



April 15, 2020

RE: Instructor Continuing Education (Effective Immediately)

Pursuant to Ohio Administrative Code 4501-7 and 4501-8, all driving instructors are required to have continuing education every three years. A continuing education course can be hosted by the department, a non-department provider, a driving school, or by the department. This policy addresses the requirements for non-department providers, driving schools, instructors, adult coordinators, and/or training managers to host their own course.

Continuing Education Topics

To address current hot topics and provide continuity of training for instructors, the department is providing a list of topics to be covered in continuing education courses hosted. In order to host a continuing education course, providers will select a few of the department-provided topics. The provider may select which topics will be included in the continuing education course but is not required to cover all the topics listed. The only topic that is required to be covered in all continuing education courses is Rules and Regulations. The provider may also suggest an additional topic(s) that they would like to cover in their proposed continuing education course.

Qualifications to Train

In order for a provider to have speaker(s)/presenter(s), the provider must submit the speaker(s)/presenter(s) credentials via a biography. The biography shall show the speaker/presenters' qualifications to train on the topic being presented. The biography does not need to be extensive or all-inclusive but address the qualifications for the speaker.

If the speaker/presenter is a licensed instructor or training manager with the department, the instructor and/or manager must be in good standing with the department in order to present during any continuing education courses.

Course Evaluations

For those hosting continuing education courses, an evaluation shall be required of every participant at the end of the course. The evaluation shall provide the participant the opportunity to give feedback on the applicability of the topics, effectiveness of the presenter(s), overall environment, accessibility of questions and information.

Course Requirements

- A continuing education course must be at least 6-8 hours of content to receive full continuing education credit. This does not include breaks or time for meals;
- At least 8 participants must be registered in order for a continuing education course to be held;
- Training Managers do not get continuing education credit for attending or teaching at their own school's continuing education course;
- A representative of the department must attend all pre-approved continuing education courses;

- No credit may be given to anyone who leaves a continuing education course early;
- A copy of the course roster must be given to the department representative attending the course on the same day the course is held;
- Copies of the course evaluations must be submitted to the department upon completion of the continuing education course within three business days after the course is held.

Approval Process

Any course not hosted by the department shall be pre-approved. In order to receive pre-approval, a provider shall submit the information to the Driver Training Program Office, at least one month in advance of the intended course date.

The following items must be submitted in order for the course to be considered:

- Timed agenda with selected topics;
- Detailed syllabus (how you are teaching the selected topics?);
- Proposed date and location to hold a course;
- Course registration (if the course is being opened to the public);
- List of person(s) teaching the courses and their credentials/biography (biography must support the topic being presented);
- Course evaluation (each student shall complete the assessment at the end of the course).

At the Completion of the Course

Those hosting the continuing education course will be responsible for issuing certificates of completion to the participants. The participants shall be responsible for providing a copy to their schools.

After the course is held, copies of the roster and course evaluations shall be provided to the department or representative of the department attending. The department will apply the continuing education credit to the participant's electronic file. Schools may then access the information through the Driver Education Training System (DETS).

Online Courses

Online courses may be taken as continuing education. It is the responsibility of the instructor to find an appropriate online continuing education course. The online course content shall be applicable to the different elements included in being a driver education instructor. Course content may include, teaching skills, learning styles, managing the learning environment, traffic safety education, updated laws and regulations pertaining to the community of drivers you serve, etc. Details for the course, including the link to the course, shall be submitted to the office for pre-approval.

Professional Organizations

Courses and conferences, available through professional or national traffic safety organizations and associations, can be approved for continuing education credit. These associations include, but are not limited to, the Association for Driver Rehabilitation Specialists, Driving School Association of the Americas, American Driver and Traffic Safety Education Association, etc. To ensure approval of the course, provide the information to the Driver Training Program Office prior to attending. Proof of attendance will be required to apply the credit to the license. Contact the office for more information on what is considered as proof.