

Compliance and Review Checklist
CURRICULUM CONTENT AND COURSE TIME MANAGEMENT
NINE-SEMESTER HOUR DRIVER EDUCATION
INSTRUCTOR DEVELOPMENT COURSE (IDC)

Name of School: (C _____) _____

IDC General Guidelines	Page Reference in Course Guide
<p>[] Trainee Course Prerequisites. These requirements must be met before enrolling trainee in course. <i>Does the course owner or representative ensure that the following guidelines are met before enrolling an instructor trainee into the instructor development course?</i></p> <p>Is the instructor trainee of good reputation as defined in the Driver Training Programs Commissioner's Rules;</p> <p>Is the instructor trainee a high school graduate or equivalent? Prior to enrollment of a trainee, the school owner must obtain proof that the student has a high school diploma or equivalent. Proof of high school graduation or equivalent shall be maintained in trainee's file;</p> <p>Does the instructor trainee hold a valid driver's license, other than a learner's permit, for the preceding five years in the areas for which the individual is to teach (cannot have been suspended, revoked, or forfeited in the past five years for traffic related violations); and</p> <p>Does the instructor trainee meet the driving record requirements as established in the driver responsibility program? A trainee shall be required to provide, prior to enrollment, a copy of his / her current driving record (Motor Vehicle Report). The driving record shall be maintained in the trainee's file.</p>	
<p>[] Course Descriptions <i>Does the course clearly define the following instructor endorsement requirements?</i></p> <p>Teaching Assistant (TA): Must successfully complete Driver Education I and II which consists of a minimum of 90 clock hours.</p> <p>Teaching Assistant-Full (TA-F): Must successfully complete Driver Education I, II, and III which is a combined total of 135 clock hours.</p> <p>Driver Education Teacher (DET): Must successfully complete Driver Education I, II, and III and hold a current and valid Texas Teaching Certificate.</p>	
<p>[] Student Records <i>Does the course clearly identify required procedures for the proper documentation of student record?</i></p> <p>Trainee instruction records shall include the trainee's name, address, driver license number, date of birth, and telephone number; school name, classroom address; dates of instruction; lesson time; instructor(s) printed name, TDLR license number, and signature; and description of instruction. Each record shall also include grades or other means of indicating the trainee's mastery. Satisfactory completion will be accomplished when the trainee has demonstrated mastery.</p> <p>Upon satisfactory completion of the training the supervising teacher conducting or verifying the training will certify the original of the trainee's instruction record for attachment to the trainee's application for licensing and inform trainee on how to complete necessary steps for National Criminal History Record Information review via the Fingerprint Applicant Services of Texas including related fees.</p>	

