This document will provide you with the information needed to apply for a Driver Education Instructor Certificate with Adult, Teen, and/or Truck classification(s). An instructor may not provide instruction (classroom or behind-the-wheel) without a valid instructor certificate in good standing. To apply, the applicant must:

### ORIGINAL APPLICATION REQUIREMENTS

- Be at least 21 years of age.
- Possess a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
- Submit a **$45.00 NON-REFUNDABLE** application processing fee.
- DES-I01 Instructor Certification Application.
- DES-I03 Instructor Signature Certification.
- DES-I05 Medical Examination Report.
- RI-030 Live Scan Fingerprint.
- Out of State Driver's License – Submit a copy of your driver's license in addition to a verified copy of your driving record. Must submit separately if applying through CARS e-Service.

### CONDITIONAL APPLICATION REQUIREMENTS

- Completed the first three IPP Courses from an approved IPP Agency totaling 135 hours (45 hours/course).
- Be at least 21 years of age.
- Possess a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
- Submit a **$45.00 NON-REFUNDABLE** application processing fee.
- DES-I01 Instructor Certification Application.
- DES-I02 Instructor Conditional Application.
- DES-I03 Instructor Signature Certification.
- DES-I05 Medical Examination Report.
- RI-030 Live Scan Fingerprint.
- Out of State Driver's License – Submit a copy of your driver's license in addition to a verified copy of your driving record. Must submit separately if applying through CARS e-Service.

### CONDITIONAL TO ORIGINAL APPLICATION REQUIREMENTS

- Completed the fourth IPP Course (Practicum) from an approved IPP Agency of at least 45 hours.
- Possess a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
- DES-I04 Practicum Course Completion.
Driving Record Requirements

Must possess a driving record that is consistent with requirements established in the Driver Education Provider and Instructor Act [Act PA 384 of 2006]. Some of the requirements include the following (Refer to the Driver Education Provider Manual for all requirements):

- Possesses a valid driver license that has been in continuous effect for not less than 5 years immediately preceding the application.
- Has not received a conviction for which 4 or more points were assessed under MCL 257.320a within the 5 years preceding the date the application was submitted; OR
- Has not had 3 or more driver license denials, suspensions, or revocations, or any combination, imposed by the Secretary of State for the failure to appear in court (FAC) or a failure to comply with a court judgment (FCJ) within the 2 years preceding application.
- Has not received a conviction or finding of responsibility for a traffic violation in connection with 2 or more motor vehicle accidents within the 2 years preceding application.
- Has not accumulated 6 or more points under MCL 257.320 within the 2 years preceding application.
- Has not received a conviction for transportation or possession of open alcohol container in vehicle within the 2 years preceding application.
- Has not received a conviction for a person less than 21 years of age with any bodily alcohol content within the 2 years preceding application.
- Has not received a conviction for careless or negligent driving resulting in a civil infraction within the 2 years preceding application.

Criminal History Requirements

The Secretary of State shall automatically deny an original or renewal application for a driver education instructor, and shall automatically revoke an instructor certificate without the necessity for notice and an opportunity for a hearing, if a criminal history check indicates a conviction of a violation or attempted violation of any of the following:

- Criminal sexual conduct, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct, in any degree under MCL 750.520b to 750.520g.
- A felony involving a criminal assault or battery on an individual.
- A crime involving felonious assault on a child, child abuse in the first degree, cruelty, torture, or indecent exposure involving a child.
- A felony involving the manufacture, distribution, or dispensing of a controlled substance or possession with intent to manufacture, distribute, or dispense a controlled substance.
- A felony conviction involving fraud as an element of the crime.