

CONTINUING EDUCATION REQUIREMENTS FOR COURSE PROVIDER LICENSE

As part of the course provider's license process, each course provider is required to submit a minimal two-hour continuing education course outline for approval. A course provider is responsible for offering a continuing education program for those instructors who teach their driving safety course. An instructor cannot receive continuing education credit for attending the same course more than once during the same licensing period; therefore, the course providers must submit a new continuing education course each renewal period. All revisions must be approved before offering the new course. A revised continuing education course shall clearly identify the name of the course provider, the course provider number, and the name of the driving safety course.

A continuing education course may be approved if the Department determines that:

- the course constitutes an organized program of learning that enhances the instructional skills, methods, or knowledge of the driving safety instructor;
- the course pertains to subject matters that relate directly to driving safety instruction, instruction techniques, or driving safety-related subjects;
- the entire course has been designed, planned, and organized by the course provider. The course shall use licensed driving safety instructors to provide instruction or other individuals with recognized experience or expertise in the area of driving safety instruction or driving safety-related subject matters
- the course contains updates or approved revisions to the driving safety course curriculum, policies or procedures, and/or any changes to the course, that are affected by changes in traffic laws or statistical data.
- the hours listed on the Verification of Driving Safety Continuing Education form must be completed by the instructor, and attendance verified by the designated individual
- continuing education course guide should outline the content of the course and the techniques of instruction that will be utilized to present the course.

At a minimum, the course guide should contain the following:

- a) a description of the plan by which the course will be presented;
- b) the subject of each unit;
- c) the instructional objective(s) of each unit;
- d) time to be dedicated to each unit;
- e) instructional resources to be used for each unit, including names or titles of presenters and facilitators;
- f) a plan by which the course provider will monitor and ensure attendance and completion of the course by the instructors within the guidelines set forth in the course; and
- g) a course evaluation form to be completed by each instructor attending the course. The course provider must maintain each instructor's complete evaluation form for one year.



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

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Driving Safety Continuing Education Course

CP

Course Provider License # _____ Course Provider Name _____ Date _____

Course Name: _____

MINIMUM COURSE CONTENT

*The course must be **two hours** or more in length and must contain subject matter that relates directly to driving safety instruction, instruction techniques, or driving safety-related subjects. The course must also contain updates or approved revisions to the driving safety course curriculum, policies or procedures, and/or any changes to the course, that are affected by changes in traffic laws or statistical data.*

Course Outline	TDLR USE
Unit: Subject: Time: Objective: Content:	<input type="checkbox"/>
Unit: Subject: Time: Objective: Content:	<input type="checkbox"/>

<p>Unit:</p> <p>Subject:</p> <p>Time:</p> <p>Objective:</p> <p>Content:</p>	<input type="checkbox"/>
<p>Unit:</p> <p>Subject:</p> <p>Time:</p> <p>Objective:</p> <p>Content:</p>	<input type="checkbox"/>
<p>RESOURCES:</p>	<input type="checkbox"/>
<p>PRESENTERS/FACILITATORS:</p>	<input type="checkbox"/>
<p>MONITORING. Explain how instructor attendance and course completion will be monitored.</p>	<input type="checkbox"/>

