

DRIVER EDUCATION PROGRAM
Oregon Department of Transportation
Transportation Safety Office

POLICY 120715

DISPOSAL OF NON-ISSUED PLASTIC COMPLETION CARDS

If a student drops a driver education course, fails or otherwise becomes ineligible, the un-issued student completion card must be retained by the provider and **destroyed on-site**. There is no longer the requirement to return unissued completion certificates to our office.

It is still important that ODOT TSO accounts for every card printed. To notify the Driver Education Program of any cards destroyed, provide the Student Name and Permit or Control Number through the RAPID Portal. Instructions for this are found on the Provider Cheat Sheet. You may provide notification on a monthly or “by course” basis. Accountability is key to maintaining DMV’s confidence, and consequently the ability of completing students to waive the DMV skills test.

Again, this office will no longer need to receive completion cards that will not be issued to students.