

# Certification

## What is certification?

School districts are required to certify to DOL that they are operating a TSE program, using qualified teachers, teaching the Required Curriculum and meeting the course delivery standards, as defined by OSPI, and retaining accurate records.

## What are the steps to certification?

1. Submit a completed TSE Program Approval Application and the OSPI/DOL School District Registration form to OSPI
2. OSPI TSE approves your program and instructors and submits approved application to DOL
3. After processing and approval, DOL will contact you

## What if there are changes to our program?

School districts are required to notify DOL when:

- An instructor and/or staff member is added or removed
- There are changes to the TSE Coordinator or school district contact
- They are requesting or terminating testing endorsements
- The program is closed

### Contact:

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# ESHB 1481

## What is ESHB 1481 all about?

In 2017, the Washington State legislature identified the need to establish consistency in the quality of driver training education in our state to reduce the number of young driver collisions.

The Office of the Superintendent of Public Instruction (OSPI) and the Department of Licensing (DOL) were tasked with establishing and maintaining a driver training Required Curriculum. In addition, DOL was given the responsibility and limited authority through ESHB1481 to audit all driver training education courses.

DOL and OSPI are working collectively to provide the best support and oversight possible of all driver training programs, as determined by statute. We look forward to working with our driver training programs and welcome your questions.



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(R/8/18)

Washington State  
Department of Licensing

ESHB 1481: What to expect

# Driver Training Schools

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dol.wa.gov

## Curriculum

### What is the Required Curriculum?

It identifies the key knowledge, skills, and awareness that all students should have by the time they complete any traffic safety education program in Washington.

### Does the Required Curriculum have lesson plans, quizzes, and other reference materials I need to teach the concepts?

No. Schools may choose from a variety of support materials to help them deliver the lessons.

### How do I implement the Required Curriculum into my program?

Read the “Getting Started with the Required Curriculum” guide on our website at: <https://www.dol.wa.gov>

### Does the Required Curriculum refer to how the material is taught?

No. All schools must follow applicable program regulation and rule found in WAC and RCW.

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## Audits

### What is an Audit?

An audit by a Department of Licensing auditor is a formal process to ensure requirements of Traffic Safety Education programs under RCW 28A.220.037 are being adhered to.

### Should I be worried?

Absolutely not! An audit is a great way to get a check up on how your program is doing relative to OSPI and DOL expectations.

### What happens during the audit?

The DOL Auditor will coordinate with the School District Coordinator to request a date and time to review the items to be audited. The Coordinator will work with you to gather the required records for the audit. Once completed the Auditor will provide helpful education on areas of concern to ensure the audit results are in compliance with requirements. The goal of the auditing program is to achieve voluntary compliance through education and support.

### How often will audits occur?

Generally, they will occur annually.

### Am I required to cooperate with the audit?

Yes, the requirements for the audit and the authority to conduct them is found in RCW 28A.220.037. Think of the audit as a tool to ensure you are providing the finest traffic safety education in the country!

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## Compliance

### What happens if there are violations in my audit?

DOL will send a letter of education as part of the progressive discipline process. Multiple letters of education for the same violation may result in a suspension.

### Can DOL revoke my traffic safety education program?

No, DOL only has the authority to suspend your school's access to the portal after progressive discipline process has been followed.

### What is the progressive discipline process?

This process is intended to give the traffic safety education provider an opportunity to come into compliance prior to being suspended. A corrective action plan can be considered for resolution and assist the provider in its efforts to maintain compliance.

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