



# STATE OF INDIANA

Mitchell E. Daniels, Jr., Governor

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Driver Training Schools and Instructors,

**The Interim Written Guidelines**, which replace the previous Indiana Administrative Code Sections pertaining to driver education is currently posted on the BMV Driver Education page of the myBMV.com website. The guidelines are posted under Driver Education Provider and Instructor Resources.

Please make sure you are familiar with these guidelines.

## **Other information pertinent to the operation of a driver training school is outlined below:**

- Schools may obtain information regarding the procedures needed for the completion and the issuance of a Certificate of Driver Education (CDE) form in Indiana Administrative Code. If your school does not have the latest CDE Form, please contact us at: [DriverEducation@bmv.in.gov](mailto:DriverEducation@bmv.in.gov).
- In addition, schools that participate in the BMV Skills Test Waiver Program can find the general instructions for handling the skills test, reporting of grades and paperwork required in the Indiana Administrative Code (IAC).

NOTE: For the two bulleted items above, click on [IAC 140 Article 4 Driver Examiner Division](#).

- Schools that participate in the waiver program must complete the Official Skills Test Score Sheet provided to you by our department. Please note that on the back of the form, the names of the instructor(s) who conducted the classroom instruction and the names of the instructor(s) who conducted the behind-the-wheel instruction must be written on the form and these sections must be signed by the instructor or office staff personnel.
- The original signature of the instructor who administered the skills test must appear on the official skills test score sheet for the skills test waiver to be valid. The driver instructor who conducted the skills test shall note on the score sheet whether the student passed or failed the test. The instructor(s) who completed the driving portion of the training may not be the same instructor who performs the skills test.
- When a student comes to your school to take the driving portion of driver training and they have completed the classroom portion online, you must obtain a certificate of completion showing the final grade and the date of completion as well as the name of the online driver education school. You should not sign off for the successful completion of driver's education (classroom and driving) unless you have obtained the certificate. A registration form does not constitute proof of successful completion.

If you have any questions regarding the guidelines, the CDE form or participation in the Skills Test Waiver Program, please contact the BMV at [DriverEducation@bmv.in.gov](mailto:DriverEducation@bmv.in.gov).

Bureau of Motor Vehicles  
Credential Programs