DDS
Georgia Department Of Driver Services

Curriculum Application Checklist

PLEASE READ CAREFULLY, AS THE APPLICATION HAS BEEN RECENTLY REVISED

- ☐ All applicants—including partners, corporate officer(s), and/or controlling stockholders—must sign the Statement of Completion at the bottom of this page and include it with the application.
- ☐ All applicants—including partners, corporate officer(s), and/or controlling stockholders —are required to complete all sections of the application with the exception of Section 1, which only needs to be completed once. You may photocopy these sections accordingly.

FOR CLASSROOM/TEXTBOOK BASED CURRICULUM (DRIVER TRAINING/DRIVER IMPROVEMENT):

- ☐ Submit two copies of the curriculum.
- ☐ Submit copies of all multi-media presentation material used for student delivery (such as videos, DVDs and PowerPoint presentations).
- ☐ Submit a copy of Teacher/Instructor guidance material including, if applicable, discussion points or teacher's manual.
- ☐ Submit a detailed course syllabus.
- ☐ Provide the documentation requested in Section 4 of this application to demonstrate the curriculum is comprised of a minimum of 30 hours of content for Driver Training or 6 hours of content for Driver Improvement. Refer to the Driver Training Curriculum Standards Checklist (Form # RC-CURR-DT-401) or the Driver Improvement Curriculum Criteria Checklist (Form # RC-CURR-DI-401) for time calculation standards.
- ☐ Submit a completed Driver Training Curriculum Standards Checklist (Form # RC-CURR-DT-401) or Driver Improvement Curriculum Criteria Checklist (Form # RC-CURR-DI-401).

FOR VIRTUAL CURRICULUM (DRIVER TRAINING ONLY):

- ☐ Submit a completed Driver Training Curriculum Standards Checklist. (Form # RC-CURR-DT-401).
- ☐ Submit two copies of the curriculum or one set of printed screen shots of all components of the virtual curriculum.
- ☐ Submit a completed Virtual Driver Training Program Evaluation. (Form # RC-CURR-DT-402).
- ☐ Submit a URL, login, and password providing the same access as an enrolled student.
- ☐ Submit an administrative login and password for access to student logs and timers for audit purposes.

STATEMENT OF COMPLETION

I hereby certify that this application includes all documents which are required to be attached, for the approval as outlined above. I understand that an incomplete application or application lacking the necessary paperwork will result in my application not being processed.

Printed Name	Legal Signature	Date

Please submit application and all supporting documents to:
Georgia Department of Driver Services
Attn: Regulatory Compliance Division
2206 East View Parkway
Conyers, Georgia 30013

An application Drop Box is also available at the entrance of the Conyers Customer Service Center.

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Curriculum Application

SECTION 1: Applicant Information

Full Legal Name of the Company

Trade Name/DBA, if applicable

Physical Address | City | County | State | Zip Code

Mailing Address ☐ **Same as above** | City | County | State | Zip Code

Primary Phone Number | Secondary Phone Number | Facsimile Number

Email address | Website

Contact Name | Title | Phone Number | Email Address ☐ **Same as above**

☐ **I would prefer all correspondence be mailed to the mailing address above.**
Unless the box is checked, all correspondence will be emailed to the email address provided.

1.1 Is this company a corporation or limited liability corporation?
☐ Yes ☐ No

1.1.1 If you indicated "Yes" to question 1.1, have you applied for and successfully obtained a Certificate of Incorporation or Certificate of Authority from the Georgia Secretary of State?
☐ Yes ☐ No

1.1.2 If yes, list the names of all officers or controlling stockholders.

Name	Title/Position	Interest Held

1.2 Is this company jointly owned (partnership)?
☐ Yes ☐ No

1.2.1 If yes, list the names of all partners/owners.

Name	Title/Position

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Georgia Department Of Driver Services

SECTION 2: Applicant Qualifications

Last Name	First Name	Middle Name	Suffix	Title/Position

Date of Birth	Driver's License #	State of Issuance	Social Security #

Home Address	City	County	State	Zip Code

Mailing Address ☐ **Same as above**	City	County	State	Zip Code

Primary Phone Number	Secondary Phone Number

Email address

2.1 Are you a United States citizen?
☐ Yes ☐ No

2.1.1 If you answered "No" to question 2.1, are you legally present in the United States?
☐ Yes ☐ No

NOTE: Acceptable proof of citizenship or lawful presence may be required.

