

## **4501-7-38 Process for armed forces applications.**

[Comment: For dates and availability of material incorporated by reference in this rule, see paragraph (SS) of rule [4501-7-01](#) of the Administrative Code.]

(A) The driver training program office shall track and monitor "Driver Training Instructor Applications" and "renewal requirements" that have been received from veterans or members of the armed forces and/or spouses or surviving spouses of veterans or members of the armed forces.

(B) The department shall prioritize and expedite completed "Driver Training Instructor Applications" and "renewal requirements" for veterans and members of the armed forces, and spouses or surviving spouses of veterans or members of the armed forces within two business days of the receipt of a completed "Driver Training Instructor Application" or "renewal requirements." An application shall be considered complete only when all requirements as set forth in rule [4501-7-05](#) or rule [4501-7-25](#) of the Administrative Code, as applicable, are met and the documentation as required in paragraph (C) of this rule has been provided to the department.

(C) Satisfactory evidence that the applicant or applicant's spouse is a veteran or member of the armed forces includes the applicant's official military identification card, official DD-214 separation document, or other official military documentation approved by the director of the department. A marriage certificate may be required, in addition to evidence of status as a veteran or member of the armed forces, if the applicant is the spouse of a veteran or member of the armed forces.

(D) In order to expedite the processing of applications and renewals, especially for individuals facing imminent deployment, the department shall accept necessary information in support of the applications by electronic and other appropriate means.

Effective: 12/25/2014

Five Year Review (FYR) Dates: 09/16/2019

Promulgated Under: [119.03](#)

Statutory Authority: R.C. [4508.02](#), [5903.04](#)

Rule Amplifies: R.C. [4508.02](#)