



Driver Education Bulletin

Updates for driver education providers and instructors

www.michigan.gov/sos

Secretary of State Ruth Johnson



Fingerprinting for an instructor who is also a provider

As a certified driver education instructor or driver education provider owner, you are required to be fingerprinted every four years, or every other renewal period. The Department of State has received many inquiries regarding the fingerprinting requirements if you are **both** an instructor and provider owner.



You do **not** need to be fingerprinted separately as an instructor and a provider owner; the same criminal history report may be used for each certificate when renewing. This may become confusing if the renewal years for the certificates are not in sync. For example, if you are fingerprinted for your instructor certificate that expires on Oct. 15, 2015, then you would not need to be fingerprinted again for your provider certificate renewal due on April 1, 2016.

System programming does not link criminal histories between the instructor and provider records, so you may receive a renewal application that does not reflect your most recent criminal history check if you are both a provider and an instructor. Our office recommends attaching a note to your renewal application referencing the fingerprinting completed for your other certificate. Your record will be manually updated.

Recent DEPIA violators sanctioned for noncompliance

Investigations, inspections, and complaint reviews sometimes uncover violations of the Driver Education Provider and Instructor Act (DEPIA). Under the DEPIA, the department may impose one or more of the following sanctions on a provider, instructor, or applicant found to have violated the DEPIA:

- 1) Denial of an application;
- 2) Suspension or revocation of a provider or instructor certificate;
- 3) An administrative fine up to \$1,000 for each violation (or \$100 for each day a person acts as a provider or an instructor without a certificate);
- 4) A requirement to take action determined necessary by the department, including payment of restitution.

Most violations do not result in fines or suspensions. Many violations are not representative of a licensee's usual practices or do not have potential for harm to the public. Corrective action by the licensee is usually sufficient to resolve these cases. The department will take administrative action, though, to sanction a person or a licensee with noncompliant business practices or whose actions put the public at risk. Following are examples of cases in the past year that involved violations serious enough to warrant administrative action.

- An inspection of a Kent County teen provider uncovered several violations of the DEPIA,

(Continued on page 2)

Driver Education Section staff updates

Christine Adams joined the Driver Education Section of the Driver Programs Division in March 2015. Adams has many years of experience as a provider and an instructor. She is also a past president of the Michigan Driver & Traffic Safety Education Association (MDTSEA).

Responsibility for providers and instructors is assigned based on the last digit of the certificate number, except for truck schools. Following are names of Driver Education staff, followed by their assignments.

- Allan Harns, Senior Analyst (numbers ending in 4, 5, & 7)
- Christine Adams, Analyst (numbers ending in 0, 8, & 9)
- Emily Davis, Analyst (numbers ending in 1)

- Barbara Malone, Analyst (numbers ending in 2, 3, & 6; and all truck schools)
- Thomas Bryant, Acting Manager

Other Driver Program Division staff involved with driver education are:

- Deborah Harrison, Executive Secretary
- Kirk Ferris, Division Director
- Driver Testing Section analysts occasionally provide field support

(Recent DEPIA Violators Sanctioned for Noncompliance continued from page 1)

including two serious ones. The provider used a curriculum that was not approved under the DEPIA. They also conducted class in a room that had not been approved and was later found by the fire marshal to be unacceptable for use as a classroom. The provider agreed to a \$7,000 administrative fine and a 13-day suspension as an alternative to an administrative hearing. The suspension and a portion of the fine were deferred, pending their compliance during a two-year probation period.

