

Driver Education

news bulletin



2012: New reporting requirements

Prior to this year, driver education providers that issue **replacement certificates** of completion for segments 1 and 2 were asked to report this information on page two of the Program Completion Data form (DES-102). Starting this year, this information must be provided separately on the Replacement Certificate spreadsheet (DES-103) and submitted along with the year-end report using one of the following two ways:

1. Print the report, enter the student information, make any copies necessary to keep with your files, and mail the report with the year-end report.

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Providing parents with the information they need

Parents visiting Secretary of State offices with their teens to apply for Level 1 licenses are sometimes turned away due to not having the appropriate identification documents. Some claim they were never told what documents to take, while driver education providers say they review identification requirements with students. Bridging this communication

gap is a challenge for everyone.

One provider, however, has a solution! In addition to telling the students what documents are needed, this provider has the parents return a signed confirmation that they received the SOS-428 and understand what documentation must be presented at a Secretary of State office. Why not give it a try?

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New teen driver website makes finding info simple

In January, the Secretary of State unveiled a new website targeting teens, parents and Graduated Driver Licensing (GDL) at Michigan.gov/teendriver. This website is a one-stop informational outlet for teens and parents with questions about the GDL process.

It is also a key resource for providers and instructors for finding all of the information you need when working with teens and parents. It even contains quick links to help families find

valuable information, like driver education programs. We recommend that you bookmark this page and visit it often.



Please Note: The Driver Education Provider and Instructor page has been simplified. Go to

Michigan.gov/sos, click on the left-side tab that reads “Driver License and State ID” and “Driver Education Providers and Instructors.”

Michigan.gov/teendriver

Website Features

- Lists for driver education providers, instructors and classrooms
- Publications and forms
- Information identifying role of the parent (“coach”)
- GDL eligibility requirements and restrictions
- What to expect from Segment 1 and Segment 2
- Driving skills testing information
- Information on the teen’s probationary period
- FAQs and more!

Requests for more behind-the-wheel practice

Occasionally providers are approached by parents who would like additional driving lessons or practice opportunities for their teen who holds a Level 1

License in order to fulfill the 50 hours of required driving time. The Driver Education Provider and Instructor Act does not address this issue.

Since providing additional lessons would be akin to the parent “designating” another adult to provide this behind-the-wheel time, a provider could enter into a written agreement to offer this service. In doing so, the provider should:

A Curriculum Reminder

Teen driver education providers must use the prescribed curriculum (or approved alternative curriculum), or risk disciplinary action that could result in the loss of certification. Section 35, subsection (1) of the Driver Education Provider and Instructor Act reads (in part):

After Sept. 1, 2007, a driver education provider classified for teen driver training shall use the Secretary of State’s prescribed model curriculum or may use an alternative curriculum only after it has been reviewed and approved by the Secretary of State.

- Modify an adult student contract, to accommodate Level 1 License holder; and
- Obtain written permission from the parent.

Eligibility checklist for instruction



Every student receiving instruction from a certified driver education provider must meet all eligibility requirements. It is a provider's responsibility to ensure all requirements are met at enrollment.

Segment 1 (Under 18 years)

- To enroll in Segment 1, a student must be at least **14 years, 8 months old**. This must be verified by a birth certificate.
- A teen who is at least 14 years old but less than 14 years, 8 months may enroll in Segment 1 if he or she presents a letter from the Secretary of State verifying that the teen will be eligible for a minor restricted license upon completion of Segment 1. A minor restricted license is **ONLY** available to a student to assist in a family farm operation.

Segment 1 (Turns 18)

- If a teen turns 18 while taking Segment 1, he or she must present a Temporary Instruction Permit (TIP) **before** anymore behind-the-wheel instruction can be given. A TIP may be obtained by passing the vision, road signs and written knowledge tests at a Secretary of State office. A copy of the TIP or the TIP number and date of issue should be retained with the student's file.

Segment 1 (18 years or older)

- If an applicant is 18 years or older, he or she must have a

valid TIP before any behind-the-wheel instruction can be given. A copy of the TIP or the TIP number and date of issue should be retained with the student's file.

Segment 2

- To enroll in Segment 2, a student must have held a valid Level 1 License for at least three continuous months and logged at least 30 hours of driving (at least two hours must be nighttime driving) with a parent, guardian or designated adult driver.

