FOR STUDENT CURRICULUM
(minimum six-hour course for Advanced Juvenile students)

- Course overview (Table of Contents)
- Course purpose objectives
- Detailed classroom lesson plans for each unit or module – all topics in Ohio Administrative Code (O.A.C.) included
- Ohio specific laws and information
- Recommended time frames for each unit or behind-the-wheel activity (identify proposed break times and meal breaks)
- Learning activities
- Classroom tests (multiple versions – a minimum of three with different questions – revision dates)
- Student workbook or study guide - worksheets, activity sheets, quizzes
- Other A/V support
- Resources – text(s) – not more than 10 years old
- Resources – supplementary text(s)
- Additional printed resources
- Video and/or DVD resources – not more than 10 years old
- Internet references (must be active sites)
- What teaching/learning strategies are included in this curriculum (learning centered instruction, group facilitation techniques, various student learning, motor skills development, etc.)
- Administrative issues – state rules, paperwork and documentation, inspections, etc.
- Criteria for issuing certificates of completion
- Scheduling options
- Copies of course and administrative forms

FOR INSTRUCTOR TRAINING CURRICULUM
(minimum 16 hour course for instructors to learn to teach the six hour course to the teenage students)

- Course overview (table of contents)
- Course purpose objectives
- Detailed classroom lesson plans for each unit or module and all topics in O.A.C. included; behind-the-wheel activity; dealing with difficult people; current learning techniques; classroom and time management techniques; motivating students to change behavior
  - How to get students involved in the course (effective hands-on teaching)
  - How to use course materials
  - Administrative responsibilities
  - Student learning needs
  - Developing effective teaching/facilitating skills
- Recommended time frames for each unit or module (identify proposed break times and meal breaks)
- Behind-the-wheel learning activities
- Classroom tests (multiple versions - a minimum of three with different questions – revision dates)
- Instructor manual or guide - worksheets, activity sheets, quizzes
Curriculum Approval Criteria (continued)

- Support materials and other A/V support
- Resources – text(s)- not more than 10 years old
- Resources – supplementary text(s)
- Additional printed resources
- Video and/or DVD resources – not more than 10 years old
- Internet references (must be an active site)
- Student workbook or study guide
- Administrative issues – state rules, paperwork and documentation, inspections, etc.
- Criteria for issuing certificates of completion
- Scheduling options for instructor training course (minimum of 16 hours)
- Copies of course and administrative forms
- Certificate of completion and/or instructor certification form
- Instruction to instructor candidates for student teaching
- Development of instructor understanding of objectives for each behind-the-wheel activity and instruction
- Effective use of student behind-the-wheel evaluation
- Evaluation or assessment forms for instructor candidates
- Criteria for successful completion of instructor training

ORGANIZATIONAL INFORMATION

- Sales and marketing, distribution and shipping, cost and availability of product
- Plan and timeline for updating or revising the curriculum (all or portions)
- Application – initial and renewal
- History and credential of the organization maintaining the curriculum
- Credentials of the staff assigned to manage the curriculum development/review process and certification system

CURRICULUM AND INSTRUCTOR CERTIFICATION OR RENEWAL SYSTEM

- Continuing education requirements and activities (frequency, length, content)
- Minimum standards for number of courses taught or teaching completed
- Plan for monitoring of instructors
- Policy and procedures for processing complaints against instructors
- Code of conduct
- De-certification policy and procedures for instructors
- Appeal process for de-certified instructors