Checklist for Class D Driver Training Instructor Applications

Starting Documents:

☐ Application (0115 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 (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 0118
☐ Basic Instructor Course Completion

Supporting Documents:

☐ Lesson plans (BTW and class)
☐ Assessments (BTW and class) - signed and dated by TM and candidate
☐ Route sheet
☐ Student BTW training report- initialed by candidate and TM
☐ Class rosters- signed by candidate
☐ Proof of Sexual Harassment Training