

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 July 2025 - Electronic Certificate of Classroom Completion. The State of Minnesota Department of Public Safety (DPS) has transitioned to an electronic Certificate of Completion system to replace paper completion cards. ***Please review Testing Information handout included in the student's folder.**

- Classroom Completion submissions will be entered electronically into the State of Minnesota DPS portal by Community Education staff within 4-7 days of the last classroom session.
- 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, if you choose, you can bring the confirmation copy with you as proof of submission or have access to your email.
- Please allow 7 business days from the end of classroom instruction before your testing appointment to allow staff time to enter student data into the DPS Portal.

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

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

Step 4: NEW September 2025 - Parent/Guardian completes the online **"Request Behind the Wheel Instruction" 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** provided in the email message sent to the parent from Community Education just prior to the last classroom session to access the **"Request Behind-the-Wheel Instruction" Google Form** or go online to **bhmschools.org/drivers-education** to complete the Google 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** which is needed to take the Road Test when the student completes 6-hours of behind-the-wheel.

- 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, if you choose, you can bring the confirmation copy with you as proof of submission or have access to your email.
- Allow 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 DPS Portal.

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