



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: March 24, 2009
TO: Driver Education Providers and Instructors
FROM: Licensing Unit/Driver Education Section
Bureau of Regulatory Services
SUBJECT: Provider and Instructor Renewal Applications

Provider and instructor renewal applications will be mailed approximately 60 days prior to the expiration date of the certificate (they are not available on the web site). Applications will contain preprinted information that is currently on file with the Michigan Department of State (MDOS). Correct any information as instructed on the renewal form and include any required documentation. Criminal history reports will NOT need to be submitted with first-time renewal applications for providers or instructors. A fingerprint-based background check will need to be completed for all second renewals, which will occur four years after original certification.

Instructors will need to submit:

- The application.
- The \$45 application fee.
- A new medical report. To print the medical report, go to the Department's web site (www.Michigan.gov/sos). In the 'search' box (upper right corner), type DES-016 and click on the GO button. Place the cursor on the first item listed, click and print. The report can be no older than 90 days from when the application is submitted.

When renewing, instructors must certify they have met the professional development requirement. If contacted by the Driver Education Section (DES), instructors will be required to show proof of completing one of the professional development options. Current options are listed on the Web site. Submitting an instructor renewal application without having completed professional development may lead to disciplinary action, including suspension of instructor certification, probation, and administrative fines.

Providers will need to submit:

- The application
- The renewal fee (as indicated on the application).

Providers should be aware of the expiration dates of their instructors' certificates, and encourage them to renew early so there is no lapse in certification.

For information, telephone (888) SOS-MICH, or email licensing@michigan.gov

For both providers and instructors: Please be aware that if you do not submit your renewal application by the expiration date, you must stop instructing until you receive your renewal certificate. If you do not submit the application within 30 days after your certificate expiration date, the law requires you to submit an original application with all applicable documents. Do not wait! Renew early.