

**WAC 308-110-040 Applicant records, recordkeeping and reporting.**

(1) Schools must keep applicant records for at least three years. Applicant records must be kept at a school's primary place of business. Records must be immediately available for inspection or audit by the department or its representative.

(2) Schools must keep applicant records on a form or in a format approved by the department. The form must include at least the:

(a) Applicant name, date of birth, and driver's license or instruction permit number;

(b) Knowledge and skill test results;

(c) Examiner's name(s), instructor license number(s), and signature(s);

(d) Dates and times the examinations were administered to the applicant; and

(e) Other information required by the department.

(3) Schools must submit to the department the knowledge and skills test results for each applicant in accordance with the school's agreement with the department.

(4) The department will monitor outcomes for applicants who take a driver's license examination and will make aggregate outcomes available to the public.

[Statutory Authority: RCW 46.01.110 and 46.82.450. WSR 12-17-059, § 308-110-040, filed 8/10/12, effective 9/10/12.]