Instruction for Adult Students

- Adult students must hold a valid TIP before any behind-

the-wheel instruction can be given. A copy of the TIP, or the TIP number and date of issue should be retained with the student's file.

Truck Driver Instruction

- Applicant must possess a valid Michigan driver's license, and hold a TIP for the type of commercial vehicle he or she will drive during instruction, before any behind-the-wheel instruction can be given.
- A copy of the driver's license and the CDL-TIP or the driver's license and CDL-TIP numbers and dates of issue should be retained with the student's file.

Protocol for Adults Taking Segments 1 & 2

The Driver Education Provider and Instructor Act does not prevent adult students (ages 18 or older) from taking Segment 1 or Segment 2. In such situations:

- The provider should use a modified Segment 1 student contract, removing the parent's information, and adding space to verify that a TIP is held by the student in Segment 1.
- **Do not issue a certificate of completion** since the adult student would not be eligible for a Level 1 or Level 2 License. It would be appropriate, however, to provide a letter on school letterhead outlining the instruction the student completed.

UPDATE: Fingerprint background checks



There are now nine vendors listed on the Michigan State Police (MSP) website who perform fingerprint background checks for driver education instructors and providers. The MSP recently changed the steps for accessing the list of fingerprinting locations on its website, and the Livescan Fingerprint Request form (DES-025) was amended to reflect those changes.

Be sure that any background checks completed for driver education use the DES-025 form. The form captures the reason for the fingerprinting along with the agency identification number of 3720E, both of which are

required to process the background check. If the reason and the agency ID number are not on your application, the results will not be forwarded to the department. To avoid any delays in processing your application, make sure all of the required information is present and correct.

Fingerprinting done for any other reason, such as for public school employment, will not satisfy the driver education certification requirements. The Secretary of State's Office is forbidden by law from releasing background check results for driver education certification to anyone else.

For more information about the fingerprinting requirements, please refer to Michigan Compiled Laws (MCL) 256.649, Sec. 29. Questions about the MSP fingerprint location website should be directed to the MSP Criminal Justice Information Center at 517-241-0606 or mssp-crd-app-help@michigan.gov.

Complying with the law Student Contracts

Avoid misunderstandings and stay in full compliance with the law by always providing signed copies of the driver education written agreement to the student and to the parent before instruction begins. Complaints filed against providers often cite the failure to do this.

Section 47(1) of the Driver Education Provider and Instructor Act requires that:
"A driver education provider shall have a written agreement with each of its students. A driver education provider shall not give instruction to a student until after the provider and the student have entered into the written agreement."

In addition, pursuant to Section 47(2) of the DEPIA:

"Before instruction begins, the driver education provider shall give the student a signed copy of the agreement, accompanied by a copy of all of the provider's applicable policies."

▶ Continued from PAGE 1

New reporting requirements

2. Save the Excel spreadsheet, enter the student information, and email the report at the end of the year.

The spreadsheet is set-up to print page one, which can be duplicated as needed. If you log more than 18 replacement certificates in the spreadsheet and want to print the information, you will need to reset the print area to accommodate all of the data. The Replacement Certificate spreadsheet and

revised DES-102 (PDF version) are available online through the Driver Education Providers and Instructors website in the Spotlight section. A Word document of the DES-103 has also been posted.

For questions, contact us either at 517-241-6850 or at DriverEd@michigan.gov.

Please note... Starting with the 2012 year-end report, providers are asked to report the number of "adult" students (age 18 or older) who attend segments 1 and 2. Please maintain that information throughout the year.

Solution for Getting Paid

Hold certificates until payments clear



Occasionally, we receive calls from providers who have issued a Segment 1 or Segment 2 certificate of completion, only to find that the checks used to pay

for the instruction bounced. The question then becomes can the Secretary of State's Office step in and deny or revoke the teen's Graduated Driver License? The

answer is no, the department will not take action against the teen's GDL in these cases.

Update on **knowledge tests**

As noted in the Oct. 28 memo and the Nov. 3 email of 2011, the Segment 2 knowledge test pool of questions was updated as of Nov. 14 of last year. The Segment 2 Risk Awareness Fact Sheets were also updated and are on the website. As a reminder, the shelf life of each Segment 1 and Segment 2 knowledge test is one year. In addition, for each class held:

- A minimum of two knowledge tests must be administered, both to an equal number of students.
- Students may retake the knowledge test up to two times, using a version different from their initial test.
- The unique identifier number for each test administered must be reported on the Program Completion Data form submitted for that class.