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT

NINE-SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE

IDC General Guidelines *(continued)*

<p>[] Mastery (Trainee must show mastery of material before certifying instruction records) <i>Does the course define requirement and procedures to determine student mastery of instruction materials?</i></p> <p>Mastery is a prerequisite to awarding a grade of 70 percent or above. Evidence of mastery and proficiency shall be shown by <u>numerical</u> grade book entries for:</p> <ul style="list-style-type: none"> Trainee's knowledge content Quizzes Skills performance checklist Midterms Group projects Notebooks Trainee's final assessment Trainee's teaching ability In-car student teaching (subject ratings are allowed and narrative grading is encouraged) Classroom student teaching (subject ratings are allowed and narrative grading is encouraged) Trainee's attitude / behavior Supervising Instructor (trainer) written assessment 	
<p>[] Proficiencies / Course Goals <i>Does the IDC course clearly define the desired proficiencies and goals using the following guidelines?</i></p> <p>The driver education instructor trainee will exhibit mastery of 70% or above in the content of driver education courses taught in Texas as prescribed by the Texas Department of Licensing and Regulation and the Texas Department of Public Safety in order to legally and responsibly provide reduced-risk driver education instruction.</p> <p>Mastery of the Nine-Semester Hour Driver Education Instructor Development Course requires the trainee to legally and responsibly acquire the knowledge and understanding to instruct the following reduced-risk driving practices in the Highway Transportation System (HTS) in accordance with the Program of Organized Instruction for Driver Education and Traffic Safety (POI).</p> <ul style="list-style-type: none"> Demonstrate effective professional and interpersonal communication skills; Use critical thinking, changes of direction, and problem solving to produce an atmosphere that stimulates learning; Connect driving knowledge and skill to real world experiences; Demonstrate the behaviors necessary to provide a positive role model image to students and the public; Demonstrate organization skills necessary to effectively implement a driver education program at their level of certification / licensure; Exhibit a strong knowledge of space management and commentary driving techniques; Use assessment skills as an integral part of instruction; Demonstrate effective and positive classroom and in-car management skills; Design learning experiences/lessons that show consideration to different learning styles and students' limitations and capabilities; Demonstrate skill sequencing ability to enhance students' learning mastery; Demonstrate the ability to accept direction from trainers, peers, governing agencies, etc.; Demonstrate a commitment to learn, to improve the profession, to maintain professional ethics, to maintain personal integrity, to model what you teach, and to be dedicated to the system; Demonstrate creativity and innovation in presentation of lessons to meet the needs of each student; Demonstrate leadership skills and administrative skills necessary to maximize learning for all students while maintaining professional ethics and personal integrity; Exhibit a knowledge of resources to allow the students to profit from a wide variety of relevant learning opportunities; and Use self-assessment in meeting the needs of all students 	

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education I: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
[] Overview of Driver Education I		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Course assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
[] Minor and Adult Driver Education Curriculum Overview / Course Goals (No more than 16 hours of observation.)		28 Hours	
Trainee will understand the Texas Department of Licensing and Regulation's classroom and in-car standards for minor and adult driver education as established in the Program of Organized Instruction for Driver Education and Traffic Safety (POI) and demonstrate required instructor proficiencies; and Trainee will understand the Texas Department of Licensing and Regulation's classroom standards for the driver education course exclusively for adults as established in the Driver Education Course Exclusively for Adults Syllabus (ADE).			
Instructor trainer will ensure trainee is taught how to legally and responsibly provide reduced-risk driver education instruction in accordance with the required POI classroom knowledge and skills.			
In Texas, the Driver Education and Traffic Safety Program provides novice drivers the foundation of knowledge, understanding, skills, and experiences necessary for the novice driver and parent, guardian, or adult mentor to launch and continue the lifelong learning process of legal and responsible reduced-risk driving practices in the HTS. Teachers instruct students in this program through a combination of classroom and actual or simulated in-car instruction techniques that include modeling, knowledge assessment, skill assessment, guided observation, and parental/mentor involvement.			
Reference Resources: Texas Driver Handbook; Texas Traffic Laws Manual, Driver Education Textbook or Instructional Materials or Modules Approved by the Division Director			
[] School and Instructor Liability and Responsibility		3 Hours	
Liability			
School / Employer			
Vehicle			
Student			
Instructor			
Roadway users			
Responsibility			
Student			
Instructor			
School			
Vehicle			
Roadway users			
Compliance with Texas Department of Licensing and Regulation's rules and regulations			
Compliance with school / employer's policies and procedures			
Safety issues			
Handling emergencies			