- An applicant for a truck school provider certificate in Macomb County offered instruction prior to obtaining certification. The applicant agreed to pay a \$2,000 administrative fine as an alternative to an administrative hearing.
- An Oakland County teen provider surrendered their provider certificate as an alternative to an administrative hearing. One owner, who was also an instructor, was not requiring some Segment 1 students to attend the minimum 24 hours of classroom instruction. That owner also surrendered his instructor certificate. The other owner was issued a probationary instructor certificate.
- A Wayne County truck school closed during the course of an investigation of several issues, including: a false statement by the applicant on the original provider application; applicant acted as an alter ego when applying for the provider certificate; failure to maintain an established place of business; failure to make records available for inspection; failure to maintain records; and use of an uncertified instructor. Although the business shut down, the case is still open; sanctions against the owner are likely.
- Several providers and instructors are operating under probation sanctions for violations including, but not limited to: shorted classroom hours; shorted behind-the-wheel instruction hours; recordkeeping; failure to properly execute written agreement with customer; providing instruction prior to certification; false certification of professional development.
- Five instructor certificates were revoked due to disqualifying traffic offenses, one certificate was revoked for a disqualifying criminal offense, and one certificate was revoked for a disqualifying medical condition. Two instructor certificates were indefinitely suspended due to insufficient funds checks were received by the department.



Request for comments on Parent Driving Permit (Pink Permit)

Attention all driver education providers: we are looking for your input on the parent driving permit!

Driver Education Section is reviewing the regulation of these permits and is considering reporting and recordkeeping requirements. We are interested in how providers presently track the permits – e.g., issuance to and collection from students, including dates and numbers. We are also interested to know how many providers choose not to use the permits.

Please email your comments to:

Drivered@michigan.gov by **Oct. 1, 2015**, with **“Parent Permit”** and your provider number in the **subject header**.





Accommodating special needs students

All persons are entitled to equal access to education. Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment.

Some students wishing to enroll in driver education may need auxiliary aids and services—e.g. interpreters, adaptive devices, etc.—to take part in the classroom and behind-the-wheel instruction. If you are contacted by a person seeking driver education for a student who may need auxiliary aids or services, you may be obligated to accommodate that student under the Americans with Disabilities Act (ADA). You may need to provide or pay the cost for an interpreter, hand controls, etc. You may wish to consult with an attorney

regarding your legal responsibilities for providing driver education to a special needs student.

Should you have questions about accommodations for special needs or want suggestions on how your program can provide special services, you may contact Michigan Division on Deaf, DeafBlind and Hard of Hearing at 517-335-6004 or email them at doddbhh@Michigan.gov.

Additional resources:

- U.S. Department of Justice Civil Rights Division at www.ada.gov
- Michigan Protection and Advocacy at www.mpas.org
- National Disability Rights Network at www.ndrn.org/index.php
- Michigan Rehabilitation Services at www.michigan.gov/dhs, search on 'Michigan Rehabilitation Services'
- Association for Driver Rehabilitation Specialists (ADED) at www.aded.net



Gift of Life: How to order information about anatomical gift donation

As of Jan. 1, 2014, all teen providers are required to provide information about anatomical gift donation in their Segment 2 classes. The department encourages providers to use the DVD resource, *Gift of Life: Your Decision to Donate*, to help communicate on this important topic.

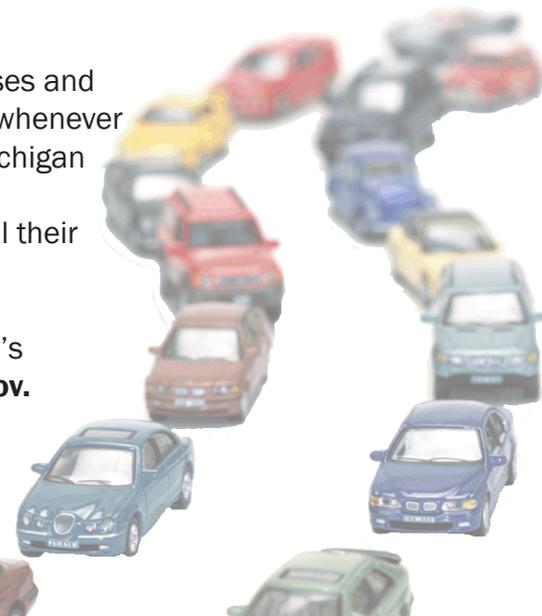
Additional copies of this DVD may be obtained at no cost to you from the GiftofLifeMichigan.org website or by calling Gift of Life Michigan at 866-500-5801.

