

## Limitation Removal/Upgrade/Downgrade Form

### Applicant Information

Instructions: Please provide the applicant's information, including details of their employer. If the applicant is an independent instructor, please indicate 'Independent' in the employer field. Then indicate what type of change you wish to make to your Instructors/Delegated Trainer Certificate by filling in the appropriate field below.

Name: \_\_\_\_\_ Instructor/Delegated Trainer ID#: \_\_\_\_\_

Employer: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

### Limitation Removal

Instructions: Please indicate the date on which you received your Instructor's Certificate. Then, specify your current limitations, followed by the limitations you wish to test for.

Instructor Certification Date: \_\_\_\_\_

Current Instructional/Equipment Limitation: \_\_\_\_\_

New Instructional/Equipment Limitation: \_\_\_\_\_

### Upgrade/Downgrade

Instructions: Please specify the type of change you wish to make to your Instructor Certificate and outline the desired instructional and equipment limitations. For instructor certificate downgrades, a \$15 payment must accompany this application for the printing and mailing of a new ID card reflecting the updated instructional and equipment limitations.

Upgrade

Downgrade

Current Instructional/Equipment Limitation: \_\_\_\_\_

New Instructional/Equipment Limitation: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Required Attachments Checklist

**Instructions:** Please use the checklist below to ensure that all required items are included with your completed form. Copies of your credentials must be clear and legible, displaying both the front and back where applicable. If you have changed your name, your credentials must reflect the updated information. Applicable fees may be paid by check or money order, made payable to the "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

\$15 new Instructor ID card fee (Downgrade only)

\$500 limitation Removal Testing fee

Current CDE Instructor or DBTW Trainer ID card (Limitation removal, upgrade, downgrade)

Copy of Commercial Driver License

Copy of California Special Driver Certificate

Copy of Medical Examiner's Certificate

Copy of First Aid Certificate (if applicable)