

Instructions for completing and submitting page 2 checklist items  
and additional documents.

Teen / Adult Provider

Included in the application packet is the two-sided DRIVER EDUCATION ORIGINAL PROVIDER APPLICATION CHECKLIST. It lists the requirements for making application to become a driver education provider. The second page of that checklist addresses many of the educational components of the packet, instruction, student contracts, record-keeping, etc. The following instructions will provide you guidance on how to address the items outlined on page 2 of the DRIVER EDUCATION ORIGINAL PROVIDER APPLICATION CHECKLIST. Each item is required unless noted. Samples of certain forms are included. You may create your forms using the same designs, or create your own. The information and wording on each form should be consistent with the forms provided.

**STUDENT CONTRACT**

SUBMIT student contracts for each type of instruction you will provide. A student contract must be utilized for each student taking segment 1, segment 2, and receiving adult instruction. A STUDENT CONTRACT FORM – CHECKLIST is provided, to ensure that all information and language is included on the contracts. A sample of each contract is also included. If there are additional costs beyond the tuition, such as if you charge for materials, replacement segment 1 and 2 certificates; damaged textbooks; extra behind-the-wheel drives that go beyond 6 drives, etc., these charges need to be outlined on the contract.

**CLASSROOM INSTRUCTION OUTLINE (Segment 1)**

SUBMIT a **detailed** segment 1 classroom instruction course outline (**Lesson Plans**). Explain what subject matter will be taught on Day 1, Day 2, Day 3 through Day 12. Also, indicate which performance objectives (as outlined in Units A – F) will be covered each day. This should not be a table of contents.

**PERFORMANCE OBJECTIVES CHECKLIST (segment 1 and segment 2)**

Complete and SUBMIT the (enclosed) checklist to confirm all objectives are being covered.

SAMPLE

Classroom Objectives												BTW Objectives	
Unit A		Unit B		Unit C		Unit D		Unit E		Unit F		Unit G	
OBJ	Day	OBJ	Day	OBJ	Day	OBJ	Day	OBJ	Day	OBJ	Day	OBJ	Drive
A1.1	1	B1.1	3	C1.1	6	D1.1	8	E1.1	10	F1.1	12	G1.1	1
A1.2	1	B1.2	3	C1.2	7	D1.2	8	E1.2	10	F1.2	12	G1.2	1

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### **CLASSROOM INSTRUCTION OUTLINE (Segment 2)**

SUBMIT a segment 2 classroom instruction course outline. If you plan on using the segment 2 curriculum as provided by the Secretary of State, provide a statement documenting that decision in your paperwork. If not using the segment 2 curriculum, please submit a **detailed** outline of what will be presented in the 6 hours of the segment 2 class. To review the segment 2 curriculum, visit [www.michigan.gov/sos](http://www.michigan.gov/sos), click on “Driver License and State ID,” then “Driver Education.” Curriculum can be found in the Information for Administrators and Instructors section. You will be provided with the curriculum upon certification as a provider.

### **STUDENT REGISTRATION FORM (Segment 1 only)**

SUBMIT the segment 1 student registration form you will use if offering segment 1. The form will provide verification that each student meets the requirements to attend. A sample of a segment 1 registration form is attached.

### **RECORD KEEPING FORMS**

SUBMIT the **Classroom** and **Behind-the-wheel Instruction** record-keeping forms you will use. Samples of each are included. Forms should include student attendance, assignments and scores (tests, quizzes, homework), and any additional information that will verify that the student successfully completes that instruction.

### **BTW INSTRUCTION OUTLINE (Segment 1)**

SUBMIT a **detailed** segment 1 behind-the-wheel outline (**Lesson Plans**). Explain what will be taught on drive 1, drive 2 through drive 6. Also, indicate which performance objectives (as outlined in Unit G) will be covered each day. The Lesson Plan must include the route of each drive. Please include both a narrative outline and map of each route. The narrative outline could be constructed as follows:

#### **EXAMPLE**

Drive #1 – Residential                      Objectives: G1.1 – 1.9, G2.1, G2.2, G3.4, G4.1 – G4.4

1. Parking lot maneuvers
2. Leave Anytown HS parking lot and proceed to Maple St. Turn left.
3. Proceed to Oak St. and turn right.
4. Proceed to Walnut St. and turn left.
5. Drive straight, crossing Turner St. and Hickory St., and proceed to Ash Street, and turn right.

Special attention should be given to assure that all of the varying driving situations are experienced (as permissible). For example, the above-mentioned Drive#1 should afford the student the experience of handling controlled (stop signs and yield signs, 2-way and 4-way) and uncontrolled intersections, where the student has the right-of-way, the student must yield the right-of-way, etc.

### **INSTRUCTIONAL MATERIALS**

SUBMIT a list of texts, test and reference materials, including pamphlets and visual aids that are used when instructing students in the classroom and the practice driving instruction.