

# Provider Process Cheat Sheet

Save this file on your desktop for easy access to all hyperlinks

## ODOT TSD Driver Education Program & Contacts

ODOT DMV Transportation Safety Office

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## Student Data Entry System ([SDES](#))

Name a new course:

- Course ID: Season & Year
- Course Name: Location or Other

Student entry:

Use last scheduled classroom date in completion date field. **Must update at course completion.**

**Reminder: After entering all students, order completion cards by sending a request through RAPID (see below).**

## RAPID (works best using Chrome)

You will receive a proprietary link to this portal.

### Request Completion Certificates

(Request within 2 weeks of course start date.)

- From main menu: Secure Data & Information Submission
- From drop-down menu: Request Certificates – FULL COURSE
- Enter up to 5 courses by course name and number of students
- Review mailing address
- Submit to ODOT

**Unissued Student Completion Cards** (for students who failed or dropped)

- From main menu: Secure Data & Information Submission
- From drop-down menu: Destroyed certificates
- Enter up to 5 student names and either permit or certificate numbers
- Submit to ODOT

### Request Certificate Reprints

- From main menu: Secure Data & Information Submission
- From drop-down menu: Request certificates – REPRINT
- Enter up to 5 student names and either permit or certificate number
- Review mailing address
- Submit to ODOT

### Contact Information Change

- From main menu: Secure Data & Information Submission
- From drop-down menu: Contact Information Change
- Edit
- Submit to ODOT
- NOTE: If a contact changes, please notify ODOT asap!

### Playbook Requests

- From main menu: Secure Data & Information Submission
- From drop-down menu: Playbook Request
- Number of books
- Delivery preference
- Review address (cannot be PO box)
- Submit to ODOT

**Important!** Use the [Non-ODOT Playbook Order Form](#) to order books for non-eligible students (Students who are: 18 or older, have a license, don't have an Oregon permit, or were previously claimed for reimbursement.)

### Annual Assurance [Form](#)

- Due every Jan 1 for the upcoming year
- From main menu: Provider Assurance Forms
- Complete all 3 sections
- Save often
- Submit Form

### Certify Instructor Teaching Hours (for recertification)

- From main menu: Secure Data & Information Submission
- From drop-down menu: Certify Instructor Teaching Hours
- Enter instructor by Registry Number
- FIND INSTRUCTOR to verify correct name
- Submit to ODOT

### Instructor Record Lookup

- From main menu: Instructor Record Lookup
- Enter instructor registry number
- FIND Instructor

## Reminders

[Annual Assurance Form](#) is due Jan 1 for the upcoming year.

If you must share personally identifiable information, **use RAPID, NOT EMAIL!** Do not place PII in the Comment Field.

If Contact Person Name/Email changes, it is important to notify ODOT TSO as soon as possible. If not, the provider may not receive timely notifications and the new coordinator won't be able to access **RAPID**.

Pre-approval is required for new OR revised FINAL drive route or final drive assessment sheet.

Advise ODOT-TSO:

- DE vehicle crashes within 3 days
- Serious crashes ASAP – Use this [form](#)
- Mailing address changes (use RAPID)
- Program Coordinator name or email change (use RAPID)
- Change requests for Why Drive With Ed website
- Program or an instructor does not meet minimum requirements