

**Date:** June 30th, 2023  
**Bulletin:** All Driver's Education Providers  
**From:** Business Licensing and Compliance  
**RE:** Behind the Wheel Tracking Policy

The purpose of this bulletin is to inform the Driver's Education providers of the Behind the Wheel tracking requirement. Per COMAR there is an 18-week timeframe for completion of Driver's Education, required. Below outlines the requirements to ensure all schools remain in compliance.

- **Behind the Wheel – Timeline- 18-week compliance**
  - All driving schools will be responsible for submitting their BTW data monthly by the 5<sup>th</sup> of the preceding month (i.e., July 5<sup>th</sup> submittal for June results). Use this link to access the spreadsheet for tracking and submitting your BTW data- <https://mva.maryland.gov/drivers/Documents/BTW-Tracking-Spreadsheet.xlsx>
  - Any school out of compliance (past the 18-week threshold, see COMAR 11.23.02.08C8) will be required to submit a plan of correction to the Administration within 45 -days from notification of non-compliance.
  - A conference will be scheduled with any school not in compliance to ensure the following:
    - Accurate information is being reported
    - Reviewing plan of correction already submitted.
    - Review total number of hours owed and available resources.
    - Failure to report accurate information may result in the imposition of administrative sanctions
    - Conferences will be scheduled once your plan of correction is submitted for the initial notification of non-compliance
  - Administrative sanctions may be imposed for failing to submit your data or failure to adhere to an approved plan of action.

If you have any questions, please contact us at [driveredu@mdot.maryland.gov](mailto:driveredu@mdot.maryland.gov) or 410-787-7769.