Driving Record Subscription Service optional for providers

The department's Driving Records Subscription Service provides businesses and organizations with the driving record of an employee on an annual basis, or whenever any violations, restrictions, suspensions, or revocations are posted to the Michigan driver record. A record is also provided upon enrollment.

Although the service is optional for driver education providers, many enroll their instructors to ensure that their instructors have good driving records.

The fee for each record is \$8. More information may be found at www.michigan.gov/sos or by contacting the Michigan Department of State's Commercial Services Section by email at commercialservices@michigan.gov.



New MI-TIME Line system allows customers to run errands instead of waiting in line

Secretary of State Ruth Johnson continues to improve customer service within Secretary of State offices. Customers can now check in using MI-TIME Line at the busiest Secretary of State branches. With MI-TIME Line, customers are able to get in line at the SOS using their phone, online or at the kiosk in the branch. When their turn nears, a text message or call will alert them. The customer will continue to be updated with their estimated wait time regardless of their location – whether they're running errands or grabbing lunch nearby.

Scheduling appointments online can help shorten the wait as well. Up to 60 days in advance, customers can schedule a specific time in order to go into the SOS office to complete a number of transactions: getting or renewing a driver's license, license plate tabs, etc. Customers can schedule an appointment online at www.michigan.gov/mitimeline.

MI-TIME Line is currently available at the following branches:

- Capital Area Super Center (Lansing)
- Clinton Township Super Center
- Flint Area Super Center
- Detroit New Super Center
- Grand Rapids Super Center
- Livonia Area Super Center
- Oakland County Super Center (Pontiac)
- Jackson County Plus (Jackson)
- Northeast Kent County Plus (Grand Rapids)
- Southwest Kent County Plus (Wyoming)
- Kalamazoo County Plus (Kalamazoo)
- Southeast Macomb County Plus (St. Clair Shores)



Make your appointment today!

RUTH JOHNSON
SECRETARY OF STATE

www.michigan.gov/mitimeline

- Southwest Macomb County Plus (Warren)
- East Oakland County Plus (Troy)
- North Oakland County Plus (Clarkston)
- South Oakland County Plus (Southfield)
- Southeast Wayne County Plus (Taylor)
- West Wayne County Plus (Canton)

Please check the book before you call!

The Secretary of State Web page for providers and instructors at www.michigan.gov/sos website is an excellent source of information. Many providers download and save the Driver Education Provider manual from that Web page. You can save time if you check information on that Web page and the manual before you call Driver Education Section.

If you cannot locate an answer or you need further clarification, contact the Driver Education Section by phone at 517-241-6850 or email at driveded@michigan.gov.



Reminder – Use your certificate number

Driver Education Section staff assignments are based on certificate numbers. Please have your provider or instructor certificate number ready when you call Driver Education Section to more quickly reach the person who can best assist you. Provider certificate numbers are six digits following a “P” and instructor certificates numbers are six digits following an “N.”

You should also include the number in the subject line of email messages and on all forms, such as program completion forms.



Trouble reading the Level 1 Learner's License issuance date? Here's another way to get it.

Many providers and instructors contact the Department to report trouble reading a Level 1 Learner's License issuance date when a student enrolls in Segment 2. The date can become worn off this paper license. If you cannot read the issuance date, you may verify an issuance date by the year code (one letter) and Julian date (three numbers) on the Level 1 Learner's License.

The letter represents the year of issuance and the numbers represent the month and day of issuance. This code is the third set of characters located at the top of a Level 1 Learner's License, just after the issuance date and a two-digit code (see the example above). You may utilize the Michigan Department of State Julian Date Conversion Table (that is included as an appendix to this bulletin) to decipher the date from the code. An alternative is to make note of the year codes and use a smartphone app to calculate the Julian date. Some printed calendars also show Julian dates.

