



INSTRUCTOR RENEWAL CHECKLIST

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 & Testing Section • 430 W. Allegan St. 3 rd 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		
ADDING CLASSIFICATION		
	To add a Truck classification, ensure you have the proper group and endorsement. If you would like to add Teen and/or Adult, you must complete form DES-N02 Instructor Conditional Certification and submit to the Department.	<input type="checkbox"/>
	In order to provide Behind-the-Wheel instruction involving the actual operation of a Commercial Motor Vehicle (CMV) by a Commercial Learner's Permit holder on a range or a public road, you MUST hold a Commercial Driver License of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided.	<input type="checkbox"/>
Submit a \$45.00 NON-REFUNDABLE renewal application processing fee by check or money order made payable to "State of Michigan".		
	DES-N07 Instructor Renewal Application. Will be emailed to you 60 days prior to your certificate expiration date. Do not submit the checklist.	<input type="checkbox"/>
	DES-N03 Instructor e-Services Certification. <i>Document in lieu of DES-N07 when renewing through e-Services.</i>	<input type="checkbox"/>
	DES-N05 Medical Examination Report which MUST BE CERTIFIED NOT OLDER THAN 90 DAYS FROM THE DATE THIS DEPARTMENT RECEIVES YOUR APPLICATION , or if instructor holds a Truck classification an MCSA-5876 FMCSA Commercial Driver Medical Certification which MUST BE A VALID MEDICAL CERTIFICATION THAT IS NOT EXPIRED.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>
	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.	<input type="checkbox"/>