



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

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

Fax: (512) 463-1512 • Email: Education@tdlr.texas.gov • Website: www.tdlr.texas.gov

Driving Safety Six-Hour ADM Course Application Instructions

AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED.

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with cashier's check, check, or money order on top. **Please do not use staples.**

1. **Name of Course** – Enter the exact name of the course.
2. **Type of Alternative Delivery Method-** Indicate the type of alternative delivery method you will deliver your course
3. **Organization Type** – Indicate how your business is organized.
4. **Course Owners Mailing Address and Contact Information** - Enter the mailing address for the course owner. 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, fax number and email address. By providing my email address I authorize TDLR to send all communications and required notices to me by electronic mail only. I understand that I may revoke this authorization in writing; that if I do not update my email address I will not receive TDLR notices; that notices will NOT be sent to me by mail or other methods unless required by law; and that my email address will remain confidential except as permitted or required by law.
5. **Physical Address** - Enter the physical address of the course owner. 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.
6. **Owner Information** –Enter the name of the owner and complete the ownership information page
7. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

Review process

Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a new course application. During the review process you will be notified in writing of any discrepancies/requirements not met.

Course Content for A Driving Safety Six-Hour ADM

- The Department may approve an alternative delivery method (ADM) that delivers an approved driving safety course or an approved specialized driving course in a manner that is at least secure as a traditional course
- A person or entity offering a driving safety course or specialized course to Texas students by an alternative delivery method must hold a driving safety school license.
- The driving safety school is responsible for the operation of the ADM
- The driving safety school must have authorization from a course provider to offer their course
- The ADM must deliver the same topics and course content as the approved course
- The time requirements for each unit and the course as a whole described in §176.1108(a)(1)(C) and (D) and §176.1109(a)(1)(C) and (D) of this title shall be met.
- Topic sequence. The ADM sequencing may be different from the approved traditional course as long as the sequencing does not detract from educational value of the course. The ADM owner shall provide a key showing the topic sequence of the traditional course and where the corresponding information appears in the ADM.
- Editing. The material presented in the ADM shall be edited for grammar, punctuation, and spelling and be of such quality that it does not detract from the subject matter.
- Irrelevant material. Advertisement of goods and services shall not appear during the actual instructional times of the course. Distracting material that is not related to the topic being presented shall not appear during the actual instructional times of the course.
- Minimum content. The ADM shall present sufficient content so that it would take a student 300 minutes to complete the course.
- Student breaks. A course that demonstrates that it contains 300 minutes of instructional content shall mandate that students take 60 minutes of break time or provide additional educational content for a total of 360 minutes.
- The ADM shall maintain a system to validate the identity of the person taking the course.
- The ADM shall incorporate a course content validation process that verifies student participation and comprehension of course material
- The ADM shall test the student's mastery of the course content by asking at least two questions from each of the topics listed in §176.1108(a)(1)(D)(ii)-(xi) and §176.1109(a)(1)(D)(ii)-(viii) of this title.
- The ADM may use either repeat and retest options for students who fail an examination to show mastery of course content, but may not use both in the same ADM.
- The ADM shall provide for the creation and maintenance of the records documenting student enrollment, the verification of the student's identity, and the testing of the student's mastery of the course material. 9 see 84.209 (e) Student Records
- Courses delivered via the internet shall also comply with the following 84.209 (f 1-6)
- Additional requirements for video courses 84.209 (g 1-B)
- For ADMs delivered using technologies that have not been previously reviewed and approved by TDLR, TDLR may apply similar standards as appropriate and may also require additional standards. These standards shall be designed to ensure that the course can be taught by the alternative method and that the alternative method includes testing and security measures that are at least as secure as the methods available in the traditional classroom setting.



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Driving Safety Six-Hour (ADM) Application

PURSUANT TO TITLE 5, EDUCATION CODE, CHAPTER 1001

DO NOT WRITE IN THE FEE AREA IMMEDIATELY BELOW

	RECEIPT NUMBER	EVENT CODE	FEE AMOUNT	PMT. AMOUNT	MONEY TYPE
Six-Hour Course			9000		

PAYMENTS MUST BE IN THE FORM OF A CHECK OR MONEY ORDER PAYABLE TO TDLR.

(Fees are non-refundable)

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF FILING DATE, OR THE APPLICATION WILL BE TERMINATED

1. Name of Six-Hour Course

2. Type of Alternative Delivery Method: (check one)

Video

Internet-include URL:

3. Organization Type (Check one)

Sole Proprietor

Partnership

Corporation

Limited Liability Corporation

4. Course Owners Mailing Address and Contact Information (USED FOR ALL CORRESPONDENCE)

Number, Street and Apt. No

-OR-

PO Box Number

City

State

County

Zip Code

Email Address (johndoe@aol.com for example)

School's Website Address

()

()

Area Code Business Phone Number

Area Code

Fax Number

5. Course Owners Physical Address (WHERE PERMANENT RECORDS ARE KEPT)

Number, Street and Suite No.

City

State

County

Zip Code

THIS FORM CONSISTS OF 2 PAGES



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Six-Hour (ADM) Course OWNERSHIP INFORMATION PAGE

6. Corporations: List name, titles of officers and contact number. **Partnerships:** For each partnership, list the name of each general partner and contact number. If any partner is a business entity, then list name and title of officers or partners, along with contact number. Attach an additional sheet if necessary.

Name (full name)	Title	Contact Number	% of Ownership (partnerships)

STATEMENT OF APPLICANT(S)

7. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Title 5, Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing & 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.