10/09/2015 V8 C293 999 0128 0.00

MICHIGAN GRADUATED LEVEL 1 LEARNER'S LICENSE

MICHIGAN DRIVER LICENSE **W 189-645-777-284**
UNDER 21 LICENSE TYPE **O1**

BRUCE WAYNE
453 LAKELAND
GROSSE POINTE, MI 48230

DATE OF BIRTH **04/06/1998** SEX **M** EYE COLOR **BRN** HEIGHT **6' 4"**

RESTRICTIONS

SIGNATURE X *Bruce Wayne*

I certify I do not have any physical or mental disability which affects my ability to operate a motor vehicle safely nor have I experienced loss or impairment of consciousness in the past six months (chauffeur 12 months). I meet the requirements of Title 49 CFR Part 391, in rate intrastate only, in which case I meet r... .. I understand my signature... .. A FALSE STA

C293
C = 2014
293 = Oct. 20

04/06/2016

APP

INFORMATION RE...

You may operate a m...
permission of the p...

To be eligible for a

1. Be at least 16 ye
2. Posses a graduat
3. Successfully cor
4. Have no convict immediately preceding
5. Certify that you have accun 10 hours was at night, while ac legal guardian, by any licensed
6. Have your parent or legal guardian
7. Meet physical and mental standard.
8. Pass a road skills test administered h your local branch office.

False certification – Pay attention when you renew!

When signing a paper renewal application or selecting the “yes” or “no” answer to the online renewal application questions, you are certifying the information provided is accurate. This includes instructors certifying that they completed their professional development requirement prior to renewing. Pursuant to the Driver Education Provider and Instructor Act (DEPIA), any misleading, incomplete or false statement may be grounds for denial of an application, or suspension, or revocation of a certificate.

The department randomly audits instructor renewal applications for compliance and has sanctioned as many as 13 instructors in a year for falsely certifying that they had completed the professional development requirement. All subsequent renewals from instructors who were found to make a false certification are flagged for reviews.

Take extra care and pay attention to the information you are certifying to when completing your renewal application and any other document filed with the department.

Are you using an outdated form?

Please check the Program Request forms (DES-101) and Program Completion Data forms (DES-102) you are using. Both should have 8/2013 revision dates. Providers and instructors should use the most current versions of all forms. The most current versions of forms are available on the Secretary of State website at www.michigan.gov/sos. All forms have a revision date, either in a top corner or along the bottom of the form.



Look for the red envelope to subscribe to the Teen Driver Updates newsletter

The Teen Driver Updates e-newsletter is an educational tool that uses today's digital technology to provide interesting facts and resources to teens and parents. Providers and instructors will also find the newsletter useful. To subscribe, click on the red envelope found at www.michigan.gov/teedriver.

