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Web-based knowledge tests

All students attending Segment 1 classes that started on or after May 1, 2008, must be administered a new Web-based knowledge test. The Driver Education Curriculum Guide outlines the requirements and criteria for administering the test. The Guide has been sent to all certified providers offering teen instruction and is available on the Department of State's Web site.

The revised DES-102 Program Completion Data form now includes a place to record the Unique Identifier

of each test, which can be found on each page of the test and on the answer key. The updated DES-102 is also available on the Web site as a PDF-fillable document.

The Segment 2 test has been developed and is available on the Solutions Thru Software Web site. You must now administer this test to your Segment 2 classes.

Providers are reminded to generate and use new tests every four months.

New identification requirements

Since January 22, 2008, an individual applying for a driver's license must present certain documents verifying identification and residency status. Providers and instructors were mailed a letter dated April 7, 2008, and a chart (SOS-428) detailing the requirements. Both can be found on the Web site. Be sure to inform students who have not visited a Secretary of State branch office since January 22 that they will need to provide the required documents. This includes all students applying for Level 1 licenses and students applying for Level 2 licenses who received a Level 1 license prior to January 22.

Please review the new requirements thoroughly during class. It is recommended that you provide a copy of the identification/residency chart to each student. Copies are available from the Department of State in the same way you order other forms and brochures.

Business Application Modernization (BAM)

An article in the May 2007 Driver Education Bulletin previewed the BAM project and its impact on driver education. The implementation has been delayed and will not occur until late 2009. Until BAM is implemented, Segment 2 Certificates of Completion should continue to be issued. We will inform all providers when more information is available.

Reporting to the Department

The following forms need to be submitted to the department on a periodic basis:

- ◆ DES-022 (Driver Education Instructor Employment form), submitted prior to employing a new instructor or when an instructor's employment is terminated.
- ◆ DES-024 (Classroom Approval/Fire Marshal Verification form), submitted when utilizing a new classroom location; does not need to be submitted when using another classroom in an educational institution for which approval has already been granted.
- ◆ DES-026 (Driver Education Provider – Change of Partner, Officer, Director, Designated Representative or Coordinator form).
- ◆ DES-027 (Driver Education Provider Certificate Change of Name and/or Change of Address form).
- ◆ DES-101 (Program Request form), submitted at least 10 days prior to class.
- ◆ DES-102 (Program Completion Data form), submitted no more than 10 days after class ends.

Please refer to your Driver Education Provider Manual for requirements and instructions on how to complete these forms. The manual is also available on the Department of State's Web site at www.Michigan.gov/sos.

Foreign exchange students/ out-of-state residents

Foreign exchange students and out-of-state residents are not precluded from taking driver education. However, the law does not permit them to acquire a Level 1 License. Therefore, foreign exchange students and out-of-state residents **MUST** be informed prior to instruction that they are not eligible for a Level 1 License and may not take Segment 2. A Segment 1 Certificate of Completion should not be issued to them.

Hiring instructors

Prior to employing a new instructor, a provider must do the following:

- View the instructor's driver education instructor certificate and keep a copy in your records.
- Verify the instructor's certification status by accessing the list of currently certified instructors on the Department of State's Web site.
- Submit a DES-022 (Driver Education Instructor Employment form). Be sure to include the instructor's certificate number and date of employment.

Professional development

Professional development options continue to be updated on the Web site. When renewing your instructor certification, you must certify that you have met the requirement. You will be required to present evidence that you completed your professional development requirement if asked by the Driver Education Section.

When an instructor's employment is terminated, the DES-022 must again be submitted, showing the date of separation. This will ensure that the instructor is no longer recognized as being employed by the school.

If a teen provider wants a new instructor to have access to generate Segment 1 and Segment 2 Web-based knowledge tests, the provider must submit the **Driver Education Provider UserID Request Form**, available by calling the Driver Programs Division, Driver Education Section at (517) 241-6850.

Ordering driver education materials

When ordering materials, be sure to include your provider certificate number (P_____). Mail or fax to the Inventory Control Unit, **not** to the Driver Education Section (DES). The address is: Michigan Department of State, Inventory Control Unit, 430 W. Allegan, 4th Floor, Lansing, MI 48918. The fax number is: (517) 373-1475.

Updates

Following are major milestones in DEPIA implementation:

- The new curriculum has been sent to certified teen providers and workshops have been held across the state to introduce the curriculum to instructors.
- The Segment 1 and Segment 2 Web-based knowledge tests are now available for certified teen providers who have been sent information on how to set up UserIDs and passwords.

