



TEXAS DEPARTMENT OF LICENSING & REGULATION

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NINE-SEMESTER HOUR DRIVER EDUCATION INSTRUCTOR DEVELOPMENT COURSE (IDC) COMPLIANCE AND REVIEW CHECKLIST

School Name:		School License Number:	
IDC General Guidelines			Page Reference
<input type="checkbox"/> 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>			
Is the instructor trainee of good reputation as detailed in §1001.2514, Education Code;			
Is the instructor trainee a high school graduate or equivalent? Prior to enrollment of a trainee, the school owner must obtain proof that the trainee has a high school diploma or equivalent. Proof of high school graduation or equivalent shall be maintained in the trainee's file;			
Does the instructor trainee hold a valid driver's license, other than a learner' license or provisional license, for the preceding three years in the areas for which the individual is to teach (cannot have been suspended or revoked). A copy of the trainee's driver record shall be maintained in the trainee's file; and			
Has the instructor trainee been informed of the potential ineligibility for license in accordance with §§53.151, 53.152, and 53.153, Occupations Code? Proof of notice shall be maintained in the trainee's file.			
<input type="checkbox"/> Course Descriptions <i>Does the course clearly define the following instructor endorsement requirements?</i>			
Teaching Assistant (TA) must successfully complete: Driver Education I which consists of a minimum of 45 clock hours; and Driver Education II which consists of a minimum of 45 clock hours.			
Driver Education Teacher (DET) must successfully complete: Driver Education I which consists of a minimum of 45 clock hours, Driver Education II which consists of a minimum of 45 clock hours, and Driver Education III which consists of a minimum of 45 clock hours.			
<input type="checkbox"/> Trainee Records <i>Does the course clearly identify required procedures for the proper documentation of trainee's record?</i>			
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.			

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.	
<input type="checkbox"/> Mastery (Trainee must show mastery of material before certifying instruction records) <i>Does the course define requirement and procedures to determine trainee mastery of instruction materials?</i>	
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:	
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	
<input type="checkbox"/> Proficiencies / Course Goals <i>Does the IDC course clearly define the desired proficiencies and goals using the following guidelines?</i>	
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.	
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).	
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	

IDC General Guidelines *(continued)***Page Reference**

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	

Driver Education I: 45 Clock Hours	Page Reference	Recommended Time	Actual Time
<input type="checkbox"/> Overview of Driver Education I		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Course assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
<input type="checkbox"/> Minor and Adult Driver Education Curriculum Overview / Course Goals <i>(No more than 16 hours of observation.)</i>		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			
<input type="checkbox"/> 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			

Driver Education I: 45 Clock Hours	Page Reference	Recommended Time	Actual Time
Handling emergencies			
<input type="checkbox"/> 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			
<input type="checkbox"/> 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			
<input type="checkbox"/> Laws, Rules, and Standards for Driver Education Programs		4 Hours	
Review and discuss Title 5, Texas Education Code, Chapter 1001 as it pertains to driver education schools and instructors.			
Review and discuss current rules and regulations that govern driver education schools and instructors (Texas Administrative Code, Title 16, Chapter 84) as it pertains to driver education schools and instructors.			
Review and discuss the current Program of Organized Instruction for Driver Education and Traffic Safety.			
<input type="checkbox"/> Classroom Progress Examination for Driver Education I		1 Hour	
Total Clock Hours for DE I		45 Hours	

Driver Education II: 45 Clock Hours	Page Reference	Recommended Time	Actual Time
<input type="checkbox"/> Overview of Driver Education II		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Course Assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
<input type="checkbox"/> 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.			
<input type="checkbox"/> Commentary Driving Techniques		1 Hour	
Description of technique			
Objectives and expected outcomes			
Proper procedures or process			
<input type="checkbox"/> Factors that Influence Learning and Habit Formation		1 Hour	
Psychology of instruction			
Modification of teaching strategies			
Repetition / habit formation			
<input type="checkbox"/> 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			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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			
Ability to use commentary driving techniques			

Driver Education II: 45 Clock Hours	Page Reference	Recommended Time	Actual Time
Adherence to Motor Vehicle Traffic Laws and Safety Procedures			
In-car management / discipline			
<input type="checkbox"/> 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.			