Non-Leap Year Calendar to Julian Date Conversion

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	MDOS
1	001	032	060	091	121	152	182	213	244	274	305	335	1980	N
2	002	033	061	092	122	153	183	214	245	275	306	336	1981	P
3	003	034	062	093	123	154	184	215	246	276	307	337	1982	R
4	004	035	063	094	124	155	185	216	247	277	308	338	1983	S
5	005	036	064	095	125	156	186	217	248	278	309	339	1984	T
6	006	037	065	096	126	157	187	218	249	279	310	340	1985	V
7	007	038	066	097	127	158	188	219	250	280	311	341	1986	W
8	008	039	067	098	128	159	189	220	251	281	312	342	1987	X
9	009	040	068	099	129	160	190	221	252	282	313	343	1988	Y
10	010	041	069	100	130	161	191	222	253	283	314	344	1989	Z
11	011	042	070	101	131	162	192	223	254	284	315	345	1990	A
12	012	043	071	102	132	163	193	224	255	285	316	346	1991	B
13	013	044	072	103	133	164	194	225	256	286	317	347	1992	C
14	014	045	073	104	134	165	195	226	257	287	318	348	1993	D
15	015	046	074	105	135	166	196	227	258	288	319	349	1994	E
16	016	047	075	106	136	167	197	228	259	289	320	350	1995	F
17	017	048	076	107	137	168	198	229	260	290	321	351	1996	G
18	018	049	077	108	138	169	199	230	261	291	322	352	1997	H
19	019	050	078	109	139	170	200	231	262	292	323	353	1998	J
20	020	051	079	110	140	171	201	232	263	293	324	354	1999	K
21	021	052	080	111	141	172	202	233	264	294	325	355	2000	L
22	022	053	081	112	142	173	203	234	265	295	326	356	2001	M
23	023	054	082	113	143	174	204	235	266	296	327	357	2002	N
24	024	055	083	114	144	175	205	236	267	297	328	358	2003	P
25	025	056	084	115	145	176	206	237	268	298	329	359	2004	R
26	026	057	085	116	146	177	207	238	269	299	330	360	2005	S
27	027	058	086	117	147	178	208	239	270	300	331	361	2006	T
28	028	059	087	118	148	179	209	240	271	301	332	362	2007	V
29	029		088	119	149	180	210	241	272	302	333	363	2008	W
30	030		089	120	150	181	211	242	273	303	334	364	2009	X
31	031		090		151		212	243		304		365	2010	Y
													2011	Z
													2012	A
													2013	B
													2014	C
													2015	D
													2016	E

Leap Years are designated in **bold for informational purposes only

Leap Year Calendar to Julian Date Conversion

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	001	032	061	092	122	153	183	214	245	275	306	336
2	002	033	062	093	123	154	184	215	246	276	307	337
3	003	034	063	094	124	155	185	216	247	277	308	338
4	004	035	064	095	125	156	186	217	248	278	309	339
5	005	036	065	096	126	157	187	218	249	279	310	340
6	006	037	066	097	127	158	188	219	250	280	311	341
7	007	038	067	098	128	159	189	220	251	281	312	342
8	008	039	068	099	129	160	190	221	252	282	313	343
9	009	040	069	100	130	161	191	222	253	283	314	344
10	010	041	070	101	131	162	192	223	254	284	315	345
11	011	042	071	102	132	163	193	224	255	285	316	346
12	012	043	072	103	133	164	194	225	256	286	317	347
13	013	044	073	104	134	165	195	226	257	287	318	348
14	014	045	074	105	135	166	196	227	258	288	319	349
15	015	046	075	106	136	167	197	228	259	289	320	350
16	016	047	076	107	137	168	198	229	260	290	321	351
17	017	048	077	108	138	169	199	230	261	291	322	352
18	018	049	078	109	139	170	200	231	262	292	323	353
19	019	050	079	110	140	171	201	232	263	293	324	354
20	020	051	080	111	141	172	202	233	264	294	325	355
21	021	052	081	112	142	173	203	234	265	295	326	356
22	022	053	082	113	143	174	204	235	266	296	327	357
23	023	054	083	114	144	175	205	236	267	297	328	358
24	024	055	084	115	145	176	206	237	268	298	329	359
25	025	056	085	116	146	177	207	238	269	299	330	360
26	026	057	086	117	147	178	208	239	270	300	331	361
27	027	058	087	118	148	179	209	240	271	301	332	362
28	028	059	088	119	149	180	210	241	272	302	333	363
29	029	060	089	120	150	181	211	242	273	303	334	364
30	030		090	121	151	182	212	243	274	304	335	365
31	031		091		152		213	244		305		366

Year	MDOS
1980	N
1981	P
1982	R
1983	S
1984	T
1985	V
1986	W
1987	X
1988	Y
1989	Z
1990	A
1991	B
1992	C
1993	D
1994	E
1995	F
1996	G
1997	H
1998	J
1999	K
2000	L
2001	M
2002	N
2003	P
2004	R
2005	S
2006	T
2007	V
2008	W
2009	X
2010	Y
2011	Z
2012	A
2013	B
2014	C
2015	D
2016	E

Leap Years are designated in **bold