
Open Application Period – Current Provider Instructions

Thank you for your interest in applying to become reauthorized as a TLC Education Services Provider. The first step is to submit a webform with information regarding your organization and if applicable, your proposal to update language offerings, course prices, and/or open a new facility location.

Submitting this webform does not guarantee that your organization will be granted reauthorization 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.

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 & Required Documentation

The TLC will assess your organization's reauthorization application based on the following criteria:

- Unannounced in-person course audits
- All previous quarterly report performance review (report card)
- All the required proper documentation listed below:
 - Articles of Incorporation
 - DBA Certificate – if applicable
 - Certificate of Occupancy – must state space is for office or educational purposes and dated within two years of application submission date. Or you may submit a letter of no objection from the NYC Department of Buildings that is within two years of the application submission date.
 - Evidence of facility compliance with FDNY regulations
 - General Liability Insurance
 - Workers Compensation Insurance
 - Disability Insurance

- Lease Agreement
- Floor Plan: including room dimensions and use of each room.
- Student Manuals (in all languages offered)
- Lesson Plans
- Instructor training procedures
- Daily course schedule

New Facility Location Proposal Criteria & Required Documentation

The TLC is prioritizing new facility location proposals from organizations that can meet both of 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
- 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

All organizations that are interested in opening a new location must submit the following required documentation:

- Justification summary (two typed pages maximum) of the proposed facility location. You may include relevant facts and data to support your proposal.
- Course table that details the following:
 - how often each course will be offered.
 - anticipated # of students served per course (monthly)
 - proposed # of instructors per course.
 - language(s) course will be offered.



- Staffing plan for the proposed location, with all employees, both current and projected with the organization and staffing hierarchy, along with employees' job titles.

The TLC will use the factors listed above as well as your organization's previous quarterly report performance reviews (report card) to determine if the new facility location proposal will be approved.

Review Process

Any Provider that is not currently authorized to teach all TLC Authorized Education Courses must pass the required teaching demonstration(s) before becoming reauthorized. A member of the TLC Licensing Education Unit will contact you to schedule the teaching demonstration(s) **before** any course audits are conducted.

If your organization's application meets TLC's criteria, your organization will be granted authorization as a TLC Education Services Provider for a one-year period. The one-year authorization agreement will include any approved changes to course prices and approved new facility location.

Authorization Agreement

If granted reauthorization, 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.

Any proposed facility location must undergo a TLC inspection before becoming approved to open and operate.

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.