

## Knowledge/Skills Test Policies

- 1.The fee for knowledge exam is \$30.00. You have 45 minutes to complete the exam.
    - a. No free re-takes will occur for the knowledge test exam.
  - 2.The fee for the Skills exam is \$75\* (payment is required to schedule)
  - 3.Retake of the skills exam with be \$75\*
- \*These fees are separate from the fee charged for your Traffic Safety Course and DOL’s application and licensing fees\***
- 4.The knowledge exam consists of 40 multiple-choice questions about traffic safety laws. Applicants must answer at least 32 questions correctly to pass the exam.
  - 5.The drive test will test the applicant’s ability to drive legally and safely. Applicants must pass the driving test with at least 80%.
  - 6.Your exam scores will be entered into the database within 24 hours. You will have to visit the DOL office to apply for your license. Passing the knowledge and drive test does not guarantee that an applicant will be issued a drivers license. The DOL will determine if an applicant has met all the licensing requirements. If you are under the age of 18 you must be at least 16 years old, successfully completed a traffic safety education course, have had your permit for at least 6 months and have had 50 hours driving experience with at least 10-night driving hours to apply for your license.
  - 7.The Department of Licensing reserves the right to conduct random re-examinations; applicants refusing to take a re-examination may have their license revoked.
  - 8.Refunds: Refunds will be given to customers who cancel 24 hours or more before their scheduled appointment. Money will be forfeited for customer’s late arrival if their Knowledge or Skills test.
  - 9.Rescheduling: Rescheduling of both Knowledge Testing and Skills testing must be done with at least 24 hours’ notice. No show, late reschedule or late cancellation (less than 24 hours) will result in payment being forfeited.
  - 10.Our grievance/ complaint policy consists of the following: Contact our office/school at 360-778-2566 during business hours and we will hear your concerns or issue. If we cannot find a solution acceptable to you and cannot assist you further, you can escalate the issue to DOL via their website.
  - 11.We reserve the right to refuse service to anyone.
  - 12.If you received a letter from the DOL to take an examination due to a physical, mental, visual or any medical issue, you must test at a DOL office capable of administering Knowledge and Skills tests by trained/qualified personnel. Bellingham DOL office is the closest one. Failure to disclose this information prior to testing will result in your test not being honored at the DOL to obtain your license and we will not refund the test fee.
  - 13.You will need to demonstrate arm signals prior to beginning the skills test. Failure to demonstrate proper arm signals constitutes a reason for not testing.
  - 14.Pursuant to RCW 46.20.720 a driver convicted of an alcohol offense may be required to have an Ignition Interlock Device (IID) in order to drive. The applicant must take the skills exam in their vehicle using the IID. It is acceptable for the driver to temporarily deviate from the Skills Test route to perform random breath samples as required by the IID.
  - 15.If needed, Service Animals will be allowed in customer vehicles only.
  - 16.At the time of the test, provide proof of identification such as a photo permit, out of state license, or school yearbook.

**\*By signing this document, I acknowledge that I have been notified of “school” policies and procedures regarding testing.**

**Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Permit/WDL Number:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_