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.

DDS
Georgia Department Of Driver Services

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

DDS
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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Georgia Department Of Driver Services

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 Training Curriculum Standards Checklist

With the passage of Senate Bill 226, the Georgia Department of Driver Services has the authority to approve programs and curricula for driver education. Curriculum providers seeking DDS approval of a classroom program or virtual (online) driver training program must certify that their program adheres to the Driver Training Curriculum Standards (DTCS) outlined in this document. Upon completion of the course, the student should be capable of demonstrating an understanding of each key concept.

Every curriculum, classroom or virtual, must be comprised of a minimum of 30 hours of content.

Use the following standards for time calculations:

- Word count - divide number of words by 180 to determine number of minutes.
- Charts and graphs – count each one as one minute.
- Quiz/test questions - count each one as 1.5 minutes.
- Multimedia presentations (including all video clips, audio clips, and animated graphics) - count each one as its actual running time. Multimedia presentations are limited to 10% of total course time.

Note: Curricula submitted for Department 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.

Instructions to Curriculum Providers

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

Virtual curriculum providers must also complete the Department's Virtual Driver Training Program Evaluation form. Only interactive web-based programs will be considered. ***CD- ROM programs are not acceptable.***

Driver Training Curriculum Standards (DTCS)

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 these standards, or failing to be specific to Georgia requirements, will be rejected.**

DTCS 1

The student will demonstrate an understanding of Georgia traffic laws, licensing procedures, teen driving laws and other responsibilities associated with the driving privilege.

Key concepts include:

a) licensing requirements and types of licenses;
b) the motor vehicle section of the *Code of Georgia*;
c) requirements outlined in TADRA (Teen and Adult Driving Responsibility Act) and Joshua's Law.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 1.**

DTCS 2

The student will demonstrate an understanding of basic vehicle operating procedures.

Key concepts/skills include:

a) pre-driving procedures;
b) starting procedures (automatic and manual transmissions);
c) vehicle information, warning, and control devices;
d) vehicle securing procedures.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 2.**

DTCS 3

The student will recognize the effects of momentum, gravity, and inertia on vehicle control and balance, and the relationship between kinetic energy and force of impact.

Key concepts/skills include:

a) seating and hand position;
b) steering, braking, and acceleration;
c) compensating for shifts in vehicle load (from side to side, front to rear, and rear to front) that affect vehicle performance;
d) types of collisions — head-on, near-frontal, broadside, rear-end, rollover, sideswipe.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 3.**

DTCS 4

The student will demonstrate the ability to manage visibility, time, and space to avoid conflicts and reduce driving risks.

Key concepts/skills include:

a) synthesizing information visually from the driving environment, using a space management process;
b) following interval concepts;
c) selecting gap and judging distance;
d) estimating passing time and space needs.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 4.**

DTCS 5

The student will demonstrate appropriate adjustments when approaching controlled and uncontrolled intersections, curves, railroad crossings, and hills with line-of-sight or path-of-travel limitations.

Key concepts/skills include:

a) roadway signs, signals, and markings;
b) right-of-way rules;
c) slope/grade of terrain;
d) vehicle position.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 5.**

DTCS 6

The student will identify the characteristics of an expressway and apply risk-reducing expressway driving strategies.

Key concepts/skills include:

a) entering, merging, integrating into, and exiting from traffic flow;
b) managing interchanges;
c) selecting vehicle position and changing lanes.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 6.**

DTCS 7

The student will demonstrate the ability to communicate presence and intentions with other highway transportation users.

Key concepts/skills include:

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

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 7.**

DTCS 8

The student will analyze and describe 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 and/or skill instruction required for DTCS 8.**

DTCS 9

The student will identify and analyze the legal, health, and economic consequences associated with driving and using alcohol and other drugs.

Key concepts/skills include:

a) positive and negative peer pressure;
b) Implied Consent and Blood Alcohol Concentration (BAC) levels for adults and teens;
c) school attendance and school conduct infraction violations;
d) loss of license, licensing restrictions, and other costs.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 9.**

DTCS 10

The student will recognize 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 and/or skill instruction required for DTCS 10.**

DTCS 11

The student will analyze 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) circadian rhythms;
d) sleep deprivation.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 11.**

DTCS 12

The student will identify distractions that contribute to driver error.

