

## Enrollment Certificate Information

### General Information:

**All school bus drivers are required to have a valid Enrollment Certificate or Certification Card in their possession to transport students.** Merely emailing the Enrollment Certificate Application form to [schoolbus@region10.org](mailto:schoolbus@region10.org) is not sufficient. A driver must have received a confirmation from Region 10 ESC and carry that Enrollment Certificate with them when transporting students.

An Enrollment Certificate is designed to allow districts to provide basic training and curriculum information (prerequisites on the application) to eligible drivers in order that the drivers may safely transport students until the certification course can be completed.

**Enrollment Certificates will be dated to expire 180 days from the date it is issued.**

### Submitting an Enrollment Certificate Application:

1. District personnel must verify that the applicant fulfills all prerequisites, that all of the requested information is provided, including an electronically scanned signature, before the application form is submitted. The goal is to receive and store the forms electronically. Here is an example of a scanned signature: 
2. A copy of the driver's appropriate license (CDL) is required to be sent with an Enrollment Certificate Application. **The Enrollment Certificate may not be re-issued. It is the responsibility of the district and the driver to register and complete a class prior to the expiration date.**
3. Send both the completed application form and a copy of the bus driver's CDL to [schoolbus@region10.org](mailto:schoolbus@region10.org) . If you have any questions, leave a voicemail message at 972-348-1326 and your inquiry will be addressed within 24 hours.

### Valid Enrollment Certificate Timelines:

An Enrollment Certificate can be issued to a driver during his/her "grace" period, which is one (1) calendar year following the expiration of the current certification card. A driver is only legal to drive during his/her grace period when he/she actually possesses an Enrollment Certificate. **Issuing the Enrollment Certificate waives the grace period and the driver must take a 20-hour certification course during the time the Enrollment Certificate is in effect.**

**REMEMBER: Enrollment Certificate Applications do not register drivers for certification classes.**