Report Changes

Remember to always notify the Licensing Section or Driver Education Section of any changes to your operation, including:

- Address
- Phone and fax numbers
- Email address
- Organization name or business make-up
- Owner, partner, designated representative
- Addition or removal of instructors
- Addition or removal of classroom locations
- Addition or removal of STS knowledge test users (teen programs)

Instructors must also notify the Licensing Section when they move. Changing one's resident address at a Secretary of State office does not change an instructor's address on the certificate. If you need to contact the Licensing Section, call 517-241-0137 or email Licensing@michigan.gov.

Having trouble opening documents?

If you are having problems opening documents sent by email or found on the website, the issue may lie with the PDF format of these documents. To view or print PDFs, you will need Adobe Acrobat Reader.

If you do not already have Reader installed on your computer, it is available free of charge from Adobe's website at www.get.adobe.com/reader.



Providers and Instructors

Quick tips for renewing certification



If you have a valid email address on file, approximately three months before your certificate expires you will receive an email alert notifying you of the upcoming expiration. A renewal application will be sent to you in the mail 60 days prior to your certificate expiration date. The following tips should help make this process simpler:

Renew online

- Renewing a provider or instructor certificate can now be done **online**. The renewal application will provide information on how to do so.

On time vs. late renewals

- If the renewal application is received prior to the certificate expiration date, you may continue offering instruction while the application is being processed.
- If the properly completed renewal application is

received no more than 30 days after the certificate's expiration date, the application will be treated as a renewal, but you **must cease** offering instruction until the application is processed and a new certificate is issued.

- If a renewal application is not received within 30 days after a certificate expires, you must submit a **complete** original application.

Common Reasons for Certification Lapse

- Procrastination
- No valid email address on file
- Current** mailing address not on file
- Provider application mailed to an individual who is no longer with the provider (such as a formerly designated representative)

It is vital that current contact information is on file. See the "Report Changes" article on **page 5** for more information.

Questions? Contact the Licensing Section

Professional Development Requirement

REMINDER... Instructors are required to complete an approved professional development option during each two-year renewal cycle. Options are posted on the Secretary of State's website. As noted on your driver education instructor renewal application, when you renew, you are certifying that you have completed your professional development. Failure to complete an approved option is a violation of the law. Numerous instructors have been sanctioned for non-compliance. Once you complete an option, you should retain

proof, such as a certificate. Do not send any proof of completion to the department without

being contacted. If you are audited, then you will be asked to submit it.

Public Feedback on Professionalism

Instructors and providers are asked to keep interaction with students on a professional level by avoiding some of the following lapses recently reported to the Secretary of State:

- Smoking while in close proximity to students.
- Texting or making phone calls during instruction (in the classroom or in a vehicle).
- Playing computer games while class is in session, such as during a test.
- Inappropriate discussions unrelated to instruction.
- Yelling at students or degrading their driving abilities.

Keep it positive!

Driver Education Section Staff Update

If you have contacted the Driver Programs Division, Driver Education Section over the past year, you probably have noticed a change in staff. Much of the old guard has retired: Karen Fedewa, Therese Joseph, Jean Staniz, Kathi Ransier and Jeff Simpson.

Even with this loss, we have a dedicated and knowledgeable team in place. The Driver Education Section currently consists of:

- Greg Lantzy, Manager
- Allan Harns, Analyst
- Joe Kelly, Analyst
- Barbara Malone, Analyst

Teen knowledge tests and Internet Explorer 9

Are you having problems generating knowledge tests when accessing the "Solutions Thru Software" (STS) website? If you are running IE9, the ActiveX controls for the knowledge tests are set for the 32bit version, so be sure your IE9 is set to 32bit.

Need assistance?

Driver Education Section
(517) 241-6850
Email: DriverEd@michigan.gov

Business Licensing Section
For driver education provider or instructor certificates or the certification process
Email: Licensing@michigan.gov

Third-Party Testing Section
For skills testing or related issues
Email: Thirdpartytesting@michigan.gov

Feedback

Do you like the new look of the bulletin? Give us your thoughts by emailing DriverEd@michigan.gov

