

Ohio Department of Public Safety

Driver Training Program Office



User Guide for Instructor Applications

Driver Education and Training System (DETS)



Driver Education and Training System (DETS)

Welcome to the Driver Education and Training System (DETS) instructor application user guide. This new electronic application process is to be used by driver training enterprises and individuals for purposes of applying for an instructor license or certification. There are some requirements that must be met to successfully submit an application:

- Each user shall establish their own user account;
- The enterprise shall initiate the instructor application;
- Both the instructor and authorizing official shall sign off on the application

*Note - To sign off on the application, the emails provided in the system and application shall match the username.

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Setting Up an Account through Identity Manager

This guide section is for those who do not have access to DETS. Each user will need their own account. The following rules apply:

- You need a valid e-mail address. Your e-mail address will be your username.
- No two users may share the same e-mail address.
- Do not share your user account with anyone else.

Follow the guidelines below to register and create your account.

1. Click on the link <http://jt-extweb/DETS/> to reach DETS home page
2. Select “Click Here” to set up a new user account.

OHIO Driver Training

Welcome to the Ohio Driver Education and Training System.

As of September 7, 2016 all users are required to create a new account.

Need to Create an Account? [Click here](#)



Already have an Account?

[Click here](#)

The use of this application is specifically for driver training enterprises and individuals for the purposes of state licensing and management of student certificates, licensed instructors and schools. Driver Training enterprises and individuals may request and, upon approval, receive access to this application. Use of this application is monitored and user accounts will be verified.

[Privacy Policy](#)



ODPS Identity Manager

Single sign-on for the Ohio Department of Public Safety

Registration

You are accessing the Test system. For Production, click [here](#).

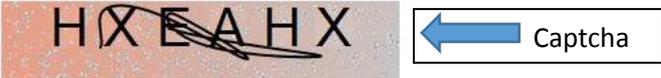
To get started, we will need to confirm your Email Address. You will be emailed instructions to complete your registration.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Confirm Email Address

Please enter the text from the image below

 **Captcha**

Not receiving an email? [Click here](#)



3. Enter in your email address and the 'captcha' as shown on your screen.
4. Click 'Register'



Thu 6/30/2016 9:33 AM

DoNotReply@dps.ohio.gov

Ohio Public Safety - Identity Manager

To Wald, Valerie

You are receiving this email because someone attempted to use your Email Address to create an Account with the Ohio Department of Public Safety. Note: This hyperlink will expire in 72 hours. Once it expires, you will need to register again.

Click or copy and paste the below hyperlink to confirm your account and complete your registration:

<http://it-extweb/IdentityManager/Login/ConfirmAccount/urfpWz1a3vkgTtKyk7By1oyfuaMo1KqeqrQHNYTd2As68ezJGC>

5. You will receive an e-mail to the address you provided. Check your inbox for the email. It will look like the e-mail above. Click on the link to confirm your e-mail address and continue with the registration process.

Confirm Account

You are accessing the Test system. For Production, click [here](#).

Please complete the following form to register your account with the Ohio Department of Public Safety.

Email Address

- Your Email Address must not be shared with other employees/individuals.
- You are personally responsible for all actions taken by this account.

Password

Confirm Password

- Your password must be at least 8 characters.
- Your password must contain at least one number.
- Your password must contain at least one letter.
- Your password may contain only the following special characters: ! @ # \$ %

Please select two different security questions that will be used if you need to reset your password.

#1 Question

#1 Answer

#2 Question

#2 Answer



6. Create a password and establish your security questions. Make sure to follow the directions in the screen.
7. Click on “Register”

Note: Passwords are **NOT** managed by the Driver Training Program Office. If you forget your password, please visit the login screen and select “Get Help!”

