

## **Driver Training School Examiner Training Log Instructions**

All instructors providing knowledge and skills examinations must have **20 hours of training** by a Trainer of Trainers (TOT) that has their examiner endorsements. This is the first step for an instructor to meet the requirements of RCW 46.82.441(2)(e) to become an examiner. Driver training school instructors are required to meet the same qualifications as DOL employees, including education and training to become an examiner. The training consists of:

- **10 hours of classroom instruction** on the following:
  - ◆ This is the first step for an instructor to meet the requirements of RCW 46.82.441(2)(e) to become an examiner. Driver training school instructors are required to meet the same qualifications as DOL employees, including education and training to become an examiner.
  - ◆ Instructor Examiners' Guidelines and Requirements manual
  - ◆ Instructor Examiner Best Practices Tutorial Part 1 (You must pass the exams at the end of the tutorial with 100% and provide proof to the Driver Training School (DTS) Program.)
  - ◆ Instructor Examiner Best Practices Tutorial Part 2 (You must pass the exams at the end of the tutorial with 100% and provide proof to the Driver Training School (DTS) Program.)
  - ◆ Observation of the knowledge exam being administered
- **10 hours of behind the wheel instruction** in the following:
  - ◆ **5 hours observing a Trainer of Trainers (TOT)** deliver the skills test to an applicant
    - The trainee will observe from the back seat of the vehicle
    - The trainee will also score the test
    - The TOT will review the trainee's score sheet and provide corrective feedback at the end of each observation
  - ◆ **4 hours providing the skills test to a TOT** (not with an applicant); the TOT will ensure that:
    - The trainee has memorized all drive routes used by the school
    - The trainee says the verbiage verbatim (this can be read)
    - Instructions are given in time for the TOT to safely perform the maneuver
    - The top portion of the drive test score sheet is properly filled out (see Guidelines and Requirements manual section 7.4)
    - Scoring of each maneuver is accurate
    - The trainee properly debriefs the TOT after the skills test as if he were talking to an applicant
  - ◆ **1 hour providing the skills test to an applicant**
    - This portion of the training is done after the trainee completes the first 19 hours of training and has a complete mastery of the skills required to provide the test.
    - The TOT will ride with the trainee in the back seat and both will score the applicant.
    - The TOT will note any errors made by the trainee during the exam and discuss corrective measures privately with the trainee.
    - If the trainee makes too many errors on the exam scoring, the TOT will use his or her score and complete the debriefing of the applicant. The TOT will not sign off on the testing of the applicant's scores until the trainee is certified to conduct the testing on their own.

If the trainee is not able to deliver the skills test without error, additional training is required before the trainee is approved. The TOT will require the trainee to retrain on the areas that need improvement. The trainee will not continue testing applicants until the skills required to provide the testing is mastered.

**NOTE:** The program will periodically conduct audits of examiners on skills tests for competency, accuracy, skills, and abilities.

To accurately record the required training, a log is provided on page 2. This log must be completed before examiner training is approved. Send your log to the Driver Training School Program by email at [tse@dol.wa.gov](mailto:tse@dol.wa.gov) or fax to 360-570-4976.

## Driver Training School Examiner Training Log

Driver Training School instructors can use this form to report required training. Send this completed and signed training log to the Driver Training School Program by email at [tse@dol.wa.gov](mailto:tse@dol.wa.gov) or fax to 360-570-4976

### Applicant Information

Name <i>(Last, First, Middle initial)</i>		Instructor license number
Mailing address <i>(Address, City, State, ZIP code)</i>		
Residence address, if different from mailing <i>(Address, City, State, ZIP code)</i>		
(Area code) Home telephone number	Email	
Name of driving school where you are employed*		School license number

\*Attach a list of all school locations where you will be instructing.

### 10 hours of classroom instruction

Date	Start/End time	Areas covered

### 5 hours observing a Trainer of Trainers (TOT)

Date	Start/End time	Trainer of Trainers name	TOT initials

### 4 hours providing the skills test to a TOT

Date	Start/End time	Trainer of Trainers name	TOT initials

### 1 hour providing the skills test to an applicant while observed by a trainer

Date	Start/End time	Trainer of Trainers name	TOT initials

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

\_\_\_\_\_  
Date and place signed

**X**

\_\_\_\_\_  
Instructor/Trainee signature

**X**

\_\_\_\_\_  
Trainer of Trainers (TOT) signature