



Instructor Bulletin 19-65



August 7, 2019

CALIFORNIA DEPARTMENT OF EDUCATION, OFFICE OF SCHOOL TRANSPORTATION APPLICATION AND TRAINING FEES

On June 27, 2017, Governor Brown signed the 2017-18 state budget approved by the Legislature. The Budget Act included a significant reduction to the California Department of Education's (CDE) Office of School Transportation (OST) operating budget.

Although the current budget, signed by the Governor, includes a "historic investment in education", the OST's budget continues to be negatively impacted. As a direct result, effective August 1, 2019, the OST is required to increase fees for all training courses/testing. Unfortunately, applicants already confirmed will not be grandfathered in at the previous rate, but will be given the opportunity to remain in the course by paying the additional increase, or withdraw the application.

If the training course or certification has an application fee associated with it, the following applies:

- Application fees are non-refundable.
- Application fees are due at the time the application is received.
- Application fees must be paid by check or money order only, made payable to CDE, and must not be combined with training or certification fees.

OST COURSE FEES

Bus Driver Instructor Certification Course

Private schools and private contractors

- Application fee \$35.00 (to be sent with application)
- Course fee \$5,400.00 (due on or before the first day of class)

School districts (total enrollment greater than 2,500 pupils)

- Application fee \$35.00 (to be sent with application)
- Course fee \$4,500.00 (due on or before the first day of class)

Small school districts (total enrollment less than 2,500 pupils)

- Application fee \$35.00 (to be sent with application)
- Course fee \$3,000.00 (due on or before the first day of class)

Instructor Re-Certification

- Application fee \$35.00 (to be sent with application)
- Testing fee \$750.00 (to be sent with application)

Instructor or Delegate Certificate Upgrade

- No application fee
- Testing fee \$500.00

Delegated Behind-the-Wheel Trainer Testing

- Application fee \$35.00 (to be sent with application)
- Testing fee \$1,500.00 (to be sent with application)

Transportation Administrator Course

- No application fee
- Course fee \$1,200.00 (to be sent with application)

Special Needs Course

- No application fee
- Course fee \$600.00 (to be sent with application)

CANCELLATION POLICY

- If you cancel 90 days or more prior to any training course, you will be refunded 100% of the course fee.
- If you cancel less than 90 days, but more than 30 days prior to any training course, you will be refunded 50% of the course fee.
- If you cancel less than 30 days prior to any training course, you will be ineligible for a refund.

CANCELLATION REQUESTS

Cancellation requests will only be accepted in writing, and must be mailed to CDE/OST at 825 Riverside Parkway, Suite 110, West Sacramento, CA 95605 or emailed to Lisa Middlekauff at lmiddlek@cde.ca.gov. OST will use the postmark or email date to determine the cancellation request.

If you are enrolled in any OST course that begins after August 1, 2019, it is imperative that you contact Lisa Middlekauff by phone at 916-375-7103 no later than September 1, 2019 to confirm attendance and to make final payment arrangements.

We are currently in the process of updating all of the applications on the Department's Transportation webpage at <https://www.cde.ca.gov/ls/tn/>. If you send an application before the applications have been updated, please refer to this bulletin for the correct fee structure. If you have questions regarding this instructor bulletin, please call the OST by phone at 916-375-7100.