Welcome to the Application Landing Page

New Enterprise Application

Existing Enterprise Application

Request access to In-process Application (Pin necessary)

Request access to existing Enterprise

Instructor Application

In-process

Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin
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After successfully creating an Identity Manager account, you will return to the application landing page. There are five options on this page:

New Enterprise Application- create and submit an application for new enterprises that are not currently licensed

Existing Enterprise Application – create and submit an application for changing information, moving and adding school(s), adding AO(s), and adding program(s)

Request Access to In-Process Application – allows for more than one person to complete an application – partnerships, multiple AOs, etc. – requires application number and PIN to access

Request Access to existing Enterprise – process to access the data within a licensed enterprise – access is restricted

Instructor Application – create and submit an application for new and already existing instructors, change/update instructor information, add endorsements, renew outside of renewal period, etc.

New Instructor Application

OHIO Driver Training Home

Note: Fields marked with * are required.

Application for New Instructor

Enterprise: * Test Enterprise

Purpose: * Select One

- Select One
- New Instructor
- Add Licenses/Endorsement
- Change Instructor Information
- License Renewal

Next Cancel

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The enterprise for which the instructor will work will start the application. To begin the application follow these steps:

- 1. Initiate Application –**
 - a. Select the enterprise
 - b. Select the purpose of the application
 - c. Select 'Next'
- 2. Application and Pin Number -** An application and Pin number will be generated for the application. This is to be shared only with the people completing the application.

OHIO Driver Training Home

Your application is successfully saved.
The application number is NI20180001 with pin K4a4KBpj
Any additional users needed to complete the application will need the application number and pin. Do you want to continue with the application?

Yes No

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Note* - to share access to the application go to page 15 to request access

3. **Instructor Applicant Information** - Complete the information for the applicant, including their address.
 - a. Sections with a red * are required fields. You cannot proceed through the application without completing these sections/fields.
 - b. *The email address entered in this field must match the username to access DETS for the instructor to sign off on the application.

OHIO Driver Training [Home](#)

Instructor License Photo Attachment Payment Instructor SignOff AO SignOff Admin

Note: Fields marked with * are required.

Enterprise Information

Enterprise License#: 1472
Enterprise Name: Test Enterprise

Personal Information

Instructor License#: (if previously licensed)

SSN: *

First Name: *

Middle Name:

Last Name: *

Suffix:

Date of Birth: *

Gender: *

://servicesq.dps.ohio.gov/DETS/User/Home © 2018 - Ohio Department of Public Safety. Contact US: (614) 466-3524 DriverTraining@dps.ohio.gov

Are you a veteran, current member or a spouse of a member of the armed forces?

Address

Select Country:

Address Line 1: *

Address Line 2:

City: *

State: *

County: *

Postal Code/Zip: *

Phone: *

Ext:

Fax:

Email: *

Confirm Email: *

Next **Cancel**

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4. **Instructor License Information** - The instructor application shall include at least one type of program for licensing.

The screenshot shows the 'OHIO Driver Training' website with the 'Instructor License' section active. The navigation bar includes 'Instructor', 'License', 'Photo', 'Attachment', 'Payment', 'Instructor SignOff', 'AO SignOff', and 'Admin'. The 'License' tab is selected. The form fields are as follows:

- Drivers License: * (DT123456)
- Class: * (D)
- Drivers License Endorsements: (May select more than 1 if applicable)
- Drivers License Restrictions: (select at least 1) (B - Corrective Lenses)
- Instructor Licenses: (select at least 1) (Class D)
- Instructor Endorsements: (May select more than 1 if applicable) (Abbreviated Adult, Abbreviated Adult Online, CDL A, CDL B, CDL Restricted, Disability Course, Online)
- Criminal Convictions: * (Enter N/A if not applicable)
- Traffic Citations: * (Enter N/A if not applicable)

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5. **Photo** - Upload a photo for the instructor. Read and follow the requirements for the photo on the screen.
- Select Browse;
 - Locate and select the photo from the desktop/file;
 - Upload the photo;
 - If cropping is needed, select crop.
 - If no cropping is needed, select next.