Applicant Signature

Date Signed

Printed Name

Title

ADM VALIDATION AND SECURITY PROCEDURES

Exhibit A

(_____)
Course Provider #

Name of Course

VALIDATION AND COURSE SECURITY: Exhibit A of the ADM Application must describe personal and course validation procedures including the ADM course failure criteria. *(A sample format for the submission of this information is on page 5.)* Definitions are as follows:

- **Personal Validation** A question designed to establish the identity of the student by requiring an answer related to the student's personal information such as a driver's license number, address, date of birth, or other similar information that is unique to the student.
- **Course Validation** A question designed to establish the student's participation in the course and comprehension of the course material by requiring the student to answer a question regarding a fact or concept taught in the course.

1. Describe, in detail, the personal validation procedures used in the ADM to maintain a system to validate the identity of the person taking the course. The personal validation system shall incorporate the following requirements:
 - a. Personal validation questions. The ADM shall ask a minimum of 10 personal validation questions throughout the course. §176.1110(c)(1)
 - b. Third party data sources. Identify the third party data sources used in the ADM course. The personal validation questions shall be drawn equally from at least two different databases. §176.1110(c)(2)
 - c. Time to respond. The student must correctly answer the personal validation question within 90 seconds for questions presented over the Internet and 30 seconds for questions presented by telephone. §176.1110(c)(3)
 - d. Placement of questions. At least one personal validation question shall appear in each major unit or section, not including the final examination. §176.1110(c)(4)
 - e. Exclusion from the course. The ADM shall exclude the student from the course after the student has incorrectly answered more than 30 percent of the personal validation questions. §176.1110(c)(5)
 - f. Correction of answer. The school may correct an answer to a personal validation question for a student who inadvertently missed a personal validation question. In such a case, the student record shall include a record of both answers and an explanation of the reasons that the school corrected the answer. §176.1110(c)(6)
 - g. Student affidavits. A student for whom third-party database information is available from fewer than two databases (for example, a student with an out-of-state driver's license) may be issued a uniform certificate of completion upon presentation to the course provider of a notarized copy of the student's driver's license or equivalent type of photo identification and a statement from the student certifying that the individual attended and successfully completed the six-hour driving safety or specialized driving safety course for which the certificate is being issued and for which there exists a corresponding student record. §176.1110(c)(7)
 - h. Alternative methods. Upon approval by the Texas Department of Licensing & Regulation (TDLR), the ADM may use alternate methods that are at least as secure as the personal validation question method. §176.1110(c)(8)
2. Describe the content validation procedures used in the ADM to incorporate a course content validation process that verifies student participation and comprehension of course material. Procedures shall include the following.
 - a. Timers. The ADM shall include built-in timers to ensure that 300 minutes of instruction have been attended and completed by the student. §176.1110(d)(1)
 - b. Testing the student's participation in multimedia presentations. The ADM shall ask at least one course validation question following each multimedia clip of more than 60 seconds. §176.1110(d)(2)
 - (1) Test bank. For each multimedia presentation that exceeds 60 seconds, the ADM shall have a test bank of at least four questions.

- (2) Question difficulty. The question shall be short answer, multiple choice, essay, or a combination of these forms. The question shall be difficult enough that the answer may not be easily determined without having viewed the actual multimedia clip.
 - (3) Failure criteria. If the student fails to answer the question correctly, the ADM shall either require the student view the multimedia clip again or the ADM shall fail the student from the course. If the ADM requires the student to view the multimedia clip again, the ADM shall present a different question from its test bank for that multimedia clip. The ADM may not repeat a question until it has asked all the questions from its test bank.
 - (4) Answer identification. The ADM shall not identify the correct answer to the multimedia question.
 - c. Mastery of course content. The ADM shall test the student's mastery of the course content by asking at least two questions from each of the 11 topics listed in §176.1108(a)(1)(D). §176.1110(d)(3)
 - (1) Test bank. The test bank for course content mastery questions shall include at least ten questions from each of the ten topics identified in §176.1108(a)(1)(D).
 - (2) Placement of questions. The mastery of course content questions shall be asked either at the end of the major unit or section in which the topic identified in §176.1108(a)(1)(D) is covered (unit examination) or at the end of the course (comprehensive final examination).
 - (3) Question difficulty. Course content mastery questions shall be short answer, multiple choice, essay, or a combination of these forms, and of such difficulty that the answer may not be easily determined without having participated in the actual instruction.
 - d. Repeat and re-test options. The ADM may use either of the following options for students who fail an examination to show mastery of course content, but may not use both in the same ADM. §176.1110(d)(4)
 - (1) Repeat the failed unit. If the student misses more than 30% of the questions asked on an examination, the ADM shall require that the student go back and take the unit again. All timers shall be reset. The correct answer to missed questions may not be disclosed to the student (except as part of course content). At the end of the unit, the ADM shall again test the student's mastery of the material. The ADM shall present different questions from its test bank until all the applicable questions have been asked. The student may repeat this procedure an unlimited number of times.
 - (2) Re-test the student. If the student misses more than 30% of the questions asked on an exam, the ADM shall retest the student in the same manner as the failed examination, using different questions from its test bank. The student is not required to repeat the failed unit, but may be allowed to do so prior to retaking the exam. If the student fails the same unit examination or the comprehensive final examination three times, the student shall fail the course.
3. Describe the ADM procedures used to provide for the creation and maintenance of the records documenting student enrollment, the verification of the student's identity, and the testing of the student's mastery of the course material. The student records shall contain the following information.
- a. The student's name and driver's license number. §176.1110(e)(1)
 - b. A record of which personal validation questions were asked and the student's responses. §176.1110(e)(2)
 - c. A record of which multimedia participation questions were asked and the student's responses. §176.1110(e)(3)
 - d. The name or identity number of the staff member entering comments, retesting, or revalidating the student. §176.1110(e)(4)
 - e. If any answer to a question is changed by the school or course provider for a student who inadvertently missed a question, the school or course provider shall provide both answers and a reasonable explanation for the change. §176.1110(e)(5)
 - f. A record of the course content mastery questions asked and the answers given. §176.1110(e)(6)
 - g. A record of the time the student spent in each unit of the ADM and the total instructional time the student spent in the course. §176.1110(e)(7)
 - h. The school shall also ensure that the student record is readily, securely, and reliably available for inspection by TDLR or a TDLR-authorized representative. §176.1110(e)(8)

