

Driver Training School Continuing Education Approval Request

Course providers can use this form to apply for approval of a distance education delivery method.
Send this completed form along with a course evaluation to:

Driver Training Schools
Department of Licensing
PO Box 435
Olympia, WA 98507-435

This is an application for:

- Original approval
 Renewal (course ID number _____)
 Addition of delivery method (course ID number _____)

Course description

TYPE OR PRINT Course title	
Number of clock hours	Delivery method

Provider/Course developer information

Name of provider/Course developer (<i>Last, First, Middle initial</i>)		School ID number (<i>if applicable</i>)	
Address (<i>number, street, and suite or room number</i>)			
City		State	ZIP code
(Area code) Daytime telephone number	(Area code) Fax number	email address	
Contact name		Contact (Area code) Telephone number	

Delivery method

Please answer all of the following, attaching additional sheets when necessary:

1. How will you provide an orientation session with a school instructor or an affiliated representative?

2. What hardware, software, or other technology will the provider use and the student need in order to effectively engage in the delivery and completion of the course material? Provide an assessment of the availability and adequacy of the equipment, software, or other technologies. If the instruction is computer-based, how will the course software address automatic shutdown after a period of inactivity?

Delivery method *(continued)*

- 3. How will security ensure that the student who receives course credit is the student who enrolled and completed the course? Both the school and the student must certify in writing that the student has completed the course and the required number of clock hours.

- 4. How can students contact instructors regarding any questions about the course?

- 5. Describe consistent and regular interactive events appropriate to the delivery method. The interactive elements must be designed to promote student involvement in the learning process and must directly support their achievement of the course learning objectives.

- 6. Describe how the course includes the same, or similar, informational content as a classroom-based course with the requisite number of clock hours of instruction.

- 7. Describe how you determined the number of clock hours requested.

- 8. Explain how mastery of the material is provided:
 - a. describe how the material is divided into major learning units and how the units are divided into instruction modules.

 - b. describe how the student's progress will be measured toward completion of the mastery requirement.

 - c. describe how the course will remedy an individual's learning deficiencies in each instruction module.

Course satisfaction of requirements

Driver training school courses must satisfy the requirements of WAC 308-108-080

Does this course satisfy the requirements of this WAC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicant certification

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place

X _____
Applicant signature