OHIO DEPARTMENT OF PUBLIC SAFETY

ENTERPRISE CLOSING PROCEDURE

The most current version of this document is available at www.drivertraining.ohio.gov.

Attention Authorizing Official: The Driver Training Manager has received notification of your intention to close your enterprise. Please complete Part A immediately and return it to the Driver Training Manager. Upon completion of Part B, return all required documentation for final closing.

4501-7-04 / 4501-7-24 Application for and renewal of driver training school licenses.
If a driver training enterprise or school closes or discontinues business for any reason, the authorizing official shall return the school license to the director immediately.

4501-7-13 / 4501-7-30 Records.
If a school closes or an enterprise discontinues business for any reason, the authorizing official or training manager shall complete and submit the "Enterprise Closing Procedure" form to the director in writing at least thirty (30) days prior to closing.

PART A: INFORMATION

ENTERPRISE NAME	DATE
ENTERPRISE #	PROJECTED DATE OF CLOSING
BOND COMPANY NAME	BOND POLICY #
BOND AGENT NAME	BOND AGENT PHONE #
LOCATION WHERE RECORDS WILL BE STORED FOR THREE YEARS	

PART B: PROCEDURES

1. Your enterprise has an obligation to complete training for students who have signed a training agreement and paid a fee.
2. Letters mailed to students who have started training but not completed training during the past year. After six months, the training agreement may become invalid and students should receive written notification since your enterprise will be closing. Attach a copy of the letter mailed to these students, if applicable.
3. Letter from the school verifying that all students received training or a written notification of the school closing.
4. Return license(s) and provide regular communication with the Driver Training Manager during the closing process.

PRINTED NAME OF AUTHORIZING OFFICIAL	DATE
SIGNATURE OF AUTHORIZING OFFICIAL X	

REMARKS