

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