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT

NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education I: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
[] Student Evaluation / Assessment		4 Hours	
Evaluate the needs and progress of a student in the learning process using:			
Class discussions			
Classroom worksheets, projects, unit tests, etc			
Student In-car Evaluation Sheet			
Student Classroom Evaluation Sheet			
In-car skill assessment			
In-car observation assessment			
Commentary Driving discussions			
[] Instructor Conduct / Professionalism / Public Relations		3 Hours	
Attitude / Behavior. The in-car instruction of the driver education program is an extension of the classroom. Driver education in-car instructors must be aware that a multitude of factors affect a student's behavior while he / she is behind-the-wheel. The relationship between the instructor and the student is very important and will greatly enhance or destroy the learning atmosphere in the automobile. A classroom atmosphere should be used in the automobile (an in-car instructor's classroom is the automobile). The instructor should be firm in their approach, yet understanding and patient. Provide clear instruction with the expectation that the instructions will be followed.			
Teaching techniques / methodology for in-car instruction			
Rapport with student and parents			
In-car practices which includes observation by students			
Discipline in the car			
Learning atmosphere			
Selection of driving environment			
Pre-driving check and car maintenance			
Driving procedures			
Role of the student observer			
Timing of lessons			
Visual and other instructor habits for safe operations (i.e., posture, attention, etc)			
Verbal Communication skills (clear and simple)			
Public image / appearance and demeanor		1 Hour	
[] Rules, Code, and Standards for Driver Education Programs		4 Hours	
Discuss Title 5, Texas Education Code, Chapter 1001 (the "Code") as it pertains to driver education schools and instructors.			
Review the most current copy of TDLR rules and regulations that govern driver education schools and instructors (16 Texas Administrative Code Chapter 84)			
Review the most current copy of Driver Education Standards of Operation for Public Schools, Education Service Centers, and Colleges or Universities			
Classroom Progress Examination for Driver Education I		1 Hour	
Total Clock Hours for DE I		45 Hours	

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education II: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
[] Overview of Driver Education II		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
[] Minor and Adult Driver Education In-Car Curriculum Overview		4 Hours	
In-Car and Observation Instructional Phase			
Trainee will understand the POI as it pertains to in-car instruction and be able to demonstrate in-car instructor proficiencies.			
Instructor trainer will ensure trainee is taught how to legally and responsibly provide reduced-risk driver education instruction in accordance with the required POI in-car knowledge and skills.			
[] Commentary Driving Techniques		1 Hour	
Description of technique			
Objectives and expected outcomes			
Proper procedures or process			
[] Factors that Influence Learning and Habit Formation		1 Hour	
Psychology of instruction			
Modification of teaching strategies			
Repetition / habit formation			
[] In-Car Lesson Planning (Including Scheduling and Designing)		3 Hours	
Elements of in-car lesson design for driver and student observe			
Route development			
Student performance / assessment			
Plan of instruction / lesson organization			
Selection of lesson content			
Fundamentals of a sound lesson			
Scheduling			
Lesson plan modifications for special needs			
[] Vocabulary and Communication		1 Hour	
Instructional terms used			
Exhibit a clear understanding of the many factors and procedures involved in driving an automobile and the ability to communicate them to students.			
[] Risk Management		2 Hours	
Emergency situations			
Emergency procedures			
Ability to communicate			
Alertness			
Sound judgment			
Ability to create the understanding of the total driving picture			
Ability to maintain composure when dealing with complex situations			
Ability to give clear directions			

