This document will provide you with the information needed to renew your Driver Education Instructor Certificate with Adult, Teen, and/or Truck classification(s). Additional information can be found at: Michigan.gov/DriverEd. Your Instructor Renewal Packet will be emailed to you 60 days prior to your certificate expiration date. To renew, you must complete and submit either by mail or online the following requirements:

**KEY**
- 📥 Required document if applying by mail.
- 📨 Required document if applying through CARS e-Services.

**MAIL**
- Michigan Department of State  •  Driver Education Section  •  430 W. Allegan St. 3rd Floor  •  Lansing, MI 48918

**ONLINE**
- It’s FAST, EASY, and SECURE! Renew through CARS, e-Services TODAY! Must be within 60 days of your certificate expiration date in order to renew online.

**INSTRUCTOR RENEWAL CERTIFICATION REQUIREMENTS**

- ✅ Submit a $45.00 NON-REFUNDABLE renewal application processing fee.
- 📥 DES-N07 Instructor Renewal Application. Will be emailed to you 60 days prior to your certificate expiration date. Do not submit page one of this packet.
- 📨 DES-N03 Instructor e-Services Certification. Document in lieu of DES-N07.
- 📥 DES-N05 Medical Examination Report OR BFS-103 (10/17) MDOS Commercial Driver License Certification. MUST BE CERTIFIED NOT OLDER THAN 90 DAYS FROM THE DATE THIS DEPARTMENT RECEIVES YOUR APPLICATION.
- 📥 RI-030 Live Scan Fingerprint. Required every 4 years. If box is checked within Part D of your Instructor Renewal Application, you must submit this form.
- 📥 Professional Development Certificate. Required with every renewal application. Must submit an original or copy of a Professional Development (PD) course completed in the last 2 years.
- 📥 If you DO NOT hold a Michigan Driver’s License, you must submit a copy of your out of state driver’s license in addition to a verified copy of your driving record. MUST SUBMIT BY MAIL EVEN IF APPLYING THROUGH CARS E-SERVICE.