The screenshot shows the 'OHIO Driver Training' website with the 'Photo' tab selected. The navigation bar includes 'Instructor', 'License', 'Photo', 'Attachment', 'Payment', 'Instructor SignOff', 'AO SignOff', and 'Admin'. The 'Photo' tab is selected. The form fields are as follows:

- Note: Fields marked with * are required.
- Below Photo Instructions need to be followed:
 - Photo shall be a passport type photo.
 - The file cannot be larger than 2mb.
 - Photo shall be of the instructors uncovered head, full face, neck, shoulders, and with a solid background.
 - The photo must be saved in jpeg format.
 - The photo shall be sized as 750 X 750 pixels.
 - Photo may be rejected for any object covering the face or head (sunglasses, hats, etc).
- Instructor Photo
- Photo: (Image of a woman with glasses and a blue shirt)
- File: (Browse...)
- Upload
- Crop Photo
- Next
- Cancel

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6. **Attachments** - applications require supporting documents. These documents need to be uploaded directly in the system. Check with the Driver Training Program Office for requirements or find the information on the website, drivertraining.ohio.gov.
- Select the document type;
 - Browse for the document (read and follow directions on the screen for document restrictions);
 - Select the document from the desktop/file; and select upload.

The screenshot displays the 'OHIO Driver Training' web application interface. At the top, a red navigation bar contains the text 'OHIO Driver Training' and a 'Home' icon. Below this is a secondary navigation bar with tabs for 'Instructor', 'License', 'Photo', 'Attachment' (which is highlighted in red), and 'Payment'. To the right of these tabs are links for 'Instructor SignOff', 'AO SignOff', and 'Admin'. A note states: 'Note: Fields marked with * are required.' Below the note, instructions for uploading documents are provided, including requirements for PDF format, file size (under 3MB), and file names. The 'Upload Attachments' section features a form with two main fields: 'Attachment Type: *' and 'File: *'. The 'Attachment Type' dropdown menu is open, showing a list of options: 'Select One', 'BMV abstract', 'Physical', 'DTI/CTI -Instructor test', 'BCI/FBI - Background check' (which is highlighted), 'Instructor training', 'Sexual harassment prevention', and 'Certificate of Completion'. To the right of the 'File' field are 'Browse' and 'Upload' buttons. Below the form, a message reads 'No Attachments uploaded for this application.' and a 'Next' button is visible. The footer of the page contains the copyright information: '© 2018 - Ohio Department of Public Safety, Contact US: (614) 466-3524 DriverTraining@dps.ohio.gov'.

OHIO Driver Training [Home](#)

Instructor License Photo **Attachment** Payment Instructor SignOff AO SignOff Admin

Note: Fields marked with * are required.

To complete your application, you are required to provide supporting documents. Your list of supporting documents are available at drivertraining.ohio.gov. Applications will be marked incomplete if all supporting documents are not included. To upload documents:

- Make your selection of type;
- Upload the document and save before uploading another one;
- Documents can be only in PDF formats;
- Up to 15 total documents can be uploaded;
- The file names being uploaded need to be different;
- Documents uploaded cannot be over 3MB in size each.

Upload Attachments

Attachment Type: *

File: *

Attachment Type	File Name	
Physical	3720_Costech	

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Note* the document uploaded will appear in a list below the upload function

- Payment** – payments can be made using a check or money order or electronic payment. We currently do not accept credit cards as a method of payment. If no fee is required, you may continue past this screen. Keep the receipt for your records.

OHIO Driver Training [Home](#)

Instructor License Photo Attachment **Payment** Instructor SignOff AO SignOff Admin

Total Fees owed: \$25.00

Name	Type	Fees(\$)	Fees Paid(\$)	Balance Due(\$)	Payment Method
Person,Test	NewInstructor	25	0	25	

Please select whether you will be paying by electronic check or by sending a check or money order.

Check or Money Order

Electronic Check(Electronic Check is not supported when using Internet Explorer on the Windows XP platform. Please upgrade Windows to a later version)

If paying by electronic check, after clicking the submit button below, you will be asked to fill in information regarding your checking account.
After submitting this information successfully, you will be directed to the final page, which will allow you to view a record of your actions and receipt for your payment.

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- Instructor applicant signature** – the instructor applicant will need to log in and sign off on the application before the authorizing official. Review all information to ensure accuracy before signing off.

