

# FAQ BEHIND-THE-WHEEL CERTIFICATION RENEWAL PROCESS

## WHO NEEDS TO MAINTAIN BEHIND-THE-WHEEL CERTIFICATION?



- Anyone who provides street or highway driving instruction for an approved driver education school (public, private, or community college) who does NOT possess a valid “5-12 Driver & Safety Education” endorsement on an Iowa teaching license (*Iowa Code §321.178 (2)(a)*).
- Individuals with an expired teaching license with the “5-12 Driver & Safety Education” endorsement who wish to maintain driver education instruction licensure ONLY (*IAC 282—23.1(3)*).

## HOW DO I REMAIN ELIGIBLE FOR BEHIND-THE-WHEEL CERTIFICATION WITH THE IOWA DOT?



**In order to maintain your existing behind-the-wheel instructor certification, you must:**

1. Provide behind-the-wheel instruction for a minimum of 12 hours during the previous calendar year.
2. Participate in at least one state-sponsored or state-approved behind-the-wheel instructor refresher course annually. The annual Iowa DOT Driver’s Education Conference meets this requirement.
3. Maintain a clean driving record for the prior two years as defined by IAC 761-634.7 and Iowa Code §321.178.
4. Apply to the Iowa DOT **annually** for certification renewal.



## WHEN CAN I REAPPLY FOR MY BEHIND-THE-WHEEL CERTIFICATION?

All behind-the-wheel certificates issued by the Iowa DOT **expire every Dec. 31** and can be renewed within 30 days of the expiration date. **The Iowa DOT will begin accepting applications for 2020 behind-the-wheel certification renewal on Nov. 1, 2019** (*IAC 634.7(4)*).



## HOW DO I REAPPLY FOR MY BEHIND-THE-WHEEL CERTIFICATION THROUGH THE IOWA DOT?



1. Complete **form 431160** (available on the Iowa DOT forms website at <https://forms.iowadot.gov/BrowseForms.aspx>.) Open the form using Internet Explorer. The form will not work on other browsers such as Google Chrome, Safari, or Firefox.
2. Submit the fully completed form to the Iowa DOT via email, mail, or fax. Please only submit the form once.

## I’VE RENEWED MY BEHIND-THE-WHEEL CERTIFICATE WITH THE IOWA DOT...NOW WHAT?

Once your behind-the-wheel certification with the Iowa DOT is renewed for the next calendar year, check the expiration date of your Iowa Board of Educational Examiners BTW authorization. When it is nearing expiration, you must renew the authorization through the Iowa Board of Educational Examiners online applicant portal. If you cannot remember the expiration date of your behind-the-wheel authorization with the Iowa Board of Educational Examiners, you can look up your credential here:

**<https://boee.force.com/LicenseSearchPage>.**

***Your behind-the-wheel certification with the Iowa DOT expires every Dec. 31 and must be renewed annually. This expiration date may be different than your behind-the-wheel authorization with the Iowa Board of Educational Examiners. Both must be valid in order to provide behind-the-wheel instruction.***