

Steps in the Driver's Education License Process

Obtaining a Minnesota driver's license can be a bit overwhelming. Following the steps below should be helpful in navigating the process. **Keep this information for your reference through the process.**

Step 1: Complete 30 hours of classroom instruction with Community Education. 30-hours is mandated by the State of Minnesota if under the age of 18 years.

Step 2: NEW! Electronic Certificate of Classroom Completion (Blue Card). The State of Minnesota has transitioned to an electronic Certificate of Completion system to replace both BLUE and WHITE paper cards. Students will no longer be issued paper BLUE CARDS (Classroom completion). ***Please review Testing Information handout included in the student's folder.**

- Allow 4-7 business days from the end of classroom instruction before your testing appointment to allow staff time to enter student data into the MN Department of Public Safety (DPS) Portal.
- Parents will receive a copy of the confirmation to the email provided to Community Education whenever an e-card is created. A copy of this confirmation is not needed at the test center appointment. However, we recommend you either bring the copy with you as proof of submission or have access to the confirmation in your email.

Step 3: Make Appointment for the Written Knowledge Permit Test.

*Please see **Testing Information handout** included in the student's folder.

Step 4: Complete the online Google Form with Community Education to request Behind the Wheel Instruction.

After the student passes the Written Permit Knowledge Test and has their permit, use the Link in the email sent to the parent from Community Education to access the Google Form or go online to **bhmschools.org/drivers-education** to complete the, **"Request Behind-the-Wheel Instruction" form**. The information provided by you in this form will initiate the Behind-the-Wheel process and, eventually, the **Electronic Behind the Wheel Certificate of Completion (White Card)** which is needed to take the Road Test when the student completes 6-hours of behind-the-wheel.

- Allow 4-7 business days after the last Behind-the-Wheel instruction before your Road Test appointment to allow staff time to enter student data into the MN DPS Portal.
- Parents will receive a Confirmation of Submission to the email provided to Community Education whenever an e-card is created. A copy of this confirmation is not needed at the test center appointment. However, we recommend you either bring the confirmation with you as proof of submission or have access to the confirmation in your email.

Step 5: Make Appointment for the Road Test Skill Exam.

*Please see **Testing Information handout** included in the student's folder.

Thank you for choosing BHM Community Education! 763.682.8770