4. Additional requirements for Internet courses. Courses delivered via the Internet shall also comply with the following requirements.
 - a. Re-entry into the course. An ADM may allow the student re-entry into the course by username and password authentication or other means that are as secure as username and password authentication. §176.1110(f)(1)
 - b. Navigation. The student shall be able to logically navigate through the course. The student shall be allowed to freely browse previously completed material. §176.1110(f)(2)
 - c. Audio-visual standards. The video and audio shall be clear and, when applicable, the video and audio shall be synchronized. §176.1110(f)(3)
 - d. Video transcripts. If the ADM presents transcripts of a video presentation, the transcript shall be delivered concurrently with the video stream so that the transcript cannot be displayed if the video does not display on the student's computer. §176.1110(f)(4)
 - e. Domain names. Each school offering an ADM must offer that ADM from a single domain. The ADM may accept students that are redirected to the ADM's domain, as long as the student is redirected to a web page that clearly identifies the course provider and school offering the ADM before the student begins the registration process, supplies any information, or pays for the course. Subdomains of the ADM's single domain may also accept students as long as the subdomain is registered to and hosted by the ADM and clearly identifies the official course provider, school name, and TDLR registration number. §176.1110(f)(5)
5. Additional requirements for video courses.
 - a. Delivery of the material. For ADMs delivered by the use of videotape, digital video disc (DVD), film, or similar media, the equipment and course materials may only be made available through a process that is approved by TDLR. §176.1110(g)(1)
 - b. Video requirement. In order to meet the video requirement of §176.1108(a)(1)(B)(v), the video course may include between 60 and 150 minutes of video that is relevant to the required topics such as video produced by other entities for training purposes, including public safety announcements and B roll footage. The remainder of the 300 minutes of required instruction shall be video material that is relevant to one of the 11 required topics and produced by the ADM owner, course owner, or course provider specifically for the ADM. §176.1110(g)(2)
 - (1) A video ADM shall ask, at a minimum, at least one course validation question for each multimedia clip of more than 60 seconds at the end of each major segment (chapter) of the ADM.
 - (2) A video ADM shall devise and submit for approval a method for ensuring that a student correctly answers questions concerning the multimedia clips of more than 60 seconds presented during the ADM.
6. Standards for ADMs using new technology. For ADMs delivered using technologies that have not been previously reviewed and approved by TDLR, TDLR may apply similar standards as appropriate and may require additional standards. These standards shall be designed to ensure that the course can be taught by the alternative method and that the alternative method includes testing and security measures that are at least as secure as the methods available in the traditional classroom setting. §176.1110(h)
7. Modifications to the ADM. Procedures will be developed how a change to a previously approved ADM will be made. Changes shall not be made without the prior approval of TDLR. The licensed course provider for the approved course on which the ADM is based shall ensure that any modification to the ADM is implemented by all schools endorsed to offer the ADM. §176.1110(i)
 - a. A course provider may submit to the TDLR a request for immediate implementation of a proposed change that is insignificant or that protects the interest of the consumer such that immediate implementation is warranted. The request shall include: §176.1110(i)(1)
 - (1) a complete description of the proposed change;
 - (2) the reason for the change;
 - (3) the reason the requestor believes the proposed change is insignificant or protects the interest of the consumer such that immediate implementation is warranted; and
 - (4) an explanation of how the change will maintain the course or ADM in compliance with state law and the rules specified in Chapter 176 of this title (relating to Driver Training Schools).

8. Termination of the school's operation. Identify procedures to deliver any missing student data to TDLR within five days of termination. §176.1110(i)
9. Renewal of ADM approval. Identify procedures to renew the ADM approval request. The request for approval will include the following information: §176.1110(j)
 - a. For approval, the course provider shall:
 - (1) update all the statistical data and references to law with the latest available data; and
 - (2) submit a statement of assurance saying that the ADM has been updated to reflect the latest applicable laws and statistics.
 - b. Failure to make necessary changes or to submit a statement of assurance documenting those changes shall be cause for revocation of the ADM approval.
10. Access to instructor. With the exception of circumstances beyond the control of the school, the student shall have adequate access (on the average, within two minutes) to both a licensed instructor and telephonic technical assistance (help desk) throughout the course such that the flow of instructional information is not delayed. §176.1110(l)
11. Security Policies and Procedures. Course owners shall develop security policies and procedures that address all elements of the course owner security program and shall submit this information as part of the ADM application package.

