

Classroom Facility Verification Form

Instructions

This form must be submitted with DE-001 by Driver Education Schools that are using classrooms in an educational facility that is regulated by the Maryland Board of Education or the Maryland Higher Education Commission.

- These sites, in accordance with COMAR 11.23.02.31B, are exempt from inspection by the MVA. However, they must meet regulatory requirements regarding zoning and fire safety as outlined in COMAR 11.23.02.06C(1)(b).
- Day care centers, Sunday schools, fellowship halls, community centers, etc. generally do not qualify for this exemption.
- **Certification is for the classroom specified below ONLY. If a different classroom is to be used, certification must be obtained in another form for that room.**

For more information and how to submit the form, visit: mva.maryland.gov/drivingschools.

Classroom Specifications

- Must be a traditional classroom. Cafeterias, gymnasiums, auditoriums, etc. are not acceptable.
- Must have capacity to be utilized by a maximum of 30 adult and teen students with 1-2 instructors/supervisors. The total number of persons in the classroom may not exceed occupancy limitations imposed by fire department authorities.
- Must have heating, ventilation, and air conditioning in good repair, as well as conveniently located near restrooms.
- Must have a chair and writing surface for each student with adequate chalkboards/whiteboards visible from all seats. The room must be clean, orderly, and free from clutter.
- Must be reasonably free from any visible or audible activities other than driver education instructional activities.
- Must have space for instructional equipment such as instructor desk/podium, television, media player, overhead projector/screen, textbooks, handouts, etc. to be provided by the driver education school or the school facility providing the space.

Applicant Information

This section to be completed by applicant and presented to the administration of the school providing the classroom space.

Driver Education School Name		Phone Number		
Business Address	City	County	State	Zip Code

School Administration Verification

This section to be completed by the administration of the school providing the classroom space and signed by Executive Level staff.

School Name		School ID No. (BoE assigned)	Classroom Number	
Site Address	City	County	State	Zip Code

What is the maximum occupancy permitted in this classroom as determined by fire department officials? _____

This site ☐ **does** / ☐ **does not** meet the requirements of a driver education school listed above.

I certify, under penalty of perjury, that the school meets applicable zoning and fire safety requirements, and the statements made herein are true and correct to the best of my knowledge, information and belief.

Signature	Printed Name	Date
Official Executive Level Title	Phone Number	

