



Professional Development

(Electronic Correspondence Courses – Email required – **[Approved by MDOS]**)

We Offer Email Correspondence Courses for Professional Development

As you know, every driver education instructor in Michigan is required to complete an approved professional development offering every two years during the 2-year cycle that corresponds with their instructor license renewal period.

Registering for our courses helps support our association and keeps you in compliance

You can complete your professional development requirements from the comfort of home, and at your own speed and pace!



To register for one of courses, use the form on the following page, and:

1. Pick your course from the form on the following page. The form contains instructions on how to submit payment and register for the course. If you are not comfortable faxing or emailing your credit card information, we certainly understand. Simply call the MDTSEA office with your information and register by phone.
2. Once we receive your registration form and payment, the course “lead instructor” will send you the course reading material (approximately 25 pages), a test/assessment, and evaluation form for you to complete and return. You have two years from the date of registration to complete the course.
3. Upon successful completion, the lead instructor will review your homework and notify the MDTSEA office. The MDTSEA office will mail you a receipt (for tax purposes) and an embossed certificate of completion. Please keep the certificate of completion in a safe place for a period of four (4) years. You do not need to send it to the state unless you get audited by them. If you are audited, you must send the state the original certificate of completion, keeping a copy for yourself. If you are audited and you cannot produce your certificate of completion, please contact MDTSEA for further instructions. We keep records for a minimum period of 10 years.

The registration form for all eight courses is on the next page.



Professional Development Registration Form

(Electronic Correspondence Courses – Email required – [Approved by MDOS])

Complete Name: _____

Mailing address: _____

Email address: _____

Telephone number: _____

School you teach for: _____

Please choose from one of the following courses by placing an “X” in the box. The MI Department of State will not allow you to repeat any courses you’ve already taken for credit. Please call the office at (517) 214-5775 if you can’t remember whether or not you’ve taken a course.

	Year created	Course
✓		
	2009	Tips for Behind-the-Wheel – Part 1
	2015	Tips for Behind-the-Wheel – Part 2 (requires use of ADTSEA 3.0 curriculum)
	2013	Reaching Students with ADD/ADHD
	2013	Tips for Navigating the ADTSEA 3.0 Curriculum (requires use of the ADTSEA 3.0 curriculum)
	2016	Tips for Teaching About Distracted Driving (requires use of the ADTSEA 3.0 curriculum)
	2017	Technology Systems That Keep U.S. Safe
	2011	New Technology as it Pertains to Driver Education
	2017	New Technology 2: Driving into the Future

- _____ **\$30 Current MDTSEA Members**
- _____ **\$45 Non-Members**
- _____ **\$55 Non-members who would like to purchase a professional development course and a MDTSEA membership**

Cash, checks, or credit cards accepted. For credit card payments:

Payment Method: <input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	Card no. _____ Expiration (mo/yr) _____ Amount authorized: _____	Name on card: _____ Signature: _____
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Mail, FAX, or E-mail a scanned form to: MDTSEA PO Box 20611, Kalamazoo, MI 49019
 Email: mdtsea@gmail.com FAX (517) 487-6358