



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202

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Six (6) Semester Hour Driver Education Supervising Instructor Development Course (SIDC) Application

INSTRUCTIONS: Each driver education school desiring to provide a Driver Education Supervising Instructor Development Course (SIDC) shall provide an application for approval that shall be in compliance with 16 TAC §84.500(c) and TDLR established guidelines and criteria for a driver education instructor development course. The following SIDC information shall be bound into a hole-punched notebook with a cover and a table of contents (*see sample on page 7*) or the information may be submitted on CD, DVD, or flash drive.

Assumed Name/DBA of School — Enter the official name of the school. This must be the name you are licensed under.

School's Mailing Address and Contact Information — Enter the school's mailing address, phone number, fax number, email address and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person's name, telephone, number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.

School's Physical Address — Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

SIDC Course Information — List the name of the SIDC course, check whether this is an original course, cloned course, or cloned course purchased from another provider. If the application is for a cloned course purchased from another provider you must provide a copy of the written agreement or contract with that entity providing your school authorization/approval to provide this course.

Review Process

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve an SIDC application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

Required Documents for Approval

The following must be submitted along with the application:

- Detailed statements of the philosophy and instructional goals for the driver education SIDC
- 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 SIDC Curriculum Guide.
- SIDC Instructor Training Guide
- Trainee Enrollment Contract and Trainee Enrollment Procedures
- Other Statements of Course Policy (*see checklist for full list*)
- SIDC Curriculum Guide
- Contract or signed agreement authorizing the use of another providers pre-approved course (*cloned courses*)



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1. Assumed Name and or DBA of School:

2. School's TDLR License Number:

3. SIDC Course Application Type:

Original Course

Cloned Course
(copy of previously approved course)

Cloned Course - Approved to use from 3rd party
(copy of contract/written agreement required)

4. School's Mailing Address and Contact Information: (Used to receive mail from TDLR— PO Box is allowed)

Number, Street Name, Suite Number, Apartment Number

City

State

Zip Code

School's Email Address

School's Website Address

School's Phone Number

School's Fax Number

Contact Person's Name

Phone Number

Email Address

5. School's Physical Address: (PO Box is not allowed)

Number, Street Name, Suite Number, Apartment Number

City

State

Zip Code

6. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing and Regulation (Title 5 Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing and Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

Signature of Owner and/or Officer:

Date Signed:

Printed Name of Owner and/or Officer:

Title:

SIX (6) SEMESTER HOUR SUPERVISING INSTRUCTOR DEVELOPMENT COURSE INDEX

Title 16, Texas Administrative Code, Chapter 84.500(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 Supervising Instructor Development Course (SIDC) shall provide an application for approval that shall be in compliance with 16 TAC §84.500(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 (<i>see sample on page 7</i>) 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 REFER- ENCE(S) FOR THE LOCATION OF COURSE REQUIRE- MENTS IN THE INSTRUCTOR DEVELOPMENT COURSE
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	Request for SIDC approval.	
	Detailed statement(s) of the philosophy and instructional goals for the driver education IDP.	
	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 SIDC Curriculum Guide.	
	<p>SIDC Instructor Training Guide</p> <p>Course Administrative Policies related to the trainee's:</p> <ul style="list-style-type: none"> • Progress; • Attendance; • Conduct; • Cancellation and refund policy; and • Make-up policy. 	
	<p>Copy of Trainee Enrollment Contract and Trainee Enrollment Procedures. Requirements include (but are not limited to):</p> <ul style="list-style-type: none"> • Hold a valid driver's license, other than a learner's permit, for the preceding three years in the areas for which the individual is to teach. (<i>cannot have been suspended, revoked, or forfeited in the past three years for traffic related violations</i>); • Must obtain and evaluate a current official driving record from the student prior to enrollment. The individual must not have accumulated 6 or more points on a driving record during the preceding 36 month period; • Provide notification to students of the potential ineligibility of individuals who have been convicted of an offense, current licensing guidelines for the license the individual is applying for and their right to request a criminal history evaluation letter under 53.102; and • Be a high school graduate or equivalent. Proof of high school graduation or equivalent shall be maintained in trainee's file. 	
	Note: Documentation of required items shall be maintained in trainee's file.	

IMPORTANT SIDC REMINDERS

Assessment/Examinations: The SIDC curriculum criteria shall **describe** mastery. Mastery is a prerequisite to awarding a grade of 70% or above. The **SIDC** 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. (SI-I and SI-II)

All instructor trainees shall successfully complete a minimum of 90 clock hours of an approved program in order to be certified as a Supervising Teacher. Independent study or research assignments cannot exceed 25% of each instructional unit within the SIDC.

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 TDLR instructor license number(s) of supervising instructor(s); and
- Certifying signature of supervising instructor(s), when applicable.

The SIDC 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 SIDC 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 SIDC REMINDERS (continued)

The SIDC 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 SIDC 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 SIDC 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 SIDC 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 SIDC instructor training guide shall include procedures used to deliver and document refunds to instructor development students.

The SIDC instructor training guide shall include blank copies of student contract and class rosters.

The SIDC program must include sufficient instructional units/lessons to address all required topics for SI-I and SI-II.

A driver education supervising instructor development course must be a minimum of **90 clock hours**. **Each instructional unit shall be a minimum of 45 clock hours**.

