Instructor and Delegated Trainer Update Form

Instructions: Completed form, attachments, and applicable fees must be mailed to the Office of School Transportation (OST) at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605. Form may be submitted electronically for updates not requiring fee or ID Card submission.

Applicant Information

	Name Change	Previous Name:	
Nam	e:	County:	
Hom	e Address:		
Phone Number:		Personal Email:	
Employer Information			
	Independent Instructor	Instructor or Delegate ID Number:	
Primary Employer:		County:	
Work Address:		City and ZIP:	
Work Phone:		Work Email:	

Certificate Change

Instructions: Indicate the type of change, if any, you would like to make to your certificate and specify what you would like your new rating (vehicle type and instructional limitations) to be.

Upgrade or Limitation Removal	New Rating:
Downgrade	New Rating:
Voluntary Cancellation	Effective Date:

Confirmation

Instructions: Signature certifies that the information provided on this form is complete and accurate. Signature must be handwritten.

Applicant Signature: _____

Date:

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)