



FAQ Sheet (As of December 14, 2017)

1) In the application, this statement is confusing... **Written plan of the overall objectives, materials used, and certificate of completion** – Does "materials used" refer to source materials for the course content? Or does this refer to handouts, worksheets, etc. that may be used in a classroom setting as part of the course instruction?

737-020-0030 Curriculum and Completion Requirements

(3) A written plan for the instructional session must include the following elements:

(b) Materials and resources used and provided to participants for instruction;

Yes! This is what is meant by materials... anything used to instruct or share with a participant during the delivery of the course.

2) **Written Policy: "Under the Influence" Instructor/Participant.** What is this?

737-020-0050 Provider Responsibilities (1) each approved provider must adopt written policies that include: (c) How to manage instructors or participants that may be under the influence of intoxicants during instruction;

In other words, it is the provider's responsibility to see that their instructors and the participants in each of the courses are not under the influence of an intoxicant while teaching (or taking) the DDAC. This requirement allows the applicant to take a moment to plan for that unfortunate (and unwanted) event.

3) In the application you mention 7 policies under 737-020-0050. I'm not clear on how you're counting. (1) a-d are clearly needed – and the words "written policies" is used. That's four policies. What are the other three policies?

For the purpose of making sure that every potential provider has every opportunity to succeed, the four statements in the OAR were broken out into 7 "bite size" pieces.

737-020-0050

Provider Responsibilities

(1) Each approved provider must adopt written policies that include:

- a) Participant [¹ fees] and [² refunds];
- b) Course [³ failures] and provision for [⁴ repeat training] by participants who failed to satisfy the course standards, if any;
- c) How to manage [⁵ instructors] or [⁶ participants] that may be under the influence of intoxicants during instruction; and
- d) Methods to ensure the online course attendee is, in fact, [⁷ the participant who is identified to receive the course].

4) For applications: Everything can be submitted via email. Sometimes your PowerPoint will be too large to send electronically.

If you use the “print” function on your PowerPoint, and print at 3 slides per page, then print to a pdf (Adobe, PDF Creator, etc.) This will remove all the extra animations and videos, etc. that can make them untenable for email.

The image shows a Windows print dialog box on the left and a PowerPoint slide on the right. The print dialog box has a 'Print' button, a 'Copies' field set to 1, and a list of printers including 'pr6700k on s-salemctic-1', 'Adobe PDF', 'Fax', 'Microsoft XPS Document Writer', 'PDFCreator', and 'Send To OneNote 2010'. The 'Adobe PDF' printer is highlighted. The PowerPoint slide on the right is titled '12/14/2017' and contains three text boxes with bullet points and horizontal lines for notes. The first box is 'ODOT-TSD Driver Education @ OOTSEA Fall Conference 2016'. The second box is 'Oregon GDL-AAA Foundation Study (Published in 2002)' with bullet points: 'Conviction rates for Oregon teens who use DE are 55% lower than those who do not.' and 'GDL program crash rate effectiveness is 4.3% better because of Oregon DE'. The third box is 'ODOT DMV-TSD Waiver Program' with bullet points: 'In January 2004, the waiver program was officially launched. The program allows the Oregon DMV to issue TSD licenses to the "Approved Program" and provide an approved TSD driver instructor and then the successful applicant the approved driver education course.' and 'On the customer record at DMV, a "W" was checked during the license application process. This was used to track the issuance of TSD driver licenses. In January 2004, the "W" was checked for the DMV and the DMV issued the TSD license. The DMV issued the TSD license and the DMV issued the TSD license for each year from 2004 to present.'