

2025 Annual License Renewal Requirements

Please read this entire document completely.

The 2025 license renewal season is upon us. This 2025 renewal is changing as there are two categories for the renewal, **Full Renewal** or the simplified renewal based upon **Compliance with a Program Review**.

Full Renewal

The first way to renew is a full renewal. This requires payment of fees plus upload and review of specific documents in compliance with a checklist(s) provided in the Driver Education Training System (DETS). The documents are those pertaining to business and instructor requirements as set forth in the program applicable chapters of the Ohio Administrative Code.

- Payment or designation of payment for fees is initiated on or before November 30th; and
- Documents are uploaded in DETS and submitted. Each program has a checklist. Make sure to review all checklists for the types of programs offered. All items in the checklist are needed for a complete application.

Compliance with a Program Review

The second way to renew is compliance with a program review. The following applies:

- On-site program review with field staff is completed no later than October 15th; and
- Any violations found are remedied prior to November 15th.

The renewal then only requires payment of fees. Once full payment is confirmed and the above addressed, the Driver Training Office will approve the renewal and licenses and/or certifications are released.

If a school should not comply with a program review by October 15th or not remedy the violations, a full renewal will be required.

Instructor Renewal

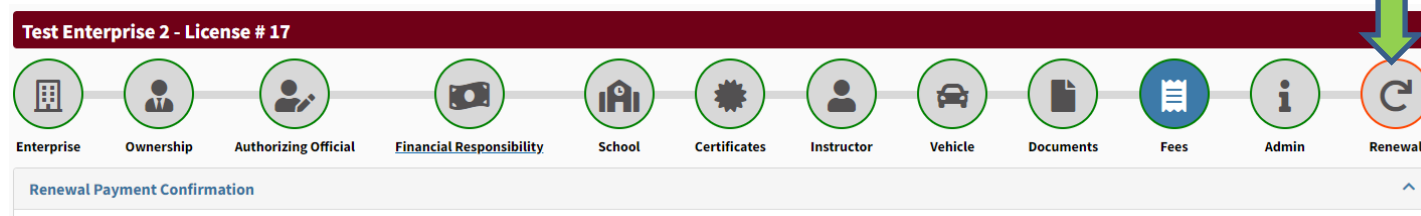
Instructors are renewed with the enterprise process. However, if an instructor was not reviewed during a program review, proof of continuing education, within the three years, and an official driving abstract, for out-of-state driver's license holders only, shall be uploaded into DETS for the renewal. Driving abstracts for instructors with state of Ohio driver's licenses are automatically pulled into the system. Abstracts will not be required for these instructors.

The list of instructors reviewed during a program review can be found on page 7 of the review document. This document is located in the Documents tab in DETS.

**** Licenses and/or certifications are released upon approval of renewal.****

Start the Renewal Process

1. To start the renewal process you shall first go to the fee screen and pay for fees.
2. After selecting 'RENEW', users can choose which locations and instructors they are renewing. All locations and instructors that are being renewed **should** be checked.
3. Once you have made your payment selection, you may then access the "Renewal" page.



4. Review the information in each tab in DETS. Focus on updating the following:
 - Review all Financial (bond and vehicle insurance) Documents. Make sure all policy and expiration dates are current.
 - Review all vehicles. Make sure all current vehicles are listed, inspection dates are current, and the proper insurance policy is associated with the vehicle. Deactivate any vehicles not in use.
5. Follow the appropriate checklist (sent out in the Bulletin Board and in DETS) in order to meet all renewal requirements.
6. Go to the “Renewal Document Upload” tab to begin submitting the renewal requirements. If you offer more than one program (i.e. class d and abbreviated adult) you are not required to submit duplicate copies of the same documents (i.e. vehicle insurance, etc).
7. After all documents are uploaded, click on “Submit” for your renewal documents to be sent to the Driver Training Program Office.

All renewal items must be submitted no later than November 30, 2024.

If you select pay by check or money order, send the information to:

Ohio Department of Public Safety

Attn: Driver Training Program Office

P.O. Box 182081

Columbus, Ohio 43218-2081

All other items not related to the renewal shall be sent separately.

- During the renewal period, all other applications (adding or moving a school, adding an owner or AO, new instructors, new endorsements on instructor’s license) may have a delay in processing time.

Please note: enterprise renewals that are filed electronically after November 30, 2024 must be filed as an original application and are subject to inspection.

Due security issues, personal deliveries are not accepted per DPS policy.

Probationary Instructors – instructors on probation will fall into one of three categories. Pay attention to the end dates for renewal requirements.

1. The instructor will be on probation through the renewal period (i.e. 10/1/2024 – 3/30/2025) – no fee and no documents will be required, but you must select the probationary instructor for renewal.
2. The instructor’s probation period will end during the renewal period (i.e. 5/8/2024 – 11/8/2024) – will be required to renew.
3. The instructor’s probation period will end before the end of the year but after the renewal period (i.e. 6/8/2024 – 12/5/2024) – will be required to renew.

Enterprise Status***

As of December 1, 2024, if your enterprise has not clicked “Renew” in DETS, your enterprise status will appear as “*Pending Inactive.*” If “Renew” is not clicked by January 1, 2025, your enterprise status becomes “*Inactive.*” You will no longer have access to your account in DETS if this occurs.