

Required Attachments Checklist

Instructions: Please use the checklist below to ensure that you have included all required items with your completed form. Copies of credentials must be legible and display both the front and back when appropriate. If your name has changed, your credentials must reflect your new name. Applicable fees may be paid by check or money order, made out to "California Department of Education" or "CDE" and mailed to the Office of School Transportation (OST) at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. Cash payments and purchase orders are not accepted.

New certificate (ID card) fee of \$15 (name change, downgrade, or replacment)

Testing fee of \$500 (upgrade or limitation removal)

CDE Instructor Certificate (ID card) (name change, downgrade, or cancellation) **or**

CDE Delegated Trainer Certificate (ID card) (name change, downgrade, or cancellation)

Copy of Commercial Driver License

Copy of California Special Driver Certificate

Copy of Medical Examiner's Certificate

Copy of First Aid Certificate (if applicable)