



April 3, 2024 (updated September 5, 2024)

Renewal Policy

The annual renewal process is changing to address the time and cost impact upon those regulated. New rules implementing the process change are effective as of March 18, 2024.

Beginning October 15th of each year, the renewal period opens for schools and instructors to renew licenses and/or certifications. Payment or designation of payment for the fees initiates the renewal. There are now two ways to successfully renew licenses and/or certifications.

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

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 30th.

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.

Class D, Disability, Abbreviated Adult, Remedial and Mature Operator Courses

The program reviews are handled biennially. This means all records are reviewed for two years back from the date of the review. Compliance with requirements must show both years that are being reviewed. To be eligible to forego a full renewal on the year of the program review, both years of records need to show compliance or remedy of any violations before November 15th or by the date required on the notification.

CDL Schools and Online Courses (teen, abbreviated adult, remedial online)

The review is performed annually. Records being reviewed should be current and one year prior from the date of the review.

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