Deed(s) for all active locations	
8.	WAV Vehicle title(s) or Use Agreement(s)	
8.	Off Street Parking Agreement(s) for all active locations	
9.	Contact information (Phone Number and Email)	



10.	Updated organization chart	
11.	Employee resumes, references, TLC license numbers, and abstracts/driving histories	
12.	Course information: Student Manuals in all languages (24-hour, WAV, and PED courses)	
13.	Course information: Course language offerings	
14.	Course information: Course Schedule	