

Checking Driver Eligibility

1. BDIC sponsor will have the ability to check an individual's eligibility for a BDIC course. To check the eligibility, select the **Check Driver Eligibility** hyperlink.

HOLT DRIVING SCHOOL
*_**5688
2073 AURELIUS RD
HOLT MI 48842-1331 INGHAM COUNTY

Request Access

[Request Code](#)
[Add Account Access](#)

Request an Authorization Code
Use an Authorization Code to Add Account Access

[Summary](#) [Action Center](#) 1 [Settings](#) [More...](#)

BDIC Sponsor
HOLT DRIVING SCHOOL
2073 AURELIUS RD
HOLT MI 48842-1331 INGHAM COUNTY

Account
Q3632

- > [Check Driver Eligibility](#)
- > [View EFT Reports](#)
- > [Submit Course Results](#)
- > [Manage Bank Account](#)
- > [More...](#)

2. Indicate whether a spreadsheet will be uploaded.
3. Select the [Download a blank template](#) hyperlink to download a template to enter the drivers' information in.

< HOLT DRIVING SCHOOL

BDIC Eligibility Search

[BDIC Eligibility Search](#)

Eligibility Search

Enter the following information and select Next to search

For further assistance please call Department of State Information Center at 888-767-6424

Do you have a spreadsheet to upload? *

[Download a blank template](#)

>

4. If selected No to **Do you have a spreadsheet to upload?** Enter the **driver's license number and date of birth** into the fields.

[BDIC Eligibility Search](#)

Eligibility Search

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Do you have a spreadsheet to upload? *

[Download a blank template](#)

Driver's License Number *

Date of Birth *

>

5. If selected Yes to **Do you have a spreadsheet to upload?**
 - a. Select the **Select to Upload Spreadsheet** button.

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Do you have a spreadsheet to upload?

Yes No

Select to Upload Spreadsheet

[Download a blank template](#)

- b. Select the **Choose File** button in the Select a file to import window.
 - c. Select the file in the File Explorer.
 - d. Select the Open button.
 - e. Once a file has been selected, it should appear next to the choose file button. Select the **OK** button in the Select a file to import window.

BDIC Eligibility Search

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Do you have a spreadsheet to upload?

Yes No

Select to Upload Spreadsheet

[Download a blank template](#)

Select a file to import: X

Choose File No file chosen

Cancel **OK**

Cancel Previous **Next**

- f. The drivers in the spreadsheet display. The Sponsor can update the **driver's license number and date of birth**, if needed.

BDIC Eligibility Search

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Do you have a spreadsheet to upload?

Yes No

Select to Upload Spreadsheet

[Download a blank template](#)

DLN	Date of Birth
A 900 000 305 639	22-JUL-1974
S900000271379	15-OCT-1988
B900000312339	14-MAY-1994
B900000272607	01-DEC-1981

Cancel Previous **Next**

6. Select the Next button in the lower right-hand corner.

7. The drivers' eligibility displays. If the driver is eligible, the **eligibility dates also display**. Make sure to correct any ineligible before proceeding and then select the next button.

[BDIC Eligibility Search](#)

Eligibility Search

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Do you have a spreadsheet to upload?

Yes No

[Download a blank template](#)

DLN	Date of Birth		
A900000305639	22-JUL-1974	⚠	Ineligible for BDIC
S900000271379	15-OCT-1988	⚠	Ineligible for BDIC
B900000312339	14-MAY-1994	⚠	DLN + Date of Birth combination not found
B900000272607	01-DEC-1981	✅	Eligible from 03-Mar-2021 to 01-May-2021

8. CARS will display a summary page, if you are satisfied with the entries you can select the submit button.

[Submit BDIC Course Results](#)

Enter Information

Option To Upload

Basic Driver Improvement Course Submission

Summary

Driver(s) Passed

2

Driver(s) Failed

1

9. The confirmation screen validates the information has been submitted.

[HOLT DRIVING SCHOOL](#)

Confirmation

Your submission has been submitted and your confirmation number is 0-000-054-450.