

**In addition to a detailed business plan, prospective TLC training schools must submit the following for TLC review, consideration and approval:**

- 1) A **Certified** copy of the Certificate of Occupancy of the training location from the Department of Buildings;
- 2) A description of the facility, including photographs and square footage of each classroom;
- 3) The facility must be accessible to people with disabilities in accordance with the requirements of the Americans with Disabilities Act;
- 4) The facility must have separate and wheelchair accessible lavatory facilities for male and female persons;
- 5) A list of all proposed officers and/or shareholders of the instant business including name, home address, a copy of their DMV license, Social Security card and TLC license if applicable;
- 6) Completed financial disclosure forms, inclusive of all industry specific relationships, for the business and all officers;
- 7) Copy of the latest fire department inspection certificate. The premises must be in compliance with FDNY code;
- 8) Names and addresses of all proposed instructors with documentation supporting their qualifications, copies of their DMV license and TLC license if applicable (Vetting Protocol); Proof of New York State Department of Education certification or an equivalent certification;
- 9) Certification of instructor-to-student ratio not exceeding 32-to-1;
- 10) The number of test proctors shall be at a ratio of 1 proctor for every 30 students;
- 11) Copies of the audited financial statements for the business for the last three (3) calendar years as prepared by a certified public accountant;
- 12) Documentation evidencing the following insurance coverage: Worker's Compensation, Employers Liability and Disability Benefits Insurance as required by New York Law.

**Each school, upon approval by TLC, shall sign a Memorandum of Understanding that will set forth the educational requirements and courses deemed appropriate by the TLC. Each school shall operate its business in accordance with the law and with the highest standards of business integrity and honest business practices. Verified acts or instances of misrepresentation, fraud, conflicts of interest, unfair marketing practices, or any other deviation from fair business practices, as adjudged by the Commissioner/Chairperson, will result in forfeiture of the school's designation of an authorized education provider, at the sole discretion of the Commissioner/Chairperson.**

