



## DRIVER EDUCATION PROGRAM – CONTINUING EDUCATION (CE) CHECKLIST

Oregon Department of Transportation  
Driver and Motor Vehicle Services – Transportation Safety Office

### Is your organization planning to present its own continuing education?

- Will the training be obtained through a state agency, college or university, or a professional education organization?
- Will the training improve driver education teaching competency?
- Is the training for the purpose of enhancing instructional knowledge and skills in support of teaching driver education best practices?
- Will you provide the following to each participant? (This documentation must be maintained in each participant's professional development file.)
  - Agenda
  - Objectives
  - Time schedule
  - Completion certificate

*If you answered yes to every question, your training qualifies for CE.*

**NOTE:** Only the portions of the workshop that meet all criteria qualify for continuing education. Breaks, introductions, and segments that fall outside this criterion do not count toward continuing education hours. If in doubt, please check with ODOT prior to participating.

### Q & A

#### **Q. Am I required to get prior approval from the State?**

- A.** No. You are not required to have your training pre-approved. However, we would be glad to review your materials upon your request, and we highly recommend this if you are unsure whether the training will qualify for CE.

Exception: If you are planning an online training opportunity, you must obtain pre-approval.

#### **Q. My organization holds monthly meetings to coordinate teaching schedules. Do these meetings qualify for continuing education?**

- A.** No. Time spent coordinating teacher schedules does not improve DE teaching competency, nor does it enhance instructional knowledge and skills.

#### **Q. Can I, as an individual, provide a workshop that qualifies for DE?**

- A.** Yes, if you are invited or hired to do the training through a State agency, college or university, or a professional education organization.

#### **Q. Where can I find more information about continuing education?**

- A.** See Oregon's driver education website: <https://www.oregon.gov/odot/Safety/Pages/DE-Instructor.aspx>. Look under Resources for Instructors Page: Continuing Education.

