

**DRIVER EDUCATION PROVIDER AND INSTRUCTOR ACT (EXCERPT)**  
**Act 384 of 2006**

**256.665 Course schedule report, course completion report; requirements.**

Sec. 45. (1) Before holding a class, a driver education provider shall file a projected driver education course schedule report with and as prescribed by the secretary of state. The course schedule report must contain:

- (a) The name of the school.
- (b) The dates and times of the class.
- (c) The classroom location.
- (d) The names of the instructors.
- (e) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(2) If a change occurs in the information contained in a report filed under subsection (1), the driver education provider shall immediately file an updated projected driver education course report with the secretary of state or later if authorized by the secretary of state.

(3) Upon completion of a class, a driver education provider shall file a course completion report with and as prescribed by the secretary of state. The course completion report must contain:

- (a) The name of the school.
- (b) The dates the class was held.
- (c) The name, address, and birth date of each student issued a certificate of completion.
- (d) The inventory control number of each certificate of completion issued to a student.
- (e) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(4) A driver education provider classified for commercial vehicle driver training shall file a report with and as prescribed by the secretary of state on April 15 and October 15 of each year. Each report must contain:

- (a) The name, address, and driver license number of each student enrolled since the provider's last report under this subsection.
- (b) The name of each student who completed a training program.
- (c) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(5) A driver education provider shall file a year-end report with and as prescribed by the secretary of state on or before January 31 of each year. The year-end report must contain all of the following:

- (a) The name of the school.
- (b) The number of students who passed and failed each type of instruction given.
- (c) A list of the instructors who taught during the year.
- (d) A list of classroom locations utilized during the year.
- (e) The tuition charged for each type of instruction.
- (f) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(6) A driver education provider shall maintain a record of the instruction given to a student as prescribed by the secretary of state. A student instruction record must contain all of the following:

- (a) The dates and number of hours of classroom and behind-the-wheel instruction given the student, signed by the instructors that gave the instruction.
- (b) Complete registration and achievement records for the student.
- (c) A list of the student's payments for tuition, fees, and purchase or rental of supplies or equipment.
- (d) A copy of the signed contract between the school and the student.
- (e) The information contained on a course completion report for the student.
- (f) Any other information the secretary of state determines is needed to administer this act or ensure the health, safety, and welfare of a student or the public.

(7) The secretary of state shall prescribe the manner and method that any information, forms, reports, and other documents required in this act are submitted to the secretary of state, including electronic submission.

**History:** 2006, Act 384, Eff. Oct. 1, 2006;—Am. 2022, Act 192, Imd. Eff. Oct. 4, 2022.