

Date:

Bulletin: Driving School Owners and Operators

From: Business Licensing and Driver Instructional Services Division

RE: BTW Tracking Spreadsheet Instructions

Effective January 1, 2021, all schools providing virtual classroom instruction are required to begin using the attached BTW tracking form. The bulleted list below outlines the use of this form:

- This is a simple, self-calculating form;
- There are separate tabs for each month, the same as the Annual Report spreadsheet;
- Data is to be entered into the monthly pages only. No data is entered directly to the summary page with the exception of those fields designated in red as “user entered” ;
- As data is entered into the monthly pages, each page will self-total at the bottom and the data will be automatically transferred to the summary page;
- In each monthly page, simply enter the number of students in each driver education program, both physical and virtual, on the date of the first class only;
- In the column titled “Number of BTW Hours Completed”, enter the number of BTW hours actually provided to all students on a daily basis. The number entered documents the total number of BTW hours provided to all students on that date;
- As data is entered into the monthly pages, it is automatically transferred to the summary page which then calculates the outstanding balance of BTW hours owed, the average number of BTW hours provided per day, and projects the number of weeks it will take to complete all of the BTW hours owed.
- In the field marked “BTW Hours Carryover from Previous Year” you will enter the number contained in the “BTW Hours Outstanding (owed)” field at the end of the previous year. For the first year that number is zero;

As stated, the use of this form is mandatory. The updated form is to be submitted to the Business Licensing and Driver Instructional Services Division as an email attachment by the 5th of every month. This form will reflect the number of BTW hours owed, regardless of the method for providing classroom instruction.

Questions should be directed to Bill Kraft, Section Manager, Business Licensing and Driver Instructional Services Division at 443-817-3809 or wkraft@mdot.maryland.gov. Monthly submission of this form will be to the same email address.