

## 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 contact and employer updates only.

### Applicant Information

Name Change                      Previous Name: \_\_\_\_\_  
Name: \_\_\_\_\_                      County: \_\_\_\_\_  
Home Address: \_\_\_\_\_                      City and ZIP: \_\_\_\_\_  
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 Lift Limitation                      New Rating: \_\_\_\_\_  
 Downgrade or Add Limitation                      New Rating: \_\_\_\_\_  
 Voluntary Cancellation or Disapproval                      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 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 and downgrade only)
- Testing fee of \$500 (upgrade only)
- CDE Instructor Certificate (ID card) (name change, downgrade, and cancellation only) **or**
- CDE Delegated Trainer Certificate (ID card) (name change, downgrade, and disapproval only)
- Copy of commercial driver license (name change, upgrade, and downgrade only)
- Copy of California Special Driver Certificate (name change, upgrade, and downgrade only)
- Copy of Medical Examiner's Certificate (upgrade and downgrade only)
- Copy of first aid certificate (upgrade and downgrade only, if applicable)