



# Driver Education Program News

ODOT - Transportation Safety Division

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## The Driver Education Program Team



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## Driver Education Program Update

**William A. Warner**, Driver Education Program Manager  
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**WHEN I START TO THINK** about what needs to be expressed in a newsletter, I sometimes go back to the previous year at this time just to gauge how far (or not) we have come. A year ago we were poised and ready for the legislative session to introduce enhanced driver education as a "placeholder." Just to get this concept into the legislative process was a minor miracle in itself and we are satisfied with the progress HB 2140 made in its debut moment. As we prepare for the 2013 session, there are several major areas of research and preparation currently in process and we now have legislators that have come forward to champion the cause! It clearly does not "hurt" that ODOT Director, Matthew Garrett himself, has named this legislation an ODOT priority for 2013!

So you know that this remains one of the Transportation Safety Division's top priorities and work continues on a daily basis towards that end. That, however, is not the theme of this month's newsletter!

There has been so much talk and preparation about the changeover from seals to division issued certificates; and now we are ready to commit to implementation. Programming is complete to allow TSD to auto-generate the student completion certificate from the Provider's data entry screen.

Final preparation and training of the DMV field office personnel will be finalized by November and the program will launch on December 1, 2011. This means that any approved courses offered within the state of Oregon that end after December 1<sup>st</sup> will be issued certificates. Courses that complete [a course is considered complete when the last student in that course finishes all required hours] on or before November 30, 2011 will be issued the remaining seals on provider generated certificates.

All remaining seals need to be destroyed on December 1<sup>st</sup> as they will invalidate a certificate with a completion date from that date forward. TSD is more than happy to destroy the seals if you wish to mail them back to us at that time. DMV knows to expect both provider issued certificates with a seal (dated before Dec 1, 2011) and state issued certificates for up to two years until the issued seals finish attrition.

What does this mean to you? If you are a provider or an instructor who inputs the data, you are going to need to make sure spelling and information is correct.

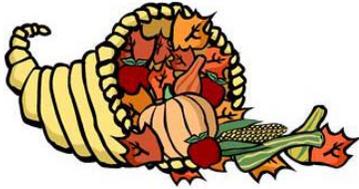
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The certificates will be issued automatically to the providers for each course of students that you submit; hopefully within the first two weeks of your course. This will offer an opportunity for you to double check the certificate before issuance to the student at the completion of your course.

This is a very large step forward for the driver education program in Oregon. The “temporary” seals that were in production for at least 8 years brought many challenges to the certification process and this changeover removes most of those challenges. Be watching for an online “webinar style” training to be announced in November that will assist providers with orientation to the new process.

A big “Thank You” goes out to the Driver Education Advisory Committee, Oregon Transportation Safety Committee, ODOT Information Technology Department, Transportation Safety Division Staff, and the countless others who spent hours and hours in the development and implementation of this large project!! ❖



## **Instructor Certification Changes are Coming**

Mary B. DeFerrari, Driver Education Program Quality Assurance Specialist  
ODOT Transportation Safety Division

If you attended ODTSEA’s fall conference, you heard Bill Warner’s brief description of Instructor Certification and the program’s plans to issue certification cards in the near future. The intention of this article is to briefly explain why we are formalizing instructor certification and because it’s still very early in the process, to request your input.

As with other professionals, a valid certification card will indicate to your employer, parents of your students, and others, that you have had appropriate training and that your qualification requirements have been maintained. It’s much easier, let alone more professional, to produce a certification card versus the stacks of documents you currently provide to anybody who wants to see proof of your qualifications.

There will be less juggling of paperwork between instructors and employers. As long as your certification card is valid, you will be permitted to teach for an approved program (no matter how many employers you have).

It sounds like we are adding another step to our sometimes complicated system, but the intention is to reduce the burden on employers, instructors and even ourselves.

We are at the information-collecting stage and there are many decisions to be made. For instance, it has not yet been determined whether the cards will be issued by our office or a contractor. We don’t know whether everyone will have the same expiration date, and when that might be. We haven’t determined a target date for implementation. We DO know that we want this to work as smoothly and painlessly for everybody, as possible.

This is where you come in. Please take a moment to contact us with your ideas! You should also watch the newsletters (and our website) for updates along the way.

Speaking of which, as we work our way into instructor certification it becomes even more important that we have current contact information for every instructor. Most of our communication is by email these days. If you suspect someone is not receiving our newsletters, please share a copy of this one and encourage them to send us an update. ❖



## Outgoing Driver Education Advisory Committee Chairman Honored



the Oregon Driver Education Program. ❖

At the quarterly Driver Education Advisory Committee (DEAC) meeting in Lincoln City on September 30<sup>th</sup>, Robert Tower was honored with an outstanding service award from Troy Costales, ODOT - Transportation Safety Division Administrator.