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education II: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
Ability to use commentary driving techniques			
Adherence to Motor Vehicle Traffic Laws and Safety Procedures			
In-car management / discipline			
[] General Guidelines for Conducting Behind-the-Wheel and In-car Observation			
➤ A classroom atmosphere should be used in the automobile (an in-car instructor's classroom is the automobile).			
➤ Maintain the safety of the car and passengers by monitoring the traffic environment and taking control when needed.			
➤ Ensure the safety of the vehicle by learning the correct procedure for a daily inspection of the car prior to use, and establishing this procedure as an instructor habit.			
➤ The relationship between the instructor and the student driver and observer is very important and will greatly enhance or destroy the learning atmosphere in the automobile. The instructor should be firm in their approach, yet understanding and patient.			
➤ Student driver learning and appropriate observation involvement demands patience, understanding, and mutual respect. Be calm and patient, but alert at all times. Maintain a friendly, positive, and helpful atmosphere in which all the students can learn.			
➤ Student drivers must be expected to follow instructions and realize that the instructor's directions must be obeyed. The instructor must have control of the automobile, student driver, and the observing driver.			
➤ The instructor should sit so his or her left hand can be placed easily on the steering wheel to help assist the student driver if necessary.			
➤ Some student drivers will be able to guide the vehicle through many of the maneuvers (direct the vehicle without thought). The responsibility of the instructor is to make sure the student drivers have the problem-solving, decision-making, critical thinking, and space management skills to drive the vehicle (direct the vehicle with thought). Use Commentary Driving techniques in your teaching to find out what the student driver is "thinking".			
➤ Select and pre-drive areas appropriate to the individual lesson activities and student driver's abilities. Monitor the driving of the student driver, providing both positive and negative feedback according to the behavior observed.			
➤ Interact with the observing student, providing them with activities that keep them involved with the lesson and that will help them learn.			
➤ At the beginning of each lesson, make sure the student driver understands the activities of the lesson and review the last lesson, if applicable.			
➤ Read the traffic environment ahead, to the sides, and behind while monitoring the student driver's behavior. The instructor is driving the car in addition to the student driver.			
➤ When giving instructions, first direct where, and then state the maneuver to make. For example, at the second intersection, prepare to properly turn left			
➤ Give directions four (4) to six (6) seconds before the maneuver and always check mirrors before giving instructions. Remember, the student driver will take more time to process the information.			
➤ Avoid using terms with possible double meanings. For example, instead of using the word "right" in response to a question, use the word "correct"			
➤ If necessary, demonstrate what to do and how to do something to save time. Demonstrations may be as simple as directing the steering wheel, using the instructor brake, using a drawing, or as elaborate as changing seat positions and using the vehicle to demonstrate appropriate actions.			

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education II: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
➤ For each new maneuver, guide the novice driver through at least two (2) or three (3) practice trials, and then allow practice without specific assistance or direction.			
➤ If a student cannot master a maneuver, repeat the maneuver while talking the student driver, step by step, through the process.			
➤ If a lengthy discussion or explanation is needed, move to a safe place to stop and park the vehicle. Use a legal parking area or parking lot; be careful of roadway shoulder or traffic flow area.			
➤ Never intentionally allow a student driver to drive into a dangerous situation. Take control or give specific direction. The responsibility of the safe management of the driving route and environment is that of the instructor.			
➤ Involve the student driver in the evaluation of his / her performance. It is recommended that each instructor use a recording document.			
➤ Encourage the student to exercise judgment. The goal is to teach the student to drive safely when the instructor is not around to correct the mistakes. To help the student driver to achieve this goal, the instructor must help the student driver develop and exercise good decision-making skills while an instructor can correct the decisions that are inaccurate.			
➤ If possible, an instructor should not allow a student driver to make a mistake to "just learn from the mistake", even if it can be allowed without undue risk. Instead use the moment as a "teaching moment" and give specific instructions to help the student driver correct the mistake. Usually when a student is learning to drive, he / she does not make mistakes on purpose.			
[] In-car Debriefing Techniques		1 Hour	
In-car observation debriefing			
In-car student teaching debriefing			
[] Proper Record Keeping and Maintenance		2 Hours	
Student / Instructor records			
Individual In-Car Student Record forms			
Instructor Evaluation form			
Verification of Enrollment form			
Notice of Cancellation form (DL-42)			
DE-964s including transfer instructions			
ADE-1317			
Local school forms			
Scheduling forms			
Vehicle maintenance form			
Student Evaluation form			
Student discipline form			
[] Classroom Progress Examination for Driver Education II		1 Hour	
[] In-Car Laboratory		28 Hours	
Initial assessment of trainee's driving skills by instructor trainer		2 Hours	
Observation of in-car teaching techniques as given by TDLR licensed instructor		8 Hours	
Practice of Instructor Risk Management / Emergency Procedures (taking control of the vehicle) under the supervision and observation of a TDLR licensed instructor		2 Hours	
In-Car trainee student teaching under the supervision and observation of TDLR licensed instructor		14 Hours	
Trainee in-car student teaching final assessment under the supervision and observation of TDLR licensed instructor		2 Hours	
Total Clock Hours for DE II		45 Hours	