ADM VALIDATION AND SECURITY PROCEDURES

Exhibit A

(_____)
Course Provider #

Name of Course

1. Personal Validation Procedures. *(Address, in detail, the following topics.)*
 - a. Personal validation questions. *(Identify the total number of personal validation questions used throughout the course.)*
 - b. Third party data sources. *(Identify the third party data sources and show how the questions are used in the course.)*
 - c. Time to respond. *(How much time is given for response to questions?)*
 - d. Placement of questions. *(Identify the locations of questions used in the course.)*
 - e. Exclusion from the course. *(Procedures used to exclude a student from the course.)*
 - f. Correction of answer. *(Procedures used if the student inadvertently missed a personal validation question.)*
 - g. Student affidavits. *(Outline course procedures for use of student affidavits.)*
 - h. Alternative methods. *(If necessary, identify other personal validation methods submitted for approval.)*
2. Content Validation Procedures. *(Address, in detailed, the following topics.)*
 - a. Timers. *(Identify course procedures to ensure time management requirements are fulfilled throughout the course.)*
 - b. Testing the student's participation in multimedia presentations.
 - (1) Test bank. *(Total number of questions in the test bank.)*
 - (2) Question difficulty. *(Identify the format used for multimedia.)*
 - (3) Failure criteria. *(Identify procedures used for the student who fails multimedia questions.)*
 - (4) Answer identification.
 - c. Mastery of course content. *(Describe procedures to determine student mastery of course content.)*
 - (1) Test bank. *(Identify the total number of questions in the test bank and the number of questions used in the course)*
 - (2) Placement of questions. *(Identify the format and locations for content questions used in the course.)*
 - (3) Question difficulty.
 - d. Repeat and re-test options. *(Identify course procedures for students who fail an examination to show mastery. Identify the system used in the course.)*
 - (1) Repeat the failed unit.
 - (2) Re-test the student.
3. Student Records. *(Describe the ADM procedures used to provide for the creation and maintenance of the records documenting student enrollment, the verification of the student's identity, and the testing of the student's mastery of the course material. The student records shall contain the following information.)*
 - a. The student's name and driver's license number.
 - b. A record of which personal validation questions were asked and the student's responses.
 - c. A record of which multimedia participation questions were asked and the student's responses.
 - d. The name or identity number of the staff member entering comments, retesting, or revalidating the student.

Sample Format
Exhibit A

- e. If any answer to a question is changed by the school or course provider for a student who inadvertently missed a question, the school or course provider shall provide both answers and a reasonable explanation for the change.
 - f. A record of the course content mastery questions asked and the answers given.
 - g. A record of the time the student spent in each unit of the ADM and the total instructional time the student spent in the course.
 - h. The school shall also ensure that the student record is readily, securely, and reliably available for inspection by TDLR or a TDLR-authorized representative.
4. Additional requirements for Internet courses. Courses delivered via the Internet shall also comply with the following requirements. Supporting documents for the ADM application will address:
 - a. Procedures for re-entry into the course.
 - b. Navigation. *(Outline procedures developed to allow the student to logically navigate through the course and freely browse previously completed material.)*
 - c. Audio-visual standards. *(Describe procedures to ensure that video and audio is clear and, when applicable, that the video and audio are synchronized.)*
 - d. Video transcripts. *(Confirm that, if the ADM presents transcripts of a video presentation, the transcript shall be delivered concurrently with the video stream so that the transcript cannot be displayed if the video does not display on the student's computer.)*
 - e. Domain names. *(Outline procedures used for domain names. Identify procedures for a student who is redirected to the ADM's domain. Describe procedures for the use of any subdomains of the ADM's single domain.)*
 5. Additional requirements for video courses.
 - a. Identify procedures and equipment used to deliver the course material. *(For ADMs delivered by the use of videotape, digital video disc (DVD), film, or similar media, the equipment and course materials may only be made available through a process that is approved by TDLR.)*
 - b. Outline the time management procedures and/or features for the videos used in the course. Procedures will address the following:
 - (1) Number of multimedia questions used in the course.
 - (2) Procedures to ensure that a student correctly answers questions concerning the multimedia clips of more than 60 seconds presented during the ADM.
 6. Standards for ADMs using new technology. *(If required, ADMs delivered using technologies that have not been previously reviewed and approved by TDLR, TDLR may apply similar standards as appropriate and may require additional standards. These standards shall be designed to ensure that the course can be taught by the alternative method and that the alternative method includes testing and security measures that are at least as secure as the methods available in the traditional classroom setting.)*
 7. Modifications to the ADM. *(Describe procedures developed to make required changes to the approved ADM. NOTE: Changes shall not be made without the prior approval of TDLR. The established procedures should include planned efforts to ensure that any modification to the ADM is implemented by all schools endorsed to offer the ADM. A course provider may submit to TDLR a request for immediate implementation of a proposed change that is insignificant or that protects the interest of the consumer such that immediate implementation is warranted.)*
 8. Termination of the school's operation. *(Identify procedures to be implemented to terminate the operation of an approved school and the return of any missing student data to TDLR within five days of termination.)*
 9. Renewal of ADM approval. *(Identify procedures to renew the ADM approval request.)*
 10. Access to instructor. *(Describe the procedures to assure that the student has adequate access (on the average, within two minutes) to both a licensed instructor and telephonic technical assistance (help desk) throughout the course such that the flow of instructional information is not delayed.)*
 11. Security Policies and Procedures. *(Outline the course owner's security policies and procedures that address all elements of the course owner's security program for protection of course material and student data.)*

ADM MULTIMEDIA INFORMATION

Exhibit D

(_____)
Course Provider #

Name of Course

Sample

Purpose: The course owner will:

- 1) identify the multi-media resources used in the alternative delivery method;
- 2) identify the type and subject of multi-media used in each unit or chapter; and
- 3) list the run times (minutes and seconds) for each item.

