The Ohio Department of Public Safety reserves the right to update this criteria.

For student curriculum (minimum eight-hour course for adult students):

- Course overview (table of contents)
- Course purpose objectives
- Detailed classroom lesson plans for each unit or module - all topics in OAC included
- Ohio specific laws and information but not limited to: school bus laws, intersection right-of-way laws, school speed zone laws, current OVI laws, Ohio Driver Licensing Reinstatement Procedures, for example
- Recommended time frames for each unit or module (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
- Transparencies, 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 (adult learning or learning centered instruction, group facilitation techniques, various student learning styles and personality styles, safety/risk management, accelerated learning or brain-based learning, motor skills development, etc.)
- Administrative issues - state rules, paperwork and documentation, inspections, etc.
- Criteria for issuing certificates of completion
- Scheduling options for eight-hour course
- Copies of course and administrative forms

For instructor training curriculum (minimum 24 hour course for instructors to learn to teach the eight-hour course to the adult students):

- Course overview (table of contents)
- Course purpose objectives
- Detailed classroom lesson plans for each unit or module - all topics in OAC included; ORC for traffic laws, points
and suspensions; dealing with difficult people; adult learning techniques; classroom and time management techniques; motivating violators to learn, etc.
1. How to get students involved in the course (pairing and small group discussions, role-playing, brainstorming, simulation, reflection, situation-based application of skills, etc.)
2. How to use course materials
3. Administrative responsibilities
4. Adult learning needs
5. Developing effective teaching/facilitating skills
6. Traffic safety and highway safety concepts
   ✇ Recommended time frames for each unit or module (identify proposed break times and meal breaks)
   ✇ Learning activities
   ✇ Classroom tests (multiple versions - a minimum of three with different questions - revision dates)
   ✇ Instructor manual or guide - worksheets, activity sheets, quizzes
   ✇ Transparencies, 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 24 hours)
Copies of course and administrative forms
Certificate of completion and/or instructor certification form
Instruction to instructor candidates for peer teaching, student teaching, remediation activities
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 credentials 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

Alternative Course Delivery Systems

For an enterprise, which primarily utilizes alternative course delivery systems following rules, apply:

1. Videos may utilize streaming video, flash, or comparable technologies;
2. The video image shall be clear and provide quality that does not detract from the subject matter;
3. The audio shall be clear, provide quality that does not detract from the message, and when applicable, be in synchronization with the video;
4. Videos shall contain appropriate warnings that the entire video program must be viewed and that pausing or restarting will result in the need to restart the entire program;
5. Videos shall display relevant text;
6. Moving animation that distracts from the topic being presented shall be prohibited.

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