



INSTRUCTOR CONDITIONAL TO ORIGINAL CERTIFICATION

This packet will provide you with the information needed to apply from a Driver Education Instructor Conditional Certificate to an Original Certificate with **Adult and/or Teen classification(s)**. If you currently hold an Original Certificate with a Truck classification, all approved classifications will be added to your new Original Certificate. Additional information can be found at: Michigan.gov/DriverEd. To apply, you must complete and submit the following requirements either by mail or online:

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! Apply through CARS, e-Services TODAY!	
INSTRUCTOR CONDITIONAL TO ORIGINAL CERTIFICATION REQUIREMENTS		
	DES-N04 Instructor Conditional to Original Certification. Do not submit page one of this packet.	<input type="checkbox"/>
DRIVING RECORD REQUIREMENTS		
<i>Refer to the Driver Education Provider and Instructor Act [PA 384 of 2006] included in the Driver Education Provider Manual for all requirements.</i>		
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.		<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"/>
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"/>
CRIMINAL HISTORY REQUIREMENTS		
<i>Refer to the Driver Education Provider and Instructor Act [PA 384 of 2006] included in the Driver Education Provider Manual for all requirements.</i>		
Has not received a conviction for 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"/>
Has not received a conviction for a felony involving a criminal assault or battery on an individual.		<input type="checkbox"/>
Has not received a conviction for 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"/>
Has not received a conviction for 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"/>
Has not received a conviction for a felony conviction involving fraud as an element of the crime.		<input type="checkbox"/>



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Michigan Department of State • Driver Education Section • 430 W. Allegan St. • Lansing, MI 48918

APPLICATION INSTRUCTIONS

The applicant (Student) is responsible to ensure all applicable items are completed by the IPP Agency, IPP Course Lead Instructor, Cooperating Driver Education Provider, and the Cooperating Driver Education Classroom and Behind-the-Wheel (BTW) Instructor. Once completed, you **MUST** verify all information for accuracy before signing and submitting to this department.

PART A – IPP STUDENT’S INFORMATION

Printed Name of Student	Instructor #	Conditional Approval Date	Expiration Date
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PART B – PRACTICUM COURSE

With knowledge of the penalties for false statements under, but not limited to, the Driver Education Provider and Instructor Act (PA 384 of 2006) [MCL 256.689], we each certify that the information contained within PART B is true and that the student named in PART A has completed the IPP Practicum Course in accordance with Section 23 [MCL 256.643] of Public Act 384 of 2006, with the IPP Agency, IPP Course Lead Instructor, Cooperating Driver Education Provider, and the Classroom and BTW Instructors named below.

1B – Course Four - Practicum	Start Date	End Date	Total Hours	Printed Name of IPP Agency
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Printed Name of IPP Agency Owner	Printed Name of IPP Agency Owner	Date Signed
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Printed Name of Lead IPP Instructor	Instructor Certificate #	Signature of Lead IPP Instructor	Date Signed
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2B – Cooperating Provider	Name of Cooperating Provider	Provider Certificate # P
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Printed Name of Cooperating Provider’s Authorized Official	Signature of Cooperating Provider’s Authorized Official	Date Signed
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3B – Cooperating Instructor	Instruction Type(s) – May select both. <input type="checkbox"/> Classroom <input type="checkbox"/> Behind-the-Wheel	Instructor Certificate #
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Printed Name of Cooperating Instructor	Signature of Cooperating Instructor	Date Signed
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4B – Cooperating Instructor	Instruction Type(s) – May select both. <input type="checkbox"/> Classroom <input type="checkbox"/> Behind-the-Wheel	Instructor Certificate #
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Printed Name of Cooperating Instructor	Signature of Cooperating Instructor	Date Signed
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PART C – IPP STUDENT’S CERTIFICATION

With knowledge of the penalties for false statements under, but not limited to, Section 69 of the Driver Education Provider and Instructor Act (PA 384 of 2006) [MCL 256.689], I certify that the information contained within this application is true and that I have completed the IPP Practicum Course in accordance with Section 23 [MCL 256.643] of Public Act 384 of 2006, with the IPP Agency, IPP Course Lead Instructor, Cooperating Driver Education Provider, and the Classroom and BTW Instructors named above.

Printed Name of IPP Student	Signature of IPP Student	Date Signed
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