2018 Annual License Renewal Requirements

Please read this entire document completely.

The 2018 license renewal process has changed this year. Some items will be uploaded in DETS and other items will need to be mailed. All items are needed for a complete application:

Renewal Process

1. Log into the Driver Education and Training System (DETS) with your username and password.
   - Review all Financial 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.

2. To start the renewal process you shall first go to the fee screen and pay for fees. You may access this in one of three ways:
   - Click on the dropdown and select “My renewal” on the homepage of DETS after logging in; or
   - After clicking to view your enterprise, click on “Renew” on the banner at the top of the screen; or
   - You can renew from your “Fees” tab in your account.
   Only ONE of the above options is necessary to renew. You do NOT have to renew from all three locations
   - 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” dropdown.

4. Follow the appropriate checklist (found in the “Renewal Requirements” tab of DETS) in order to meet all renewal requirements.
   - Note* - Some documents will be uploaded directly into the system for the renewal. Read the requirements for the size and type of documents that will be uploaded.

5. Go to the “Renewal Document Upload” link 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, instructor photos).

6. Click on “Submit” for your renewal documents to be sent to the Driver Training Program Office.

7. For some schools, current photos (within the last 60 days) must be submitted as part of the renewal package. You may upload the instructor photos with your renewal package, or email one photo (.jpeg files only) with the instructor’s license number to drivertraining@dps.ohio.gov.

All renewal items must be submitted and/or postmarked (whichever is applicable) no later than November 30, 2017. You must mail your renewal package (including fees-proof of payment if applicable) to:
Ohio Department of Public Safety
Attn: Driver Training Program Office
P.O. Box 182081
Columbus, Ohio  43218-2081

Please mail all documents not related to the renewal package in a different envelope for efficient processing.
- 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 be done by fax (only if no payment is required) or mail with required documentation and payment.
Please note: enterprise applications that are filed electronically after November 30, 2016 must be filed as an original application ($250 per location, BCI & FBI reports with enterprise application, and are subject to inspection).

Due to security issues, personal deliveries are no longer accepted per DPS policy.

**Enterprise Status***

As of December 1, 2017, 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, 2018, your enterprise status becomes “Inactive.” You will no longer have access to your account in DETS if this occurs.

Incomplete applications are subject to rejection or denial and may not be processed by January 1, 2018.