MULTIMEDIA CLIPS USED IN THE DRIVING SAFETY COURSE DELIVERED BY AN ADM

AU = Audio Clip

AN = Animation Clip

VID = Video Clip

OT = Other

CHAPTER NO.	AUDIO CLIP NO.	SUBJECT OF AUDIO CLIP	RUN TIME	VID/AN CLIP NO.	SUBJECT OF ANIMATION OR VIDEO	RUN TIME	SCROLL TEXT NO.	SUBJECT OF SCROLL TEXT	RUN TIME
1			0:00	1-1VID	Message From TEA	5:30	1-1OT	Introduction	3:03
2			0:00			0:00	2-1OT	Statewide Data	0:51
			0:00			0:00	2-2OT	State Death Rate	0:57
3	3-1AU	Car Approaches from Behind	0:14	3-1AN	Passing	0:12			0:00
	3-2AU	Left on Red After Stop	0:12	3-2AN	Right-of-Way	2:37			0:00
			0:00	3-13AN	Left Turn One-way to Two-Way	0:05			0:00
4	4-1AU	Blue Reflectors	0:06	4-1VID	Steady Red Light	0:21	4-1OT	Pedestrian	2:59
	4-1AU	Diagonal Stripes	0:05	4-2VID	Pentagon: School Zones	1:08	4-2OT	Insurance Liabilities	0:37
<i>Through End of Course</i>									
10	10-1AU	Avoid Accidents	0:30	10-1VID	Scanning	3:41	5-1OT	Trip Planning	2:46
	10-2AU	Good Rule of Thumb	0:10	10-2VID	Look Ahead	0:58	5-2OT	Highway Hypnosis	1:37
			0:00	10-1VID	Managing Space and Time	8:55	5-3OT	Evaluating the Driving Environment	1:01
			0:00			0:00	5-3OT	Evaluating	0:30

Total Audio _____

Total Animation _____

Total Video _____

Total Other _____

Reminder: There must be at least 60 minutes of video, and the maximum allowable time for multimedia is 150 minutes, including the video.

CROSS-REFERENCE FORM FOR AN ALTERNATIVE DELIVERY METHOD (ADM)

INSTRUCTIONS: This form containing the syllabus is used to cross-reference each curriculum requirement for the driving safety course to its location in the ADM written script. Please insert the appropriate page number(s) and time planned for each topic. If the information is located on more than one page, multiple numbers should be stated.

COURSE NUMBER: _____ **COURSE NAME:** _____

CP#: _____ **NAME OF COURSE PROVIDER:** _____

COURSE REVIEWED BY: (TDLR Use) _____

PAGE NUMBER(S) FROM ADM SCRIPT	I N D E X	MINIMUM COURSE CONTENT [19 TAC §176.1108(a)(1)(D) and §176.1110(a)and (b)] The ADM shall include, as a minimum, materials adequate to assure the student masters the following items.	MINIMUM TIME FOR EACH UNIT	ACTUAL TIME PLANNED FOR EACH TOPIC
	1.0	COURSE INTRODUCTION [§176.1108(a)(1)(D)(i)] Objectives: <i>Orient students to the class.</i>	10	
	1.1	[] purpose and benefits of the course; [§176.1108(a)(1)(D)(i)(I)]		
	1.2	[] course and facilities orientation; [§176.1108(a)(1)(D)(i)(II)]		
	1.3	[] requirements for receiving course credit; and [§176.1108(a)(1)(D)(i)(III)]		
	1.4	[] student course evaluation procedures. [§176.1108(a)(1)(D)(i)(IV)]		
	1.5	[] TEA-provided information on course content. [§176.1108(a)(1)(D)(V)]		
	2.0	THE TRAFFIC SAFETY PROBLEM [§176.1108(a)(1)(D)(ii)] Objectives: <i>Develop an understanding of the nature of the traffic safety problem and to instill in each student a sense of responsibility for its solution.</i>	15	
	2.1	[] identification of the overall traffic problem in the United States, Texas, and the locale where the course is being taught; [§176.1108(a)(1)(D)(ii)(I)]		
	2.2	[] death, injuries, and economic losses resulting from motor vehicle crashes in Texas; and; [§176.1108(a)(1)(D)(ii)(II)]		
	2.3	[] the top five contributing factors of motor vehicle crashes in Texas as identified by the Texas Department of Transportation. [§176.1108(a)(1)(D)(ii)(III)]		
	3.0	FACTORS INFLUENCING DRIVER PERFORMANCE [§176.1108(a)(1)(D)(iii)] Objectives: <i>Identify characteristics and behaviors of drivers and how they affect driving performance.</i>	20	
	3.1	[] attitudes, habits, feelings, and emotions; (aggressive driving, etc.) [§176.1108(a)(1)(D)(iii)(I)]		
	3.2	[] alcohol and other drugs; [§176.1108(a)(1)(D)(iii)(II)]		
	3.3	[] physical condition; (drowsy driving, etc.) [§176.1108(a)(1)(D)(iii)(III)]		
	3.4	[] knowledge of driving laws and procedures; and [§176.1108(a)(1)(D)(iii)(IV)]		
	3.5	[] understanding the driving task. [§176.1108(a)(1)(D)(iii)(V)]		