Independent study or research 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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Driver Education Supervising Instructor Development Course

(School Name)

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SIX-SEMESTER HOUR DRIVER EDUCATION SUPERVISING INSTRUCTOR DEVELOPMENT PROGRAM (SIDP)

Name of School: _____ School Number (C _____)

INSTRUCTIONS: This form is used to cross-reference each of the content requirements for Supervising Instructor Development Program as to its location in the course materials. Please insert the appropriate page number(s) that contains the information. If the information is located on more than one page, multiple numbers should be stated.

COURSE REVIEWED BY: (TDRL Use) _____

CURRICULUM CONTENT AND PROGRAM TIME MANAGEMENT (MINIMUM)

Supervising Instructor I: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
Overview of Supervising Instructor I		1 Hour	
Trainer / Trainee Introductions			
Brief overview of program curriculum			
Program Assignments / Grading Procedures			
Program Objectives			
Facilities			
Program Schedule			
Curriculum Overview / Program Goals (16 hours maximum of Nine-Hour Course observation) Trainee will understand the Supervising Instructor Development Program (SIDP) and the Nine-Semester Hour Driver Education Instructor Development Course. Suggested support materials:		28 Hours	
Supervising Instructor Manual			
Nine-Hour Instructor DE I, II, and III Manuals			
Texas Traffic Laws Manual			
TDLR Program of Organized Instruction for Driver Education and Traffic Safety			
Driver Education Course Exclusively for Adults Syllabus			
Current Department of Public Safety Texas Driver Handbook			
Driver Education Code, Rule, and Standards Review		4 Hours	
Title 5, Texas Education Code, Chapter 1001			
16 TAC 84. Commissioner's Rules on Minimum Standards for Operation of Licensed Texas Driver Education Schools; Subchapter A			
16 TAC 84. Standards of Operation for Public Schools, Education Service Centers, and Colleges or Universities; Subchapter G			
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			
Factors that Influence Learning and Habit Formation		2 Hours	
Psychology of Instruction			
Modification of Teaching Strategies			
Repetition / Habit Formation			
Vocabulary / 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.			

CURRICULUM CONTENT AND PROGRAM TIME MANAGEMENT (MINIMUM)

Supervising Instructor I: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
Lesson Plan Development		5 Hours	
Elements of lesson design			
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			
Student Discipline		1 Hour	
How to handle situation			
Documentation			
Parental Notification			
Suspension / Removal from program			
SI-I Comprehensive Final Examination		1 Hour	
Total Clock Hours for SI-I		45 Hours	

CURRICULUM CONTENT AND PROGRAM TIME MANAGEMENT (MINIMUM)

Supervising Instructor II: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
Overview of Supervising Instructor II		1 Hour	
Trainer / Trainee Introductions			
Brief overview of course curriculum			
Program Assignments / Grading Procedures			
Program Objectives			
Facilities			
Schedule			
Evaluation / Assessment Skills of the Driver Education Student		3 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			
Commentary Driving Techniques			
Description of Technique			
Objectives and Expected Outcomes			
Proper Procedures or Process			
In-car Debriefing		1.5 Hours	
In-car Observation Debriefing			
In-car Student Teaching Debriefing			
Scheduling Driver Education Programs		1.5 Hours	
Scheduling Nine-Semester Hour Driver Education Instructor Development Course and different phases of driver education instruction.			
Proper Record Keeping and Maintenance (Student / Instructor Records)		2 Hours	
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 License Application			
DPS Supplemental 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			
Liability and Responsibility		2 Hours	
Liability (student, instructor, school / employer, vehicle, 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 rules and regulations)			
Safety Issues (handling emergencies)			

CURRICULUM CONTENT AND PROGRAM TIME MANAGEMENT (MINIMUM)

Supervising Instructor II: 45 Clock Hours	Page Reference in Course Guide	Recommended Time	Actual Time
Instructor Conduct / Professionalism / Public Relations		2 Hours	
Attitude/Behavior. Driver education classroom and in-car instructors must be aware that a multitude of factors affect a student's behavior. The relationship between the instructor and the student is very important and will greatly enhance or destroy the learning atmosphere. A classroom atmosphere should be used in the automobile (in-car instructor's classroom is the automobile and an extension of the classroom). Instructors should be firm in their approach, yet understanding and patient. Provide instruction with the expectation that the instructions shall be followed.			
Teaching Techniques/Methodology for In-car Instruction			
Rapport with Student and Parents			
In-car Practices			
Discipline in the Car			
Learning Atmosphere			
Selection of Driving Environment			
Pre-driving Check and Car Maintenance			
Driving Procedures			
Role of Student Observer			
Timing of Lessons			
Visual and Other Instructor Habits for Safe Operations (i.e., posture, attention, etc.)			
Communication Skills			
Public Image / Appearance and Demeanor			
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 directions			
Ability to use commentary driving techniques			
Adherence to Motor Vehicle Traffic Laws and Safety Procedures			
In-car Management / Discipline			
Simulation Theory and Multi-car Range		.5 Hour	
Texas Department of Licensing and Regulation Driver Education Simulation In-car Instruction			
Professional Growth		.5 Hour	
Professional Organizations;			
Traffic Safety Organizations (i.e., TXDOT, TDI, DPS, Railroad Commission, TDLR, etc.)			
Reading Material and Resource Information			
Continuing Education Information			
SI-II Comprehensive Final Examination		1 Hour	
Classroom Laboratory		28 Hours	
Observation of Nine-Semester Hour Driver Education Instructor Development Course classroom teaching techniques as given by TDLR licensed Supervising Teacher (ST)		10 Hours	
Classroom practice student teaching of a Nine-Semester Hour Driver Education Instructor Development Course under the supervision and observation of ST		18 Hours	
Total Clock Hours for SI-II		45 Hours	