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT

NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
[] Overview of Driver Education III		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
[] Classroom Delivery (Including Code, Rule, Standards, and School Administrative Procedures)		4 Hours	
Trainee will understand the POI and ADE to demonstrate required instructor proficiencies regarding classroom delivery / Code, Rule, standards, and school administrative procedures. Instructor trainer will ensure trainee is taught how to legally and responsibly provide reduced-risk driver education instruction in accordance with the required			
TDLR Program of Organized Instruction for Driver Education and Traffic Safety			
Driver Education Course Exclusively for Adults Syllabus			
Current copy of the Code, Chapter 1001 regarding driver education			
Current copy of the Department of Public Safety Texas Driver Handbook			
Current copy of TDLR rules and regulations that govern driver education schools and instructors (16 Texas Administrative Code Chapter 84) and the most current copy of Driver Education Standards of Operation for Public Schools, Education Service Centers, and Colleges or Universities			
Resources including current driver education modules, textbooks or approved equivalent, multi-media, and other support materials.			
[] Student Learning Styles		2 Hours	
Evaluate student performance and identify methods to strengthen areas of need			
Learning motivators			
Habit formation			
Utilize a variety of instructional techniques			
Recognizing and compensating for student limitations and capabilities			
Modify instruction to individual learning styles			
[] Classroom Management and Student Discipline		1 Hour	
How to handle situation			
Documentation			
Parental notification			
Suspension / Removal from program			
[] Classroom Lesson Planning and Designing		2 Hours	
Elements of classroom lesson design			
Route development			
Student performance / assessment			
Plan of instruction			
Selection of lesson content			
Fundamentals of a sound lesson			
Lesson organization			
Lesson plan modifications for special needs			

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
[] Scheduling Driver Education Programs		2 Hours	
Upon completion the trainee will understand scheduling different phases of driver education instruction.			
Block and concurrent scheduling			
Instructor scheduling			
Student scheduling			
Course options – The following course options are authorized by the Texas Department of Licensing and Regulation:			
<u>(1) Core program.</u> This program shall consist of at least 32 hours of classroom instruction; 7 hours of behind-the-wheel instruction and 7 hours of in-car observation in the presence of a person who holds a driver education instructor license; and 30 hours of behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code and is endorsed by a parent or legal guardian. Under this plan, a student may receive only local credit for the course.			
<u>(2) In-car only program.</u> This program shall consist of at least 7 hours of behind-the-wheel instruction and 7 hours of in-car observation in the presence of a person who holds a driver education instructor license; and 30 hours of behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code and is endorsed by a parent or legal guardian. Under this plan, a student may receive only local credit for the course.			
<u>(3) Classroom only program.</u> This program shall consist of at least 32 hours of classroom instruction. Under this plan, a student may receive only local credit for the course.			
<u>(4) School day credit program.</u> This program shall consist of at least one class period per scheduled day of school, for a semester (traditional, condensed, accelerated, Module, etc.), covering the driver education classroom and in-car program of organized instruction or only the classroom program of organized instruction. This class traditionally consists of at least 56 hours of driver education classroom instruction and, if in-car instruction is provided, must include 7 hours of behind-the-wheel instruction and 7 hours of in-car observation in the presence of a person who holds a driver education instructor license; and 30 hours of behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code and is endorsed by a parent or legal guardian. Under this plan, a student may receive one-half unit of state credit toward graduation.			
<u>(5) Non-school day credit program.</u> This program shall consist of at least 56 hours of driver education classroom instruction and, if in-car instruction is provided, must include 7 hours of behind-the-wheel instruction and 7 hours of in-car observation in the presence of a person who holds a driver education instructor license; and 30 hours of behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code and is endorsed by a parent or legal guardian. Under this plan, a student may receive one-half unit of state credit toward graduation.			
<u>(6) Multi-phase school day or non-school day credit program.</u> This program shall consist of at least 40 hours of driver education classroom instruction; 4 hours of behind-the-wheel instruction and 8 hours of in-car observation in the presence of a person who holds a driver education instructor license; 12 hours of simulator instruction; and 30 hours of behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code and is endorsed by a parent or legal guardian.. Under this plan, a student may receive one-half unit of state credit toward graduation.			