CROSS-REFERENCE FORM FOR AN ALTERNATIVE DELIVERY METHOD (ADM) *(continued)*

CP#: _____ COURSE NAME: _____

PAGE NUMBER(S)	INDEX	MINIMUM COURSE CONTENT	MINIMUM	ACTUAL
	4.0	TRAFFIC LAWS AND PROCEDURES [§176.1108(a)(1)(D)(iv)] Objectives: <i>Identify requirements of and rationale for applicable driving laws and procedures and to influence drivers to comply with the laws on a voluntary basis.</i>	30	
	4.1	[] passing; [§176.1108(a)(1)(D)(iv)(I)]		
	4.2	[] right-of-way (given not taken); [§176.1108(a)(1)(D)(iv)(II)]		
	4.3	[] turns; [§176.1108(a)(1)(D)(iv)(III)]		
	4.4	[] stops; [§176.1108(a)(1)(D)(iv)(IV)]		
	4.5	[] speed limits; [§176.1108(a)(1)(D)(iv)(V)]		
	4.6	[] railroad crossings safety: statistics, causes, and evasive actions; [§176.1108(a)(1)(D)(iv)(VI)]		
	4.7	[] categories of traffic signs, signals, and highway markings; [§176.1108(a)(1)(D)(iv)(VII)]		
	4.8	[] pedestrians; [§176.1108(a)(1)(D)(iv)(VIII)]		
	4.9	[] improved shoulders; [§176.1108(a)(1)(D)(iv)(IX)]		
	4.10	[] intersections; [§176.1108(a)(1)(D)(iv)(X)]		
	4.11	[] occupant restraints; [§176.1108(a)(1)(D)(iv)(XI)]		
	4.12	[] anatomical gifts; [§176.1108(a)(1)(D)(iv)(XII)]		
	4.13	[] litter prevention; [§176.1108(a)(1)(D)(iv)(XIII)]		
	4.14	[] law enforcement and emergency vehicles; and [§176.1108(a)(1)(D)(iv)(XIV)]		
	4.15	[] other laws as applicable (i.e., financial responsibility/compulsory insurance). [§176.1108(a)(1)(D)(iv)(XV)]		
	5.0	SPECIAL SKILLS FOR DIFFICULT DRIVING ENVIRONMENTS §176.1108(a)(1)(D)(v) Objectives: <i>Identify how special conditions affect driver and vehicle performance and to identify techniques for management of these conditions.</i>	20	
	5.1	[] inclement weather; [§176.1108(a)(1)(D)(v)(I)]		
	5.2	[] traffic congestion; [§176.1108(a)(1)(D)(v)(II)]		
	5.3	[] city, urban, rural, and expressway environments; [§176.1108(a)(1)(D)(v)(III)]		
	5.4	[] reduced visibility conditions - hills, fog, curves, light conditions (darkness, glare, etc.); and [§176.1108(a)(1)(D)(v)(IV)]		
	5.5	[] roadway conditions. [§176.1108(a)(1)(D)(v)(V)]		

CROSS-REFERENCE FORM FOR AN ALTERNATIVE DELIVERY METHOD (ADM) *(continued)*

CP#: _____ COURSE NAME: _____

PAGE NUMBER(S)	INDEX	MINIMUM COURSE CONTENT	MINIMUM	ACTUAL
	6.0	PHYSICAL FORCES THAT INFLUENCE DRIVER CONTROL [§176.1108(a)(1)(D)(vi)] Objectives: <i>Identify the physical forces that affect driver control and vehicle performance.</i>	15	
	6.1	[] speed control (acceleration, deceleration, etc.); [§176.1108(a)(1)(D)(vi)(I)]		
	6.2	[] traction (friction, hydroplaning, stopping distances, centrifugal force, etc.); and [§176.1108(a)(1)(D)(vi)(II)]		
	6.3	[] force of impact (momentum, kinetic energy, inertia, etc.). [§176.1108(a)(1)(D)(vi)(III)]		
	7.0	PERCEPTUAL SKILLS NEEDED FOR DRIVING [§176.1108(a)(1)(D)(vii)] Objectives: <i>Identify the factors of perception and how the factors affect driver performance.</i>	20	
	7.1	[] visual interpretations; [§176.1108(a)(1)(D)(vii)(I)]		
	7.2	[] hearing; [§176.1108(a)(1)(D)(vii)(II)]		
	7.3	[] touch; [§176.1108(a)(1)(D)(vii)(III)]		
	7.4	[] smell; [§176.1108(a)(1)(D)(vii)(IV)]		
	7.5	[] reaction abilities (simple and complex); and [§176.1108(a)(1)(D)(vii)(V)]		
	7.6	[] judging speed and distance. [§176.1108(a)(1)(D)(vii)(VI)]		
	8.0	DEFENSIVE DRIVING STRATEGIES [§176.1108(a)(1)(D)(viii)] Objectives: <i>Identify the concepts of defensive driving and demonstrate how they can be employed by drivers to reduce the likelihood of crashes, deaths, injuries and economic losses.</i>	40	
	8.1	[] trip planning; [§176.1108(a)(1)(D)(viii)(I)]		
	8.2	[] evaluating the traffic environment; [§176.1108(a)(1)(D)(viii)(II)]		
	8.3	[] anticipating the actions of others; [§176.1108(a)(1)(D)(viii)(III)]		
	8.4	[] decision making; [§176.1108(a)(1)(D)(viii)(IV)]		
	8.5	[] implementing necessary maneuvers; [§176.1108(a)(1)(D)(viii)(V)]		
	8.6	[] compensating for the mistakes of other drivers; [§176.1108(a)(1)(D)(viii)(VI)]		
	8.7	[] avoiding common driving errors; and [§176.1108(a)(1)(D)(viii)(VII)]		
	8.8	[] interaction with other road users (motorcycles, bicycles, trucks, pedestrians, etc.). [§176.1108(a)(1)(D)(viii)(VIII)]		
	8.9	[] motorcycle awareness, including the dangers of failing to yield the right-of-way to a motorcyclist and the need to share the road with motorcyclist. [§176.1108(a)(1)(D)(viii)(IX)]		
	8.10	[] distractions relating to the effects of using a wireless communication device, including texting or engaging in other actions that may distract a driver from the safe or effective operation of a motor vehicle. [§176.1108(a)(1)(D)(viii)(X)]		

