



LICENSING REQUIREMENTS TRAFFIC SAFETY SCHOOLS AND DUI SCHOOLS

“School for drivers” defined. A school or other entity that offers a course on the abuse of alcohol and controlled substances; and school that offers a course on traffic safety, including, without limitation, defensive driving. **NAC 483.733**

1. Application for Business License (OBL237). Application must be completed in full and signed by a principal of the business. **NRS 483.700**
2. Personal History Questionnaire (OBL242) completed by each principal or corporate officer of the business. **NAC 483.747**
3. A resume’ of each instructor’s education, experience, certification as an instructor and fitness for the position. **NAC 483.752.1(e)**
4. License application fee of \$250. Business license renewal fees due annually. **NRS 483.780**
5. City or county business license. **NAC 483.754 (b)**
6. Fictitious Firm Name filing. **NAC 483.7605 (f)**
7. Copy of Certificate of Incorporation and Corporate filing, annual list of officers from the Nevada Secretary of State’s office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State’s office. **NAC 483.7605 (f)**
8. The Federal Identification Number (FEIN) of the business.
9. Electronic mail address
10. Established place of business within this state that is open to the public, not within 200 feet of any building used by the department, to conduct the Traffic Safety and/or DUI courses. Where a licensed school conducts instruction or maintains records, which is occupied continuously or during regular periods; and which is not located in a house trailer, hotel room or private home, unless the private home is licensed to operate a school. **NRS 483.710.2** and **NAC 483.766**
11. Two color photographs that clearly show the exterior of the business. A school shall not use any name other than its licensed name for advertising or publicity purposes, the word “State” in any school name or any name that would tend to mislead the public into believing the school is affiliated with the department or any of its divisions is not allowed. **NAC 483.7605 (f)** and **483.772**
12. Hold a valid driving instructor’s certificate issued by a community college system or employ or contract an instructor with these qualifications and have at least 2 years of education or experience in a field related directly to the problems of driving under the influence of intoxicating liquor or controlled substances. **NAC 483.752**
13. The classroom instruction plan, including copies of detailed training outlines, course handouts, audio-visual aids, a list of related films or videos used by the school, course

evaluation, sample attendance record and all examinations which will be administered.
NAC 483.777.1

14. A site inspection will be conducted by an authorized representative of the department to ensure the following: **NAC 483.766**
 - A. The proposed facility for the course must:
 1. Not be housed within a: house trailer; hotel room; private home; or facility that dispenses any alcoholic beverage.
 2. Provide for adequate ventilation; heating and air conditioning; lighting; space per student and space for testing purposes; fire exits; restrooms; * facilities for the handicapped; desks, chairs, and audiovisual aids; and accessibility to public parking areas or spaces;
 3. Be located within this state; and
 4. Comply with all state and local zoning, health, and safety codes.
15. Reports regarding students. **NAC 483.770**
16. Written policies that describe procedures for visitors, or persons attending the class without referral from a court, and a statement, which the student will sign acknowledging that they have been informed of the requirement set forth in **NAC 483.708 to 483.795**.
NAC 483.767

* ADA Public Law 101-336, Title III, Private entities in place of public accommodation.
Nevada Administrative Code 483.708 to 483.795
Nevada Revised Statute 483.700 to 483.780