Robert has served with the DEAC as an originating member from 2003 to 2011, acting as the committee's chair. During his terms, he has assisted with the increase of reimbursement to providers, the addition of private providers to the list of reimbursable providers, and the adoption of several key administrative rule changes.

Both Troy and Bill thanked Robert for his leadership and dedication to the committee and to



## Introducing Rich Hanson, the New Driver Education Advisory Committee Chairman



With Robert Tower retiring from the DEAC, we had some pretty big shoes to fill. The DEAC chair not only presides over the quarterly committee meetings, but meets with the driver education program manager on a regular basis. Many hours go in to preparing the committee's agendas and as you can tell from Robert's accomplishments Bill isn't going to let that change anytime soon.

Meet Rich Hanson. Recently retired from Tigard-Tualatin High School after 30+ years of teaching, Rich has been active in traffic safety for many years. Some of you may know Rich from taking your instructor development classes from Western Oregon University where rich has been a trainer of trainers for the past 8 years. The last 4 of those Rich has been a Lead Trainer, assisting with the development of the instructor training curriculum and statewide student curriculum.

Rich is now the owner operator of a private traffic safety consulting firm (DTS Consulting) which does business in several states and Canada. He recently assumed the President's post for the Oregon Driver and Traffic Safety Education Association (ODTSEA). We feel very fortunate that he is on our advisory committee and look forward to great things. Welcome Rich Hanson! ☺

## The Forms, They are a Changin'...

Hey Providers! Isn't it great to be able to download forms off the internet, fill them out once and then just open and update each time you need to submit something to, say, some official state agency??

We agree! However, the one down side to this luxury is that when new forms come out, you need to download the latest version of the form in order to stay current. The driver education team has noticed with this year's reimbursement requests, instructor report forms, and the assurance forms, the old forms were still being submitted about 50% of the time this fall.

With the new session (July 1, 2011) came new forms with new requirements for all of the above. The reimbursement form is new and includes an income as well as an expense schedule which pre-populates much of the front of the new 737-3417 form (that's the reimbursement request for you civilians.) ☺

Both the instructor report and assurance forms are new as well. We need more specific information from you to continue to help driver education run smoothly in our state.

So, this means we aren't going to accept submissions that are on the previous forms. Some of the changes are required for compliance with both state and federal guidelines and we want to pass *our* compliance review every bit as much as you want to pass yours. Feel free to call and talk to us if something in the new forms doesn't make sense. We are planning on having a "new forms" webinar in November for any and all who want to know more about how things work at Transportation Safety Division – Driver Education. ❖

## The Most "Popular" Deficiencies

Mary B. DeFerrari, Driver Education Program Quality Assurance Specialist  
ODOT Transportation Safety Division

A large number of deficiencies observed during compliance reviews are related to instructor qualifications. In fact, 46% of all deficiencies are in this area. Bill asked me to alert you to the most common ones.

For inspections conducted in 2011, tied for first place are: documentation of continuing education and documentation of current CPR certification.

Early on, there were some instructors who did not take continuing education seriously or they felt they could get by without it. But everybody seems to "get it" now, and current deficiencies are more often due to lack of documentation. If your employer doesn't have your completion certificates, it's as if the training never happened. Instructors, make sure you share copies of all driver education related training with your employer!

The runner up, when it comes to instructor qualification related deficiencies is in the area of the DMV certified court print driving record. A deficiency appears for any of the following reasons: the driving record is not present, it is more than one year old, or the record doesn't meet requirements in administrative rule.

We are working on some changes in the way instructor qualifications are tracked. Once implemented, the efforts on your end should be reduced. In the meantime, we are counting on each one of you, as professionals, to monitor your own qualifications. Does your employer have copies of your current certificates? Have you obtained a certified court print driving record within the past year? And what about your driving - are you modeling safe habits? ❖

### Driver Ed Reimbursement



[Assurance Form](#)

[Instructor Report](#)

[Reimbursement Request Form with Income Schedule](#)

[Instructions for DE Reimbursement Application](#)

**\*\*[Login to the Student Data Entry System \(SDES\)](#)\*\***



## On-Line Continuing Education Courses Through Chemeketa Community College



### Sharing the Road

**Cost:** \$25

**Dates:** November 28<sup>th</sup> – December 11<sup>th</sup>

Class taught online, and counts for 8 contact hours towards your continuing education

**For Information or to Register:**

Call 503 584-7541



**Driver Education**  
Chemeketa Community College

Visit our website at:  
[Drivereducation.chemeketa.edu](http://Drivereducation.chemeketa.edu)