CURRICULUM CONTENT AND COURSE TIME MANAGEMENT

NINE-SEMESTER HOUR DRIVER EDUCATION IDC CHECKLIST

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
<p><u>Substitutions:</u> For Options 1, 2, 4, and 5, a minimum of four periods of at least 55 minutes per hour of instruction in a simulator may be substituted for one hour of behind-the-wheel and one hour observation instruction. A minimum of two periods of at least 55 minutes per hour of multi-car driving range instruction may be substituted for one hour of behind-the-wheel and one hour observation instruction relating to elementary or city driving lessons. However, a minimum of four hours must be devoted to behind-the-wheel instruction, and a minimum of four hours must be devoted to observation instruction. Simulator and multi-car range hours shall not be substituted for the 30 hours of instruction endorsed by the parent or legal guardian. Option 3 does not include behind-the-wheel training, and Option 6 must be taught exactly as described with no substitutions.</p>			
[] Proper Recordkeeping and Maintenance		2 Hours	
Student / Instructor Records			
Individual Classroom and In-Car Student Record Forms			
Master Record of Attendance / Enrollment Form			
TA Instructor Evaluation Form			
Verification of Enrollment Form			
Student Enrollment Contract			
DPS Driver's License Applications (DL-14A & DL-43)			
DPS Record of Examination Form (DL-40)			
DPS Notice of Cancellation Form (DL-42)			
DE-964s including transfer instructions			
Local School Forms			
Vehicle Maintenance Checklist			
Student Evaluation			
Student Discipline			
Scheduling Forms			
[] Simulation Theory and Multi-Car Range Instruction		1 Hour	
Texas Department of Licensing and Regulation's Driver Education Simulation In-car Instruction			
[] Instructor Professional Growth		1 Hour	
Professional Organizations;			
Traffic Safety Organizations; (i.e., TXDOT, TDI, DPS, Railroad Commission, TDLR, etc)			
Reading Material and Resource Information; and			
Continuing Education Information.			
[] Classroom Progress Examination for Driver Education III		1 Hour	
[] Classroom Laboratory		28 Hours	
Observation of classroom teaching techniques as given by TDLR licensed Driver Education Teacher (DET) or Supervising Teacher (ST)		10 hours	
Classroom practice student teaching under the supervision and observation of TDLR licensed Driver Education Teacher (DET) or Supervising Teacher (ST)		18 hours	
Total Clock Hours for DE III		45 Hours	

NINE-SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE INDEX

Title 16, Texas Administrative Code, Chapter 84.106(c)

PLEASE USE THIS FORM TO ENSURE THAT ALL REQUIRED INFORMATION IS INCLUDED IN YOUR COURSE.

SCHOOL NUMBER: _____ TRAINING SCHOOL NAME: _____

C _____ COURSE REVIEWED BY: (TDLR Use) _____

A G E N C Y U S E	<p>INSTRUCTIONS: Each driver education school desiring to provide a Driver Education Instructor Development Course (IDC) shall provide an application for approval that shall be in compliance with 16 TAC §84.106(c) and TDLR established guidelines and criteria for a driver education instructor development course. The following IDC information shall be bound into a hole-punched notebook with a cover and a table of contents (see sample on page 5) or the information may be submitted on CD, DVD, or flash drive.</p> <p>THE IDC SHALL INCLUDE, AS A MINIMUM, THE FOLLOWING INFORMATION.</p>	PAGE REFERENCE(S) FOR THE LOCATION OF COURSE REQUIREMENTS IN THE INSTRUCTOR DEVELOPMENT COURSE
1.	Request for IDC approval.	
2.	A detailed statement(s) of the philosophy and instructional goals for the driver education IDC.	
3.	A list of relevant instructional resources (i.e., textbooks, audio and visual media, and other instructional materials) and equipment that will be used as training aids during instruction. The resources may be included in a single list or may appear at the end of each instructional unit as part of the IDC Curriculum Guide.	
4.	<p>IDC Instructor Training Guide</p> <ul style="list-style-type: none"> ◆ Course Administrative Policies related to the trainee's: <ul style="list-style-type: none"> 1) Progress; 2) Attendance; 3) Conduct; 4) Cancellation and refund policy; and 5) Make-up policy. ◆ Copy of Trainee Enrollment Contract and Trainee Enrollment Procedures. Requirements include (but are not limited to): <ul style="list-style-type: none"> 1) Hold a valid driver's license, other than a learner's permit, for the preceding five years in the areas for which the individual is to teach. (cannot have been suspended, revoked, or forfeited in the past five years for traffic related violations) ; 2) Be of good reputation in accordance with Commissioner Rules for Driver Training; 3) Be a high school graduate or equivalent. Proof of high school graduation or equivalent shall be maintained in trainee's file; and 4) Be a licensed driver for a minimum of five years <p style="text-align: center; margin-top: 20px;"><i>Note: Documentation of Items 1-4 shall be maintained in trainee's file.</i></p>	

