



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 lowa teaching license (*lowa 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:





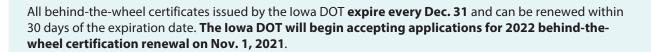
2. Participate in at least one state-sponsored or state-approved behind-the-wheel instructor refresher course. annually. The annual lowa DOT Driver's Education Conference meets this requirement.





4. Apply to the lowa DOT **annually** for certification renewal.

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





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



- 1. Complete **form 431160** (available on the lowa 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 lowa 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 lowa DOT is renewed for the next calendar year, check the expiration date of your lowa Board of Educational Examiners BTW authorization. When it is nearing expiration, you must renew the authorization through the lowa Board of Educational Examiners online applicant portal. If you cannot remember the expiration date of your behind-the-wheel authorization with the lowa Board of Educational Examiners, you can look up your credential here: https://boee.force.com/LicenseSearchPage.

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