



PROVIDER RENEWAL CHECKLIST

KEY: A = Adult Classification • T = Teen Classification • TR = Truck Classification

Document must be submitted with application if applicable

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

It's FAST, EASY, and SECURE! Renew through [CARS, e-Services](#) and receive the following advantages:

- ✓ **FAST** Processing Time! Receive your Provider Renewal Approval letter within **FIVE** business days!
- ✓ **EASY** to Complete! Complete your renewal within 20 minutes or less!
- ✓ **SECURE** Log in! Advanced security features to create a user ID and password using MIlogin which also can be used to access your provider account in addition to other state government services in Michigan!

NOTE: Above processing time applies to applications that are received with all documents and information required.

A	T	TR	REQUIREMENTS	✓
✓	✓	✓	Have a valid provider certification in good standing, that has not been expired for more than 30 days.	<input type="checkbox"/>
✓	✓	✓	DES-P07 Provider Renewal Application.	<input type="checkbox"/>
✓	✓	✓	DES-P02 Provider Signature Certification (If renewing through CARS e-Services, use this document in lieu of DES-P07 Provider Certification Application).	<input type="checkbox"/>
✓	✓	✓	Vehicle Insurance ACORD Certificate of Liability.	<input type="checkbox"/>
✓	✓	✓	RI-030 Live Scan Fingerprint (ALL owners, partners, officers and designated representatives must complete and submit this form along with your renewal application.)	<input type="checkbox"/>
✓			Adult BTW Contract.	<input type="checkbox"/>
✓			Adult Segment 1 Contract. (Must be submitted if you have a teen classification in addition to adult.)	<input type="checkbox"/>
✓			Adult Segment 2 Contract (Must be submitted if you have a teen classification in addition to adult.)	<input type="checkbox"/>
	✓		Teen Segment 1 Contract.	<input type="checkbox"/>
	✓		Teen Segment 2 Contract.	<input type="checkbox"/>
		✓	Truck Contract (Must include BTW and classroom if offered.)	<input type="checkbox"/>
✓	✓		Submit a \$225.00 NON-REFUNDABLE renewal processing fee for a provider with an Adult and/or Teen classifications (EXEMPT: Educational institution or governmental agency).	<input type="checkbox"/>
		✓	Submit a \$360.00 NON-REFUNDABLE renewal processing fee for a provider with a Truck classification (EXEMPT: Educational institution or governmental agency).	<input type="checkbox"/>
	✓		If applicable, submit an additional \$75.00 NON-REFUNDABLE renewal processing fee for a multiple vehicle driving facility (range) for each approved range. (No provider business type is exempt from this fee).	<input type="checkbox"/>
A	T	TR	DRIVING RECORD REQUIREMENTS	✓

All owners, partners, principal officers and designated representatives for a provider 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.	<input type="checkbox"/>
✓	✓	✓	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	<input type="checkbox"/>
✓	✓	✓	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.	<input type="checkbox"/>
✓	✓	✓	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.	<input type="checkbox"/>

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✓	✓	✓	Has not accumulated 6 or more points under MCL 257.320 within the 2 years preceding application.	<input type="checkbox"/>
✓	✓	✓	Has not received a conviction for transportation or possession of open alcohol container in vehicle within the 2 years preceding application.	<input type="checkbox"/>
✓	✓	✓	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.	<input type="checkbox"/>
✓	✓	✓	Has not received a conviction for careless or negligent driving resulting in a civil infraction within the 2 years preceding application.	<input type="checkbox"/>
A	T	TR	CRIMINAL HISTORY REQUIREMENTS	<input checked="" type="checkbox"/>
The Secretary of State shall automatically deny an original or renewal application for a driver education provider, and shall automatically revoke a provider certificate without the necessity for notice and an opportunity for a hearing, if a criminal history check for any owner, partner, principal officer or designated representative 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.	<input type="checkbox"/>
✓	✓	✓	A felony involving a criminal assault or battery on an individual.	<input type="checkbox"/>
✓	✓	✓	A crime involving felonious assault on a child, child abuse in the first degree, cruelty, torture, or indecent exposure involving a child.	<input type="checkbox"/>
✓	✓	✓	A felony involving the manufacture, distribution, or dispensing of a controlled substance or possession with intent to manufacture, distribute, or dispense a controlled substance.	<input type="checkbox"/>
✓	✓	✓	A felony conviction involving fraud as an element of the crime.	<input type="checkbox"/>
✓	✓	✓	A denial or revocation imposed under this section shall continue for not less than 10 years from the date of the conviction.	<input type="checkbox"/>