

DRIVER EDUCATION ORIGINAL PROVIDER APPLICATION CHECKLIST

	Automobile (Adult and Teen)	Truck	Educational Institution or Governmental Agency (Adult / Teen / Truck)
Original Application for Driver Education Provider Certificate	Required	Required	Required
Fee (make payable to State of Michigan)	\$225	\$360	Fee-exempt
Assumed name filing / partnership agreement / Articles of Organization or Incorporation	Required	Required	N/A
Criminal History Check for each designated representative/coordinator, owner, partner, officer, and director	Required	Required	Required
Fire Marshal approval for each classroom location	Required	Required	Required ①
Liability Insurance Certificate	Required ②	Required ②	Required ②
Photo of Sign (attached to building)	Required	Required	N/A
Surety Bond	Required ③	Required ④	N/A
Training Vehicle List	Required	Required	Required
Teen providers only: multiple vehicle driving facility (range) application and supplemental documents, if behind-the-wheel range instruction is provided	Teen, if applicable	N/A	Teen, if applicable

① Fire Marshal approval is not required for a classroom in an educational institution. Instead, the superintendent or administrator of the educational institution must verify that the classroom meets code by signing Section A of the Classroom Approval / Fire Marshal Verification form.

② A driver education provider shall maintain bodily injury and property damage liability insurance on a motor vehicle used in driver education course instruction. The insurance shall insure the liability of the driver education provider, the driver education instructors, and a person taking instruction in the amount of \$100,000 for bodily injury (1 person; 1 accident), \$300,000 for bodily injury (2 or more persons; 1 accident), and \$50,000 for damage to the property of others (1 accident).

③ Adult or teen driver education providers with 999 or fewer students in a calendar year shall provide a bond in the principal sum of \$20,000.

Adult or teen driver education providers with 1000 or more students in a calendar year shall provide a bond in the principal sum of \$40,000.

④ Truck driver education providers shall provide a bond in the principal sum of \$50,000.

SEE BACK FOR ADDITIONAL DOCUMENTATION TO BE SUBMITTED WITH APPLICATION MATERIALS.

ADDITIONAL DOCUMENTATION CHECKLIST

	Adult Instruction	Teen Instruction	Truck Driver Training
Student Contract	Required	Required ① separate segment 1 and segment 2	Required
Classroom Instruction Outline	N/A	Required separate segment 1 and segment 2	N/A
Performance Objectives Checklist	N/A	Required	N/A
BTW Instruction Outline	N/A	Required	N/A
Classroom Record Keeping Forms	Required ② (if provided)	Required ②	Required ② (if provided)
BTW Record Keeping Form	Required	Required	Required
Student Registration Form	N/A	Required (segment 1 only)	N/A

① Not required of educational institutions that do not charge tuition.

② Includes: Attendance and progress (i.e., tests, quizzes, homework grades).

Additional instructions for submitting a provider application, along with the documents on the front of this checklist and the sample forms listed on this page, are available in the following ways:

1. Visit the Secretary of State Web site at www.Michigan.gov/sos, click on the left tool bar heading entitled "Driver License and State ID," then on "Driver Education."
2. Send an e-mail request to DriverEd@Michigan.gov.
3. Request a copy by calling (517) 241-6850.
4. Send a request by mail to: Michigan Department of State, Licensing Unit, Lansing, MI 48918.