**NINE-SEMESTER HOUR
DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE CHECKLIST** *(continued)*

C _____ TRAINING SCHOOL NAME: _____

		<ul style="list-style-type: none"> ◆ Other Statements of Course Policy that address: <ol style="list-style-type: none"> 1) Assessment/evaluation procedures for determining trainee mastery and proficiency; 2) Instruction certification (i.e., proper record-keeping procedures); 3) Course revisions and current resource materials; 4) Supervising teacher oversight requirements and responsibilities toward demonstrating accountability and accessibility throughout the training process to the trainers and trainees (<i>consider: pre-training guidelines for trainers, documentation of required criteria, evaluation/assessment procedures for trainers and trainees, spot checks during the training process, effective communication links between trainers, trainees, and supervising teachers, post-training reviews, training documentation and verification, liabilities for damages during training process, etc</i>); 5) The supervising teacher may allow a driver education teacher, teaching assistant-full, or teaching assistant to provide training under the direction of the supervising teacher in areas appropriate for their level of certification and/or licensure; 6) How trainee instruction will be delivered by a licensed instructor certified for the type of instruction provided; 7) Procedures for trainee file record maintenance and class roster maintenance; and 8) Class schedule and class roster form. (<i>provide samples</i>) 	
5.		<p>IDC Curriculum Guide for instructional units DE I, DE II, and DE III. (<i>See sample curriculum guide – Form DE-290.</i>)</p> <ul style="list-style-type: none"> ◆ The curriculum guide shall include, but is not limited to, detailed explanations of the following curriculum criteria: <ol style="list-style-type: none"> 1) The proficiencies/course goals for each instructional unit; 2) The time to be dedicated to the overall unit and each topic within the unit; 3) The major concepts to be presented during each instructional unit; 4) The instructional activities used to present the material. (i.e., lecture, films, other media, small-group discussions, workbook activities, written and oral discussion questions) When small-group discussions are planned, the course guide shall identify the questions that will be assigned to the groups; 5) The instructional resources for each unit/lesson; and 6) The procedures related to unsupervised self-study times when self-study assignments occur in the unit topics, and the time allowed for self-study assignments. 7) The assessment/evaluation forms and grading policies that will be used for determining the trainee's mastery; (<i>Submit copies of all evaluation forms and answer keys used in the assessment process.</i>) 8) Copies of trainee instruction records for DE 1, DE II, and DE III. (<i>See Reminder section for additional information.</i>) 9) Copies of all training materials provided to trainee. 	