2.2 Are you currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

2.3 Do you have a spouse, dependent child, dependent stepchild, or dependent adopted child that is currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

SECTION 3: Course Properties

3.1 What is the marketed name of the course?

_____

3.2 What is the course program type?
☐ Driver Improvement/Defensive Driving Course
☐ Driver Training (Driver Education)

3.3 Approximately how long, measured in hours, is the course?

_____

3.4 How is the course delivered?
☐ Lecture only ☐ Lecture and student workbook ☐ Computer-based

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SECTION 4: *Content Verification*

Refer to the Driver Training Curriculum Standards Checklist (Form # RC-CURR-DT-401) or the Driver Improvement Curriculum Criteria Checklist (Form # RC-CURR-DI-401) for time calculation standards.

4.1 Provide the total word count for all written material to be read by the student. _____

4.1.1 On a separate page provide the total word count contained in each course module.

4.2 Provide the total time duration, in minutes, of all multimedia presentations, including all video clips, audio clips, and animated graphics contained in the course. _____

4.2.1 On a separate page provide the total multimedia time duration contained in each course module.

4.3 Provide the total number of all quiz, exam, and final exam questions presented to the student. If you use a question bank, count only the questions the student will be expected to answer. _____

4.3.1 On a separate page provide the total number of quiz and exam questions contained in each course module.

4.4 Provide the total number of charts and graphs contained in the course. _____

4.4.1 On a separate page provide the total number of charts and graphs contained in each course module.

SECTION 5: *Applicant Affirmation*

Under penalty of law, I do hereby swear or affirm that all the information I have provided herein is complete and accurate.

I will refrain from abusing alcohol or other drugs, and from using illegal drugs.

I will submit all reports and information as specified in the DDS rules and regulations and will allow DDS to examine and audit my program's books, records, and financial statements.

I hereby authorize the release to DDS of any information necessary for the evaluation of my application. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of requesting such information.

I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

_____

Legal Signature **Date**

Sworn to and subscribed before me
this ____day of _____20____.

(SEAL)

_____
Notary

Driver Improvement Curriculum Criteria Checklist

Curriculum providers seeking the Department's approval of a classroom-based driver improvement course must certify that their curriculum adheres to the Driver Improvement Curriculum Criteria (DICC) outlined in this document. The curriculum must be comprised of a minimum of **6 hours of content**. Upon completion of the course, the student should be capable of demonstrating an understanding of each key concept.

Note: Curricula submitted for approval must be original works of authorship. All content on the Department's website is copyright protected; any use without the Department's approval shall be considered copyright infringement and legal action may be taken. The source of crash and fatality data, material from studies, and statistics must be cited.

Instructions to Curriculum Providers
Curriculum providers are required to certify that their course of instruction adheres to the Department's criteria. Course material must be specific to Georgia traffic laws and Georgia licensing requirements. Courses written for other states or courses containing material specific to other states will not be reviewed.

Driver Improvement Curriculum Criteria (DICC)

After reviewing the standards herein, the curriculum provider should initial next to each statement, certifying the course covers all indicated concepts and areas of required instruction. **Any course not adhering to criteria, or failing to be specific to Georgia requirements, will be rejected.**

DICC 1

The course will provide the student with the knowledge to identity Georgia traffic laws.

Key concepts include:

a) roadway signs, signals, and markings;
b) right-of-way rules;
c) controlled and uncontrolled intersections;
d) vehicle headlights and signal usage;
e) High Occupancy Vehicle (HOV) lanes;
f) Super Speeder;
g) Georgia's Move Over law;
h) laws related to wireless communication devices.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 1.**

DICC 2

The course will provide the student with the knowledge to identity basic vehicle safety procedures.