Driver Education II: 45 Clock Hours	Page Reference	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.			
<input type="checkbox"/> In-car Debriefing Techniques		1 Hour	
In-car observation debriefing			
In-car student teaching debriefing			
<input type="checkbox"/> Proper Record Keeping and Maintenance		2 Hours	
Student Records			
Individual Student In-Car Record form			
Instructor In-Car Evaluation form			
Driver Education Certificate (DE-964 including transfer instructions, ADE-1317)			
Student Enrollment Contract			
Master Attendance Records			
Local school forms			
Scheduling forms			
Vehicle maintenance form			
Student Evaluation form			
Student discipline form			
<input type="checkbox"/> Classroom Progress Examination for Driver Education II		1 Hour	
<input type="checkbox"/> 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	

Driver Education II: 45 Clock Hours	Page Reference	Recommended Time	Actual Time
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	

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
<input type="checkbox"/> Overview of Driver Education III		1 Hour	
Trainer / Trainee introductions			
Brief overview of course curriculum			
Course Assignments			
Course objectives			
Grading procedures			
Facilities			
Schedule			
<input type="checkbox"/> Classroom Delivery (Including Law, 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 Education 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 (Texas Administrative Code, Title 16, Chapter 84)			
Resources including current driver education modules, textbooks or approved equivalent, multi-media, and other support materials; including but not limited to, the Community Safety Education Act (Flashing Lights Video and PowerPoint presentation) and Recreational Water Safety video.			
<input type="checkbox"/> 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			
<input type="checkbox"/> 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			
<input type="checkbox"/> Scheduling Driver Education Programs		2 Hours	
Upon completion the trainee will understand scheduling different phases of driver education instruction.			
Block and concurrent scheduling			

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
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.			
<u>Substitutions:</u> <i>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</i>			

Driver Education III: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
<i>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.</i>			
<input type="checkbox"/> Proper Recordkeeping and Maintenance		2 Hours	
Student / Instructor Records			
Individual Classroom and In-Car Student Record / Forms			
Student Enrollment Contract			
Driver Education Certificate (DE-964 including transfer instructions, ADE-1317)			
Individual Student In-Car Record			
Instructor In-Car Evaluation Form			
Master Record of Attendance / Enrollment Form			
Local School Forms			
Scheduling Forms			
Student Discipline			
Student Evaluation			
Vehicle Maintenance Checklist			
<input type="checkbox"/> Simulation Theory and Multi-Car Range Instruction		1 Hour	
Texas Department of Licensing and Regulation's Driver Education Simulation In-car Instruction			
<input type="checkbox"/> 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 trainee 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	

CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51; Texas Administrative Code (TAC), Title 16, Chapter 84; and the Texas Education Code, Title 5, Chapter 1001. I understand that providing false information on this application may result in revocation of the license or denial of approval of the license I am requesting, and the imposition of administrative penalties and/or sanctions. Audit violations may be imposed if I am not in compliance with the following:

Place a (X) in each box confirming compliance with these requirements:

<input type="checkbox"/>	I will conform to the standards set forth in rule related to curriculum of an instructor development course and confirm that my course and all materials meet or exceed the minimum standards, including current reference to the law, driving procedures, current instructor application and the renewal process, to be approved in the State of Texas. <i>TAC 84.500(c)</i>
<input type="checkbox"/>	I understand that my course shall meet or exceed the requirements set forth for approved programs offered at colleges, universities, school districts or educational service centers and shall be specific to the area of specialization. <i>TAC 84.500(c)(1)</i>
<input type="checkbox"/>	I understand that the driver education instructor development program instructional objectives must be equivalent to nine semester hours or 135 clock hours of driver and traffic safety education instructor training and will include all requirements set forth in applicable rule. <i>TAC 84.500(c)(1)(B)</i>
<input type="checkbox"/>	I will ensure that the trainees enrolled in my instructor development course have shown proof that they have achieved a high school diploma or equivalent and that a copy will be placed on file with the school. Further, I understand that I must obtain and evaluate the current official driving record from the enrollee for the preceding 36-month period prior to enrollment and will use the standards set forth in §84.50(b)(3) when determining the qualification for enrollment. <i>TAC 84.500(c)(2)</i>
<input type="checkbox"/>	I will maintain for each instructor trainee an instruction record in accordance with rule and the teacher conducting the training will certify one copy of the instruction record for attachment to the trainee's application for licensing while maintaining one copy in a permanent file at the school. <i>TAC 84.500(c)(3)</i>
<input type="checkbox"/>	I will ensure all instructor trainee records submitted for the approved instructor development courses shall be original documents. <i>TAC 84.500(c)(4)</i>
<input type="checkbox"/>	I understand that a licensed supervising teacher shall teach the instructor development courses but may allow a driver education teacher or a teaching assistant to provide training under the direction of the supervising teacher in areas appropriate for their level of certification and/or licensure. <i>TAC 84.500(c)(5)</i>
<input type="checkbox"/>	I understand that the supervising teacher is responsible for certifying all independent study and research assignments that shall not exceed 25 percent of the total training program time. <i>TAC 84.500(c)(6)</i>
<input type="checkbox"/>	I understand that an audit may be conducted without prior notice to determine whether we are complying with the requirements of <i>Texas Administrative Code, Title 16, Chapter 84</i> and <i>Texas Occupations Code, Chapter 51</i> . No fee will be charged to any Department employees or representative and I will cooperate fully with the Department.

SIGNATURE OF CERTIFICATION STATEMENT

Signature of School Owner, Officer, or Authorized Representative

Date Signed

Printed Name of School Owner, Officer, or Authorized Representative

Title