IMPORTANT IDC REMINDERS

- **Assessment/Examinations:** The IDC curriculum criteria shall **describe** mastery. Mastery is a prerequisite to awarding a grade of 70% or above. The **IDC** instructor training guide shall indicate what assessment/evaluation tools will be used **by the instructor trainer** to determine mastery and trainee proficiency. Evidence of mastery and proficiency may be shown by grade book entries for:
 - **Trainee's Knowledge Content:** Quizzes, Skills Performance Checklist, Midterms, Group Projects, Notebooks, Trainee's Final Assessment
 - **Trainee's Teaching Ability:** In-car Student Teaching, Classroom Student Teaching
 - **Trainee's Attitude / Behavior:** Supervising Instructor (trainer) written assessment
- **Record keeping procedures and certification of instructor trainees:** All supervising teachers conducting an approved driver education instructor development course shall maintain instructor training records required for instructor certification in accordance with the following guidelines.
 - A supervising teacher must certify trainee instruction and be accountable and accessible for the training being certified. The supervising teacher must sign all trainee instruction records. (DE I, DE II, and DE III)
 - All instructor trainees shall successfully complete a minimum of 135 clock hours of an approved program in order to be certified as a classroom teacher (Texas teaching certificate is required) and a minimum of 90 clock hours to receive certification as a driver education teaching assistant. Self-study assignments cannot exceed 25% of each instructional unit within the IDC.
 - Trainee files including trainee enrollment information and instruction records shall be maintained by the training school and shall be available for inspection by authorized TDLR representatives at any time during the training period and/or for investigation purposes. **The trainee instruction record shall include:**
 - ✓ Training school's name;
 - ✓ Trainee's name;
 - ✓ Trainee's address;
 - ✓ Trainee's driver license number and other pertinent data;
 - ✓ Dates of instruction;
 - ✓ Subject taught for each hour entered in trainee's instruction record for each day;
 - ✓ Grades earned by trainee to determine mastery/proficiency;
 - ✓ Printed name of instructor(s) conducting the training and license number(s);
 - ✓ Signature of instructor conducting the training;
 - ✓ Printed name(s) and license number(s) of supervising instructor(s); and
 - ✓ Certifying signature of supervising instructor(s), when applicable.
- The IDC instructor training guide must include instructions that **indicate how records must be maintained**. Upon satisfactory completion of the training course, the supervising teacher conducting the training will certify one original copy of the instruction record for attachment to the trainee's application for licensing, and one copy will be maintained in a permanent trainee file at the training school.
- The IDC instructor training guide should include instructions for the supervising teacher that indicate that all trainee instruction records submitted for a TDLR instructor license shall be **signed by the supervising teacher and shall be original documents**.

IMPORTANT IDC REMINDERS *(continued)*

- The IDC instructor training guide should include instructions on **how and when to send school training schedules** to TDLR. The training guide should also indicate that the following information must be reflected on the schedules:
 - Address of the scheduled training;
 - Overall scheduled time for the planned training;
 - Dates of class; and
 - Name(s) and license number(s) of scheduled supervising teacher(s).
- The IDC instructor training guide shall identify procedures to ensure that supervising teachers and instructor trainees are provided with the most recent course materials and relevant data and information pertaining to driver education.
- The IDC instructor training guide shall include a description of procedures used to ensure that instructor trainee records, together with the completed application and fee, are submitted within 10 days of receipt by the supervising teacher/school.
- The IDC instructor training guide shall include the procedure used to calculate refunds for students who are terminated or otherwise do not receive instruction outlined in the student contract.
- The IDC instructor training guide shall include procedures used to deliver and document refunds to instructor development students.
- The IDC instructor training guide shall include blank copies of student contract and class rosters.
- The IDC program must include sufficient instructional units/lessons to address all required topics for DE I, DE II, and DE III.
- The IDC program must include Trainee Manuals for DE I, DE II, and DE III.
- A driver education instructor development course must be a minimum of **135 clock hours**. **Each instructional unit shall be a minimum of 45 clock hours.**
 - Self-study (i.e., homework assignments) cannot exceed 25% of the total clock hours of each instructional unit.
 - The curriculum guide must outline in detail all procedures related to unsupervised self-study assignments.
- A driver education teaching assistant course must be a minimum of **90 clock hours**. **Each instructional unit shall be a minimum of 45 clock hours.**
 - Unsupervised self-study assignments cannot exceed 25% of the total clock hours of each instructional unit.
 - The curriculum guide must outline in detail all procedures related to unsupervised self-study assignments.

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