

**Department of Licensing**

Facilitator Guide

**Session Overview**

|                                             |            |
|---------------------------------------------|------------|
| Introduction & Learning Objectives          | 05m        |
| Lecture – Role of the Dept. of Licensing    | 05m        |
| Lecture – Special Business Licenses         | 15m        |
| Lecture – Vehicle Plates & License Tabs     | 25m        |
| <b>Break</b>                                | <b>10m</b> |
| Lecture – Driving Records                   | 20m        |
| Lecture – Identifying Fraudulent ID         | 15m        |
| Lecture – Obtaining Photos                  | 15m        |
| <b>Break</b>                                | <b>10m</b> |
| Lecture – CDL, Int. Licenses & Endorsements | 20m        |
| Lecture – Citations                         | 10m        |
| Lecture – Driver Re-Examinations            | 15m        |
| Closing/Questions                           | 05m        |
| <b>End of Session / Break</b>               | <b>10m</b> |

**Learning Objectives:**

- Understand how to contact DOL with questions
- Recognize various types of business licenses
- Identify vehicle information
- Recognize issues of confidentiality
- Know how to identify fraudulent ID documents & report ID fraud
- Know how to obtain DOL photos for investigations
- Recognize the requirement for CDL and Intermediate licenses
- Articulate the process for requesting a driver re-examination

**Total Session Time: 3 hours****Main Topics of Session:**

- *Business Licenses*
- *How to Read a License Plate & Tabs*
- *Special Permits*
- *Driving Records*
- *Licenses & ID Cards*
- *Endorsements*
- *Identifying Fraudulent ID*
- *Photo Requests*
- *Driver Re-Examinations*

**Facilitators Needed: 1 (outside instructor from D.O.L.)****Location: Classroom****Materials Needed:**

- *PowerPoint – Department of Licensing (brought by instructor)*

**Resources:**

- *[www.dol.wa.gov](http://www.dol.wa.gov)*



**NOTE TO FACILITATOR**

This session is facilitated by an outside instructor from the Department of Licensing who will provide all of the necessary materials for this session.

An introduction of the instructor is all that is required.

**BREAK/END OF SESSION**