Please visit our Web site which is continually being updated. The Web site now includes a list of all certified providers, classroom locations (sorted by county), a list of all certified instructors, updated forms, and other information.

Important information for ALL providers!

Please keep the following items in mind:

- ◆ **Save a phone call** – If you have a question, first check your Driver Education Provider Manual or the Web site. If neither of those answers your question, you can always email DES at **DriverEd@michigan.gov**. Email will allow replies, including attaching forms, sections of the law, etc.
- ◆ **Surety bonds** – Certified providers DO NOT need to send in copies of renewed surety bonds. The law simply requires that a provider maintain a bond that is in continuous effect. If there is a change in the bond (i.e., new bonding company, change of amount, change of provider's address), the provider needs to send in a rider with the corrected information.
- ◆ **Liability insurance certificates** – Unlike surety bonds, providers **are** required to send in a new liability insurance form when the current certificate expires.
- ◆ **Subscription service accounts** – Providers are no longer required to maintain a subscription service account for their instructors, although you may want to continue the account. Requests to close the account must be in writing on the provider's letterhead. Send the request by mail to Michigan Department of State, Commercial Services Section, Lansing, MI 48918, or by fax to (517) 322-3456. Telephone (517) 322-6281 if you have questions about your account.
- ◆ **Classroom locations** – Notify the Department when a classroom location is added or removed. Providers will not receive notification (i.e., a letter) that new classroom locations have been approved. Usually within a week of receiving the DES-022, the classroom location will appear on the Department of State's Web site. Visit the Web site to verify approval.
- ◆ **Provider/instructor contact information** – Contact the Department when there are changes in your contact information, including changes to address, phone number, email address, etc. Please be sure that the Department has your current email address.
- ◆ **Out-of-state driver's licenses** – Instructors who reside outside Michigan must provide updated driving records from their home state every 60 days. An instructor who is moving out-of-state should notify DES of the change in driver's license status.

Important information for TEEN providers:

- √ **Segment 1 and 2 curriculum** – Providers holding Segment 1 and Segment 2 classes that started on or after May 1, 2008, must be using either the Secretary of State’s prescribed driver education curriculum or an alternative curriculum approved by the Secretary of State.
- √ **Enrollment in Segment 2** – Prior to being eligible to participate in a Segment 2 class, a student must have held a Level 1 license for not less than three months and must have acquired 30 or more hours of driving experience on the Level 1 license (including not less than two hours of night driving). Providers **MUST** verify each student’s eligibility.
- √ **Old Segment 1 tests** – Now that Web-based testing has begun for all Segment 1 classes which started on or after May 1, 2008, the old 100-question test can be discarded.
- √ **Coordinated programs** – If two driver education providers plan to enter into an agreement to offer a coordinated Segment 1 class to a student with special needs, the Department of State must be notified of this arrangement **PRIOR** to the beginning of instruction. Coordinated driver education programs are addressed in MCL 256.669.
- √ **Curriculum DVDs** – If you find that your ADTSEA driver education curriculum DVD is defective, contact ADTSEA directly at (800) 896-7703. If you are interested in obtaining additional ADTSEA curriculum materials (DVDs), they are available either through MDTSEA or ADTSEA. Visit their respective Web sites at <http://adtsea.iup.edu/Michigan/> or <http://adtsea.iup.edu/adtsea/>

Provider certification numbers

All providers must indicate their provider number on student contracts and other documents and reports. If you were previously a licensed driver training school, be sure to replace the previous school license number (TS_____) with your new provider number (P_____) on student contracts and wherever else it appears. Public school programs were not issued license numbers previously.

Did you know?

<u>Current numbers (as of July 1, 2008):</u>	<u>Student counts:</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>
Certified automobile providers – 422	Teen, Segment 1	111,177	109,594	105,541
Certified truck providers – 44	Teen, Segment 2	97,248	96,801	91,626
Certified instructors (auto and truck) – 2551	Adult	2,839	6,593	6,763
Approved ranges (auto) – 40 providers at 62 locations	Truck	4,500	6,538	6,744

Department of State Web site

Please visit www.Michigan.gov/sos often. Click (on the left) on “Driver License and State ID,” then on “Driver Education.” The site includes information for parents and students, as well as all of the forms you need to operate your program. The Driver Education Provider Manual, newsletters, applications, forms, and professional development information are all available.

**Our telephone number is (517) 241-6850 –
Our e-mail address is DriverEd@Michigan.gov
Questions? Contact DES!**