The screenshot shows the 'OHIO Driver Training' application interface. At the top, there is a navigation bar with 'OHIO Driver Training' and a 'Home' icon. Below this is a menu with buttons for 'Instructor', 'License', 'Photo', 'Attachment', 'Payment', 'Instructor SignOff' (which is highlighted in red), 'AO SignOff', and 'Admin'. The main content area is titled 'Instructor Certification Statement' and contains a paragraph of text certifying the applicant's information and health. Below the text is a table with three columns: 'Name', 'SignedOff By', and 'SignedOff Date'. The first row of the table has the text 'Person, Test' under the 'Name' column. At the bottom of the form, there are three buttons: 'SignOff' (red), 'Next' (pink), and 'Cancel' (yellow). The footer of the page contains the text: '© 2018 - Ohio Department of Public Safety. Contact US: (614) 466-3524 DriverTraining@dps.ohio.gov'.

- AO/Sign Off** - The authorizing official(s) is responsible for signing off on the application. The e-mail address used to sign into DETS and the e-mail in DETS for the authorizing official(s) shall match in order for the application to be signed off. Only one AO is required to sign off on the application. Once signed, the application may be submitted.

Review Process – Driver Training will review all applications that have been submitted. Applications in draft or incomplete status are not accessible by the Driver Training Program Office.

Incomplete Applications – If the application requires additional items or review by the applicant or enterprise, the application will be marked incomplete. The applicant may access the application and review the comments in the Admin tab. The application may be re-submitted once the items or clarification on information have been remedied.

The screenshot shows the 'OHIO Driver Training' web application interface. At the top, there is a red navigation bar with the text 'OHIO Driver Training' and a 'Home' link. Below this is a horizontal menu with several tabs: 'Instructor', 'License', 'Photo', 'Attachment', 'Payment', 'Instructor SignOff', 'AO SignOff', and 'Admin'. The 'Admin' tab is currently selected and highlighted in red. The main content area is titled 'Admin Notes' and contains the following information:

Status:	Incomplete
Admin Notes:	BCI/FBI background check needed

At the bottom right of the notes section, there is a yellow 'Cancel' button. The footer of the page contains the text: '© 2018 - Ohio Department of Public Safety. Contact US: (614) 466-3524 | DriverTraining@dps.ohio.gov'.

Application Statuses

- New Enterprise Application
 - Existing Enterprise Application
 - Request access to In-process Application (Pin necessary)
 - Request access to existing Enterprise
- [Instructor Application](#)

- In-process
- Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Actions
LR20170002	NewInstructor	drivertraining@dps.ohio.gov	8/1/2017			Draft	Ea32QbPI	Actions
NI20170010	NewInstructor	drivertraining@dps.ohio.gov	8/1/2017	drivertraining@dps.ohio.gov	8/1/2017	Draft	yb2BOzUB	Actions
NI20170054	NewInstructor	drivertraining@dps.ohio.gov	9/21/2017	drivertraining@dps.ohio.gov	9/21/2017	Draft	45nWOjzH	Actions
NI20170085	NewInstructor	drivertraining@dps.ohio.gov	9/28/2017	Admin	9/28/2017	In-Review	0KKDGIdn	Actions
NI20170095	NewInstructor	drivertraining@dps.ohio.gov	11/1/2017			Draft	HpHRKabV	Actions
NI20180001	NewInstructor	drivertraining@dps.ohio.gov	1/18/2018	drivertraining@dps.ohio.gov	1/18/2018	Submitted	K4a4KBpj	Actions

[Results](#) 1 - 26 of 26

Draft – The application can be viewed/edited and deleted by the application users. Draft allows an application to be started and later accessed as needed until submission

Submitted – The application is completed and has been electronically transmitted to the Driver Training Program Office. Application users may withdraw applications in this status but may not edit or delete

In-Review – The application is being reviewed by the Driver Training Program Office. Users may not edit, delete or withdraw the application

Incomplete – Items or clarifications are needed to complete the application. Application users may edit, view, and delete applications in this status

All completed applications will remain in the system for three years from the date of approval.