CROSS-REFERENCE FORM FOR AN ALTERNATIVE DELIVERY METHOD (ADM) *(continued)*

CP#: _____ COURSE NAME: _____

PAGE NUMBER(S)	INDEX	MINIMUM COURSE CONTENT	MINIMUM	ACTUAL
	9.0	DRIVING EMERGENCIES [§176.1108(a)(1)(D)(ix)] Objectives: <i>Identify common driving emergencies and their countermeasures.</i>	40	
	9.1	[] collision traps (front, rear, and sides); [§176.1108(a)(1)(D)(ix)(I)]		
	9.2	[] off-road recovery, paths of least resistance; and [§176.1108(a)(1)(D)(ix)(II)]		
	9.3	[] mechanical malfunctions (tires, brakes, steering, power, lights, etc.). [§176.1108(a)(1)(D)(ix)(III)]		
	10.0	OCCUPANT RESTRAINTS AND PROTECTIVE EQUIPMENT [§176.1108(a)(1)(D)(x)] Objectives: <i>Identify the rationale for having and using occupant restraints and protective equipment.</i>	15	
	10.1	[] legal aspects; [§176.1108(a)(1)(D)(x)(I)]		
	10.2	[] vehicle control; [§176.1108(a)(1)(D)(x)(II)]		
	10.3	[] crash protection; [§176.1108(a)(1)(D)(x)(III)]		
	10.4	[] operational principles (active and passive); and [§176.1108(a)(1)(D)(x)(IV)]		
	10.5	[] helmets and other protective equipment. [§176.1108(a)(1)(D)(x)(V)]		
	10.6	[] dangers involved in locking or leaving children in vehicles unattended. [§176.1108(a)(1)(D)(x)(VI)]		
	11.0	ALCOHOL AND TRAFFIC SAFETY [§176.1108(a)(1)(D)(xi)] Objectives: <i>Identify the effects of alcohol on roadway users.</i>	40	
	11.1	[] physiological effects; [§176.1108(a)(1)(D)(xi)(I)]		
	11.2	[] psychological effects; [§176.1108(a)(1)(D)(xi)(II)]		
	11.3	[] legal aspects; [§176.1108(a)(1)(D)(xi)(III)]		
	11.4	[] synergistic effects; and [§176.1108(a)(1)(D)(xi)(IV)]		
	12.0	COMPREHENSIVE EXAMINATION [§176.1108(a)(1)(D)(xii) and §176.1110(a)(1)(F)] Objectives: <i>Determined by course owner. At least 2 test questions per required unit as set forth in §176.1108(a)(1)(D)(ii)-(xi).</i>	05	
	13.0	The REMAINING REQUIRED 30 MINUTES of instruction shall be allocated to the units/topics included in the minimum course content or to additional driving safety topics that satisfy the educational objectives.	30	
	14.0	First Break: Reference the pages in the ADM script where it provides for a break period. There should be an explanation for each scheduled break.	15	
	15.0	Second Break: (As Required)	15	
	16.0	Third Break: (As Required)	15	
	17.0	Fourth Break: (As Required)	15	
	18.0	Unique Items: Material in course content that is not cross-referenced in other places.		

A MESSAGE FOR TEXAS DRIVERS

Traffic collisions in Texas annually take the lives of thousands of people and cause billions of dollars in economic losses. Death, injuries, and property damage have to be reduced, and drivers must improve their attitudes and skills. It is particularly important that Texas citizens identify and implement all reasonable means to reduce human suffering and property loss that result from vehicle collisions. To those ends, this driving safety course is intended to improve your knowledge, perceptions, and attitudes about driving.

By law, all driving safety classes must cost at least \$25 and must be six hours in length in order to dismiss a traffic citation. You'll be signing a statement on your Certificate of Course Completion that you have completed the entire six-hour driving safety course. If you sign this statement falsely, you could be charged with tampering with a government document, and the penalty for tampering with a government document is two to ten years in prison and a fine of up to \$10,000.

During this course, you will be asked to complete a Student Information Form. It is very important that this information be accurate and readable because it will be used to print and mail your course completion certificate to you. Your certificate must be mailed to you, not to the court. The address that you provide needs to be your current mailing address, and it may not necessarily be the one that is on your driver's license. Do not fill in the court's address as the mailing address of the certificate. On another part of the Student Information Form, you will need to identify the court that has jurisdiction of your case. Please be specific. Writing in "JP" or "Municipal" is not sufficient. The court information that you provide will be printed on your course completion certificate. It must be accurate, so write in the name of the judge, justice of the peace, or city municipal court exactly as it appears on your traffic citation. If you try to guess and get it wrong, the court may not accept the certificate. Pay close attention to the date that the court gave to you for submission of your completion certificate to the court. You must abide by the court date so you don't end up with a warrant for your arrest.

Your certificate of course completion will not be given to you at the end of this class. It will be mailed to you within 21 calendar days from the date that you complete the course unless you arrange for earlier delivery, and it will be in two parts: court copy and insurance copy. When you receive the certificate envelope, open it carefully and make sure you keep all parts of the document to ensure that you have both your court and insurance copies. If you have not received your course completion certificate after 21 days, call _____ (your instructor will give you the course provider's phone number).

