Memo

To: All Driver Education Providers and Instructors
From: John Bodeker, Program Director
Date: March 22, 2012
Re: Status of Licensing Process for School and Instructors

The Bureau of Motor Vehicles (BMV) will be posting the new simplified electronic application forms (Provider and Instructor Application forms and the Personal History form for school owners and administrators) April 1, 2012. To complete the forms once they are posted, you will enter the information required, check a box confirming the data submitted, and click the “submit” button. Remember, if you have any specific questions regarding the application process, contact us at DriverEducation@bmv.in.gov.

In the meantime, instructors and schools should be collecting and submitting all required hard copy forms that will need to be submitted through the mail. Page two of this memo contains a detailed listing of the required documents for both instructors and providers (schools).

Mail all documents to:

Bureau of Motor Vehicles
Credential Programs
100 N. Senate Ave., N481
Indianapolis, IN 46204

Legislation passed in 2011, requires the BMV to license all driver education schools and instructors. This is the first time in the state’s history that all driver education programs have been placed under the jurisdiction of a single agency. Rules and regulations that have been separate and different for non-profit and for-profit driver education providers and instructors have been revised to create a single set of rules and regulations. As the BMV implements this new licensing process, instructors may need to meet new requirements or confirm compliance to previous requirements. However, once this initial licensing is completed and a common level of security and compliance is established for all schools and instructors, license renewal will be a much simpler process.
INSTRUCTORS

1. The $10.00 licensing fee must be in the form of a money order, corporate check or certified check. Cash or personal checks will not be accepted.

2. A national criminal background check is required.
   A. Public school teachers: If you have a national criminal background check on file at your school, and it was completed in 2009 or later, you can submit a copy of that background check to meet this requirement. Fingerprint will also be required.
   B. All other instructors will also need to provide a national background check. Fingerprint are also required of all other instructor applicants. If you enter “national background check” into your search engine you will find numerous companies that conduct such checks. Costs can vary widely, so you may want to compare prices.

3. Physical examination. If you have not had a physical since January 1, 2012, you will need to submit a completed physical examination form with this application. The form is posted on the driver education webpage (go to myBMV.com and click on “Driver Education”). If you had a physical in 2011, you will need to submit a new one. With the new two year license, all instructors will submit a physical examination form for this initial license and at each renewal application. New instructors will submit a physical with their initial application, then again on the next renewal date (always July 1 in even numbered years). This will eliminate the need for schools to track their instructors’ physicals, and will ensure that instructors always have a current physical on file.

4. Transcript or copy of teacher’s license with driver education endorsement, or a copy of the transcript indicating a minimum of 60 hours of college credit hours including the correct 9 hours of driver education courses. School instructors currently licensed by the ICJI are not required to submit a transcript or copy of a teacher’s license.

PROVIDERS (Schools)

1. $100.00 license fee. Note: there is no license fee for schools defined in I.C. 9-27-6-7(a) (1) through (6). These schools will be referred to as public schools.

2. A national background check and fingerprints for the person identified as the driver education program administrator or owner is required. This person will also complete the school application and personal history form.

3. A copy of the school building’s most recent fire or building inspection form.

4. A schedule of all tuitions, fees and charges for driver education and related services.

5. A copy of any contracts/registration forms required by the school.

6. A copy of the certificate or proof of insurance coverage for the driver education vehicles with minimum limits of $100,000/$300,000/$25,000.

7. A copy of the completed vehicle inspection form for all driver education vehicles (this form will be posted on the BMV driver education webpage).

NOTE: This memo will also be posted on the driver education webpage.