Checklist for Disability Driver Training Instructor (for Rehabilitation Clinics or Hospitals) Applications

Starting Documents:

☐ Application (in DETS)
☐ 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 (0117 form) - no older than one year
☐ BMV Driving Instructor Test – no older than 2 years
☐ $25 New Instructor Fee
☐ Instructor Photo
☐ New Instructor Documentation/DTO 0212
☐ Basic Instructor Course Completion
☐ Proof of Certification for OT or CDRS

Supporting Documents:

☐ Lesson plans (BTW)
☐ Assessments (BTW) - signed and dated by TM and candidate
☐ Route sheet
☐ Student BTW training report- initialed by candidate and TM
☐ 24 hour Class rosters- signed by candidate OR completion certificate of 24 hour Online Course
☐ Proof of Sexual Harassment Training