Remember... the court needs the course completion certificate that you receive in the mail – not your receipt.

If you report information about the selling of certificates or early dismissal of a driving safety class to the Texas Department of Licensing & Regulation (TDLR), you could receive a reward of up to \$500. In order to be eligible for the reward, a person must supply enough information for TDLR to conduct an investigation that leads to revocation of an instructor's or school's license or a criminal conviction in a court of law.

Finally, if you leave here believing that this course did not provide you with accurate information that will improve your knowledge, procedures, and attitudes about driving, please inform TDLR.

By working together to change our way of thinking, attitudes, and skills, we can make Texas roads and highways a safer place to drive.

**This introduction was produced by Texas Department of Licensing & Regulation
(TDLR)
P O BOX 12157
AUSTIN TX 78711-2157
www.tdlr.texas.gov**

SAMPLE STUDENT RECORD/FOOTPRINT (For School Use)

The following is provided as an example of what is required by rule on a student record/footprint [§176.1110 (e)]. If you have any questions concerning this document, please contact us at your earliest convenience.

Course Name/Course Number <XYZ Course> / <CP999>
School Name/School Number <XYZ School> / <C9999>
Student's Name: <First Time Driver>
Driver License: <12345679>

Third Party Data Sources: <Texas Department of Licensing & Regulation> & <Texas Department of Transportation>
Other Security Sources Used <Insert Name>, <Insert Name>, <Insert Name>

<Insert Unit Name>	<Insert Start Time>	<Insert End Time>	<Insert Minutes, Seconds>
Course Introduction			
Lesson 1a. Purpose and Benefits	26 Jan 2011 21:06:04	26 Jan 2011 21:10:34	4 Minutes, 30 Seconds
Lesson 1b. Course Credit Requirements	26 Jan 2011 21:10:34	26 Jan 2011 21:13:42	3 Minutes, 8 Seconds
Lesson 1c. Course Content Information	26 Jan 2011 21:13:42	26 Jan 2011 21:17:01	3 Minutes, 19 Seconds

24/7 Chat Support - <Student Dialog> (If Applicable)

The Traffic Safety Problem			
Lesson 2a. Overall Traffic Problem	26 Jan 2011 21:17:12	26 Jan 2011 21:22:31	5 Minutes, 19 Seconds
Lesson 2b. Motor Vehicle Crash Stats	26 Jan 2011 21:22:31	26 Jan 2011 21:27:39	5 Minutes, 8 Seconds
Lesson 2c. Contributing Factors	26 Jan 2011 21:27:40	26 Jan 2011 21:33:00	5 Minutes, 20 Seconds

Personal Validation Question (PVQ) (A minimum of ten (10) PVQ)

<Insert Start Time>	<Insert End Time>	<Insert minutes, seconds>
26 Jan 2011 21:33:15	26 Jan 2011 21:33:49	0 Minutes, 34 Seconds

PVQ#: < What is your driver's license number?>

Student Answer: <12345678>

Correct Answer: <12345679>

Status: Failed PVQ

Revalidating: Personal Validation Question #4 (PVQ#4) changed to <12345679> by <Insert staff member's name>
Reason: <Student inadvertently hit the wrong key.>

Student Log Out Time: 26 Jan 2011 21:33:50
Student Log-In Time: 27 Jan 2011 16:50:23

Factors Influencing Driver Performance

Lesson 3a. Aggressive Driving	27 Jan 2011 17:01:49	27 Jan 2011 17:05:49	4 Minutes, 0 seconds
Lesson 3b. Alcohol and other Drugs	27 Jan 2011 17:05:49	27 Jan 2011 17:10:11	4 Minutes, 22 Seconds

Multimedia Question (1 course validation question following each multimedia clip of more than 60 seconds)

<Insert Start Time>	<Insert End Time>	<Insert minutes, seconds>
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Question: <Insert question here>
Student Answer: <Insert Student Answer Here>
Correct Answer: <Insert correct Answer Here>
Status: <Pass/ Fail>

24/7 Chat Support - <Student Dialog> (If Applicable)

Lesson 3c. Physical Condition	27 Jan 2011 21:07:12	27 Jan 2011 21:15:42	8 Minutes, 30 Seconds
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Course Content Question (Minimum of ten (10) questions.)

Question: <Insert question here>

Student Answer: <Insert Student Answer Here>

Correct Answer: <Insert correct Answer Here>

Status: <Pass/ Fail>

Multimedia Question (1 course validation question following each multimedia clip of more than 60 seconds)

<Insert Start Time>

<Insert End Time>

<Insert minutes, seconds>

Question: <Insert question here>

Student Answer: <Insert Student Answer Here>

Correct Answer: <Insert correct Answer Here>

Status: <Pass/ Fail>

(Example)

Question: According to the video you just viewed, what is the best way to avoid a collision?

Student Answer: Let other drivers know what you are going to do before you do it.

Correct Answer: Let other drivers know what you are going to do before you do it.

Status: Pass Multi-media Q

Final Examination Questions Asked (A minimum of two questions from the required units /20 questions on the final examination.)

1) **Question:** <Insert question here> **Student Response** <Insert student response> **Correct Answer:** <Indicate correct>

2)

3)

4)

5)

Date of Completion <Insert date student successfully completes the course>

Total Instructional Time <Insert total amount of instruction time in minutes, seconds>

Grade <Insert Unit Exam grades or Final Examination Grade>