Request Access to In-Process Application

Every application initiated in DETS will be issued an application number and PIN. This information shall be shared with only those needing access to the application. For security concerns restrict access to only those requiring to sign off or modify an application.

OHIO Driver Training [Home](#)

New Enterprise Application Existing Enterprise Application Request access to In-process Application (Pin necessary) Request access to existing Enterprise

Instructor Application

In-process Completed

Application Number	Type	Created By	Created Date	Edited By	Edited Date	Status	Pin	Actions
AAO20170008	AddAuthorizingOfficial	drivertraining@dps.ohio.gov	7/27/2017	Admin	7/27/2017	In-Review	QKDjzhqN	Actions
AAO20170033	AddAuthorizingOfficial	drivertraining@dps.ohio.gov	11/1/2017			Draft	OWJPHKeK	Actions
AOW20170004	AddOwner	drivertraining@dps.ohio.gov	7/25/2017	drivertraining@dps.ohio.gov	9/25/2017	Draft	6PziT0oY	Actions
AOW20170005	AddOwner	drivertraining@dps.ohio.gov	7/27/2017	drivertraining@dps.ohio.gov	7/27/2017	Draft	q0gBqGw3	Actions
AOW20170010	AddOwner	drivertraining@dps.ohio.gov	8/10/2017	drivertraining@dps.ohio.gov	8/31/2017	Draft	ySSPXHKZ	Actions
AOW20170014	AddOwner	drivertraining@dps.ohio.gov	8/31/2017	drivertraining@dps.ohio.gov	8/31/2017	Draft	C3BHx1pH	Actions
AP20170034	AddProgram	drivertraining@dps.ohio.gov	9/25/2017	drivertraining@dps.ohio.gov	9/25/2017	Draft	yc4y3vS0	Actions
AS20170012	AddSchool	drivertraining@dps.ohio.gov	8/11/2017	drivertraining@dps.ohio.gov	8/11/2017	Draft	91QIFqv2	Actions
AS20170013	AddSchool	drivertraining@dps.ohio.gov	8/11/2017	drivertraining@dps.ohio.gov	8/11/2017	Draft	mOA7q4Vn	Actions
AS20170033	AddSchool	drivertraining@dps.ohio.gov	11/1/2017			Draft	VAX44j5T	Actions

1 2 3 > >> Results 1 - 10 of 26

services.dps.ohio.gov/DETS/Application/EnterEnterprise/Create © 2018 - Ohio Department of Public Safety. Contact US: (614) 466-3524 DriverTraining@dps.ohio.gov

1. Select the Request Access to In-Process Application link;
2. Enter in the Application and Pin number
Access will be granted immediately. You will then be able to find the application on the landing page.

Questions? Contact the Driver Training Program Office at (614)466-3524 or

drivertraining@dps.ohio.gov

Frequently Asked Questions

Q. The instructor is unable to sign off on the application.

A. The username/email id for the login must be the same as the email id provided in the application. The information in the system shall match exactly, including but not limited to, date of birth, full name, email, etc. Be advised that the use of upper and lower case spelling of the name does matter.

Q. When an instructor requests access to the application, do they have access to my enterprise?

A. No. The instructor only has access to the one application they have requested. The application number and pin provides limited access. Only the AO of the enterprise can grant further access to DETS.

Q. Why can't I move around in the application?

A. When an application is started, there is a flow that must be followed to make sure all information is provided and important information isn't missed. Always go back and make sure the information is true and accurate.

Q. I'm unable to upload all the supporting documents.

A. There are no more than 15 required types of supporting documents for applications. Double check the list and make sure you are uploading only the items needed. Combine all class rosters together in one document and upload. Do this with all like documents (e.g. route sheet, assessments, background checks, etc.). Make sure the documents are legible. If you must re-upload documents, delete the documents not needed and re-upload them.

Q. Why do I need to sign off on the application after submitting it the first time?

A. If your application is marked incomplete and you change any details in the instructor's personal information, the application must be signed again.