



How to become a new instructor

1. Obtain Certificate of Completion for Indiana BMV approved Instructor Training Program and Letter verifying completion of the 20 hours of behind-the-wheel training completed at an Indiana BMV Licensed Driver Training School.

The requirements for the state of Indiana are to complete a 10 hour online course and 20 hours of ride-a-long observations with current licensed instructors. The online course is \$125 and accessible at:

<https://member.in-dea.org/class/login>

You will need the certificate at the end of the course to upload to the BMV

Midwest will refund the \$125.00 after 10 Student Drives

2. Start your 20 hours of behind-the-wheel training completed at an Indiana BMV Licensed Drivers Training School (Midwest Driving School)

3. Create a mybmV account, if you already have one then log in and click on the Driver Training



4. Click on Driver Training Instructor Application



5. Type of Application "NEW"
6. Do you wish to be skills test certified "Yes"
7. Fill out "Application Information"
8. Fill out "Driver Training School Employer: "Midwest Driving School"
9. Get the Supporting Documentation Upload
 - a. A statement or statements from a physician on a form prescribed by the bureau, dated within twelve (12) months of the application date- State Form- 53312
 - b. The name and address of each of the applicant's employers for the past five (5) years
 - c. Certificate of Completion for Indiana BMV approved Instructor Training Program and Letter verifying completion of the 20 hours of behind-the-wheel training completed at an Indiana BMV Licensed Driver Training School. (Certificate from Step 1 and Step 2)
10. Criminal Back Ground Check Process.
 - a. Visit <https://www.identogo.com>

- b. Select "Get Fingerprinted"
- c. Select "Indiana"
- e. Select "New Appointment"
- f. Enter Service Code "24Y4ZS"
- g. Select "Continue"
- h. Follow the directions to schedule your digital fingerprinting
- i. Pay the fee for your digital fingerprinting (Not Refundable by Midwest Driving School)
- j. All the results will be processed and delivered to the Indiana BMV

11. Let us know when everything is uploaded so we can email the BMV

Welcome to Midwest Driving School