

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