

Form Guide

➤ **SBTS-623**

- *Purpose:* Lists the current pre-approved renewal credits and details the process for requesting approval of items that are not on the list.

1. SBTS-620/SBTS-620A

- *Purpose:* Checklist used by instructors to submit annual renewal credits.

2. SBTS-621

- *Purpose:* Used to submit requests for approval of items not pre-approved and listed on SBTS-623.
- Please Note:
 - Any teacher training workshop, course, professional driver training meeting, or conference **appearing** on the SBTS-623 'Driver Education Renewal Credits Information' form as being pre-approved do not need to be submitted for approval using SBTS-621.
 - Any teacher training workshop, course, professional driver training meeting, or conference **NOT appearing** on the SBTS-623 'Driver Education Renewal Credits Information' form as being pre-approved **MUST** be submitted for approval using SBTS-621.
 - Any submission for approval must be received by the SBTS Office at least two weeks (10 business days) before the start of the requested credit item.
 - *The SBTS Office is not open on weekends or state holidays and will not process paperwork during these times.*
 - Renewal credit requests must be submitted on the SBTS-621 form found at [NCDMV: Instructor Training for Driver Education](#).
 - No other submission method will be accepted and credits submitted without using the SBTS-621 form will not be approved.

How to Submit the SBTS-620 and, if necessary SBTS-620A Forms:

Before the renewal credit date found on your instructor license, submit an SBTS-620 and, if necessary, an SBTS-620A form.

This form will only be submitted at the end of your renewal cycle – **once every four years**.

Use the following instructions to submit your -620 form to schoolbustrafficsafety@ncdot.gov:

- Title the email 'Instructor Renewal Credit Checklist'
- Include your first and last name, as they appear on your instructor license.
- Include your instructor license number.
- Include your complete SBTS-620 (and SBTS -620A, if necessary)
 - Include the appropriate required materials.

How to Submit a Credit for Approval Using the SBTS-621 Form:

1. Email the conference agenda or course description to schoolbustrafficsafety@ncdot.gov no later than two weeks (10 business days) before the event is scheduled to take place.
 - a. **Reminder:** *The SBTS Office is not open on weekends or on state holidays and will not process paperwork during these times.*
2. If you are a **CONFERENCE ORGANIZER** submitting the **CONFERENCE SCHEDULE**:
 - a. Use the subject line **'Conference Agenda Approval Request'**
 - i. Please Note: Items sent to other email addresses or labeled with other subject lines may not be recognized or approved in a timely manner.
3. If you are a **DRIVING INSTRUCTOR** submitting a **RENEWAL CREDIT REQUEST**:
 - a. Use the subject line **'Renewal Credit Approval Request'**
 - i. Please Note: Items sent to other email addresses or labeled with other subject lines may not be recognized or approved in a timely manner.
4. The number of credit hours awarded will be determined by SBTS staff based on the total number of hours of driver education-related material being offered by the conference.
 - a. General conference business, awards, social events, and elections are **not** related to driver education and will not be factored in the number of hours awarded.
5. No more than 12 credit hours will be given for any one conference, regardless of the length of the conference.
6. Renewal credit items that are approved by SBTS-621 forms, such as conferences, are not approved permanently and must be resubmitted annually for approval.

How to Submit Post-Course Materials for Credit:

- Use the subject line **'Post-Course Materials'**
 - Send the email to schoolbustrafficsafety@ncdot.gov
- Include your first and last name, as they appear on your instructor license.
- Include your instructor license number.
- Include the name, date, and location of the renewal credit item.
 - If the credit item was an online event, use 'online' for the location.
- Include the appropriate required materials – see below.

Required Materials to Submit for Approval:

1. Proof of Attendance (to be provided by the course/conference, etc.)
2. Number of Hours Actually Attended
3. Passing Grade (if applicable)
4. Brief written evaluation of the workshop/course/conference, etc.

SCAN OR ATTACH ALL REQUIRED ITEMS FOR RENEWAL AND EMAIL TO
schoolbustrafficsafety@ncdot.gov.

DEADLINE: December 31 of the calendar year in which the renewal course material was held (i.e. December 31, 2025, for any course held in 2025).

REMINDERS/CLARIFICATIONS

- All required materials must be received by 11:59PM local time (Rocky Mount, NC) on the date required.
 - For example, if your renewal credit checklist is due on November 5, 2026, it must have an email time stamp that falls on or before 11:59 PM on November 5.
- Items received after the required deadlines **will not be accepted**.
- The SBTS Office is not open on weekends or state holidays.
 - If your deadline/due date falls on a weekend or state holiday, the deadline is the business day after the weekend or holiday date.
 - Review the state holiday schedule [here](#).
- Any business or instructor license that has been expired for more than 30 days is considered 'permanently lapsed'.
 - You may not offer business or instructor services with a permanently lapsed license at any point.
 - If your license permanently lapses, you must complete everything required for original licensure to become re-licensed.
- The three-month instructor's learner permit **is not an instructor license**.
 - You are not a fully licensed instructor until you complete your observations with SBTS and are approved as an instructor.
- 19A NCAC 03I .0201 (2) requires "at least one person **licensed** by the Division as a commercial driver training instructor" for a business license for operation to be issued.
 - *Translation:* To open a business, you or an instructor on payroll must be fully licensed to operate.
 - Instructor's learner permits do not satisfy the licensure requirement to open a new commercial driver training school.
- 64 hours of renewal credits are only required in lieu of attending the original two semester-hour community college course required for certification once every four years.
 - This class does not currently exist in the community college system.
 - Were it to return, renewal credits would not be required.