Key concepts include:

a) pre-driving procedures;
b) vehicle control devices;
c) seating and hand position;
d) proper positioning of driver mirrors;
e) vehicle securing procedures.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 2.**

DICC 3

The course will provide the student with the knowledge to identity the different methods used to communicate presence and intentions with other roadway users.

Key concepts include:

a) vehicle position and driver action;
b) vehicle communication devices;
c) driver courtesy.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 3.**

DICC 4

The course will provide the student with the knowledge to identity the physiological and psychological effects of alcohol and other drugs and their impact on a driver's awareness of risks and involvement in collisions.

Key concepts include:

a) prescribed and over-the-counter medications;
b) illegal drugs;
c) effects of alcohol and other drugs on vision and space management;
d) synergistic effects of drugs;
e) alcohol elimination factors.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 4.**

DICC 5

The course will provide the student with the knowledge to identity the legal, health, and economic consequences associated with driving and using alcohol and other drugs.

Key concepts include:

a) Georgia DUI laws
b) Implied Consent Law
c) Blood Alcohol Concentration (BAC) levels for adults and teens;
d) loss of license, licensing restrictions, and other costs.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 5.**

DICC 6

The course will provide the student with the knowledge to identity the effects of fatigue and other physical conditions on driver performance.

Key concepts include:

a) short and long term physical and mental disabilities;
b) chronic health conditions;
c) sleep deprivation.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 6.**

DICC 7

The course will provide the student with the knowledge to identity distractions that contribute to driver error.

Key concepts include:

a) passengers and pets;
b) vehicle accessories;
c) wireless communication devices and other portable devices.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 7.**

DICC 8

The course will provide the student with the knowledge to identity how changes in the environment affect visibility and demonstrate an understanding of appropriate driver reaction to these risks.

Key concepts include:

a) driving at night;
b) smoke and weather-related conditions;
c) road conditions and construction.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 8.**

DICC 9

The course will provide the student with the knowledge to identity and avoid conflicts and reduce driving risks by managing visibility, time, and space.

Key concepts include:

a) using a space management process;
b) following interval concepts;
c) selecting gap and judging distance;
d) adjusting speed appropriately;
e) estimating passing time and space needs;
f) safety considerations when driving around tractor-trailers.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 9.**

DICC 10

The course will provide the student with the knowledge to identity the consequences of aggressive driving and other emotions that influence driving behaviors.

Key concepts include:

a) stress and anxiety;
b) anger management;
c) the relationship between aggressive driving and road rage.

____ **I certify the submitted curriculum adheres to the key concepts for DICC 10.**

DICC 11

The course will provide the student with the knowledge to identity the proper use of vehicle occupant protection features and how they reduce injury severity and increase collision survival.

Key concepts include:

a) active restraint systems;
b) passive restraint systems;
c) child restraint systems.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 11.**

DICC 12

The course will provide the student with the knowledge to identity the hazards and risks connected with sharing the roadway with:

a) pedestrians and animals;
b) bicycles and motorcycles;
c) tractor trailers, trucks, and construction vehicles;
d) sport utility vehicles, recreation vehicles, and trailers;
e) emergency vehicles;
f) funeral processions;
g) passenger and school buses;
h) farm machinery and horse drawn vehicles.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 12.**

DICC 13

The course will provide the student with the knowledge to identity the legal, health, and economic consequences and responsibilities associated with the driving privilege.

Key concepts include:

a) vehicle insurance;
b) licensing procedures;
c) driver's license point system;
d) suspension, cancellation or revocation of driver's license;
e) consequences of speeding, distracted driving, and aggressive driving.

____ **I certify the submitted curriculum adheres to the key concepts required for DICC 13.**

_____

Name **Company (dba)** **Title**

_____ _____

Legal Signature **Date**