

D-xx-xx-xx

Date: March 15, 2022
Bulletin: All Drivers Education Providers
From: Business Licensing and Compliance
RE: Interim Document- Apprentice Badge

The purpose of this bulletin is to provide guidance on printing a screen shot from either the Business Portal or MyMVA account to show Apprentice Instructor proof of validation prior to receiving their ID badge in the mail.

To use the Portal, take the following steps:

- 1) Once logged into the portal select “More...” on the right side of the screen.
- 2) Then select the tab that says, “Employee Maintenance.”
- 3) This link will open a page listing all the instructors associated with the business. The word “Valid,” will be listed if the license/badge is in good standing. When printing this page for record keeping, please make sure all pertinent information is listed (Name, P#, Status, etc)

To use the MyMVA website take the following steps:

- 1) Go to <https://mymva.maryland.gov/TAP/BUS/>
- 2) Select “Professional License Search,” toward the bottom left of the screen.
- 3) Under the drop down for “What are you searching for?” Select “Drivers School Instructor.”
- 4) Next to “Search by license number,” Type in the Professional license number of the apprentice i.e. P1234567, and click Search.
- 5) The persons name and their status will be listed. This screen can be saved and printed for record keeping purposes.

If you have any questions, please contact us at 410-787-7769 or MVABLDISD@mdot.maryland.gov

Field Code Changed