Checklist for Abbreviated Adult Instructor Applications

Starting Documents:

☐ Application (DTO 0121 form)

☐ Current FBI (federal level) report- no older than 90 days

☐ Current BCI (state level) report- no older than 90 days

☐ Current BMV abstract - no older than 90 days

☐ Physical (DTO 0117 form) - no older than one year

☐ Instructor test – no older than 2 years

☐ $25 New Instructor Fee

☐ Instructor Photo – 2 passport photos or emailed photo

☐ New Instructor Documentation/DTO 0122

☐ Basic Instructor Course Completion

Supporting Documents:

☐ Lesson plans (BTW and class)

☐ Assessments (BTW and class) - signed and dated by TC and candidate

☐ Route sheet

☐ Student BTW training report- initialed by candidate and TC

☐ Class rosters- signed by candidate

☐ Proof of Sexual Harassment Training