

**Yearly Provider Business Requirements Checklist**

Organizations that are approved to become TLC Authorized Education Services Providers must submit the following updated business and curriculum documents to TLC Driver Education Services **by no later than January 15 of every year**. Organizations must keep these documents current to offer courses.

All files must be submitted in PDF form if available via the File Transfer Protocol (FTP). Files are required to be submitted as individual files in this format:

“School Name – Document Type.” For example “X Training School – Lease Agreement”

	Requirements	
1.	Articles of Incorporation	
2.	DBA Certificate – <i>if applicable</i>	
3.	General Liability Insurance (COI) that includes all active locations: TLC must be listed as the certificate holder (33 Beaver Street 22 <sup>nd</sup> Floor, New York NY 10004	
4.	Worker’s Compensation Insurance	
5.	Disability Insurance	
6.	Lease Agreement or Deed	
7.	WAV Agreement	
8.	Off Street Parking Agreement	
9.	Updated Phone Number	
10.	Employees New Organizational Chart	
11.	Course information: Student Manual	
12.	Course information: Languages courses offered	
13.	Course information: Course Cost	
14.	Course information: Course Schedule	