Key concepts include:

a) passengers and pets;
b) passenger restrictions for provisional license;
c) vehicle accessories;
d) cell phones and other portable technology devices.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 12.**

DTCS 13

The student will identify changes in the environment that affect visibility and traction and demonstrate an understanding of appropriate driver reaction to these risks.

Key concepts/skills include:

a) driving at night;
b) smoke and weather-related conditions;
c) road conditions and construction;
d) vehicle stability and traction control systems.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 13.**

DTCS 14

The student will demonstrate an understanding of the proper use of vehicle occupant protection features and analyze how they reduce injury severity and increase collision survival.

Key concepts/skills include

a) active restraint systems;
b) passive restraint systems;
c) child restraint systems;
d) highway safety design.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 14.**

DTCS 15

The student will identify and evaluate emergency response strategies to reduce collision severity or avoid a collision in high-risk driving situations.

Key concepts/skills include:

a) evasive maneuvers, using brake and steering combinations;
b) off-road recovery;
c) front and rear traction control.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 15.**

DTCS 16

The student will identify and describe the performance characteristics of other road users and apply problem solving skills to minimize risks when 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 and/or skill instruction required for DTCS 16.**

DTCS 17

The student will compare vehicle braking systems and explain proper braking techniques for various weather and roadway conditions.

Key concepts/skills include:

a) small and large vehicle conventional brake systems;
b) two and four-wheel anti-lock brake systems (ABS).

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 17.**

DTCS 18

The student will analyze how preventive maintenance reduces the possibility of vehicle failures and recognize the warning signs that indicate the need for maintenance, repair, or replacement.

Key concepts/skills include:

a) vehicle warning devices;
b) lights and signals;
c) steering and suspension systems;
d) tires and braking systems;
e) fuel and ignition electronics.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 18.**

DTCS 19

The student will identify and describe the legal aspects and calculate the financial responsibilities associated with purchasing, operating, maintaining, and insuring a motor vehicle.

Key concepts include:

a) insurance coverage;
b) title and vehicle registration;
c) Clean Air Force requirements;
d) crash involvement.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 19.**

DTCS 20

The student will demonstrate competency in map reading and trip planning skills.

Key concepts/skills include:

a) destination driving;
b) trip planning techniques.

____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 20.**

_____

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

_____ _____

Legal Signature **Date**

Virtual Driver Training Program Evaluation

Virtual driver training programs should be composed of 3 distinct components.

1st is the course content.
This is the cornerstone. Course content must adhere to all DDS curriculum standards (**see Driver Training Curriculum Standards Checklist, Form RC-DT-401**). However, specific course content is not examined in detail in this form, as it falls under the review and approval process.

2nd is the course delivery system.
This is how the course content is presented to the students. The program must be capable of delivering the material in a manner that is easy to use and effective. The delivery system must guide students through the course, while assisting them in achieving the required level of proficiency (70%).

3rd is the monitoring and recording system.
This is the most critical of the three components. It is used to determine whether a student meets the 30-hour requirement for classroom instruction required by Georgia law, and reaches the required level of proficiency. It is also used to create and manage the required records.

Note: CD-ROM courses are NOT virtual classroom programs; they are computer-assisted instruction programs designed for mail-in or hand-in assignments. This type of program is not interactive and is primarily used in a physical classroom where only the student's time of attendance is monitored.

Curriculum Name_____

Company Name_____

URL, Login & Password (if available)_____

_____

Evaluate each of the three program components and rate them accordingly.

- The evaluation indicators are: Excellent, Good, Satisfactory, Poor, and Not Available.
- Some items have check boxes to identify specific features. You should check the boxes consistent with the program's functionality.
- After identifying any specific features and evaluating each item, check the indicator at left that best describes the item's features and functionality.

Excellent	Good	Satisfactory	Poor	Not Available	**1. Course Content** Unlike a physical classroom where limited numbers of students participate in a variety of activities and the time spent is all-inclusive, the content in a virtual program must stand alone and completely fulfill the time requirement (**see Driver Training Curriculum Standards Checklist, Form RC-DT-401**). **Note:** all material below is virtual, or online.		
					Textbook		
					Workbooks		
					Study Sheets		
					Quizzes	☐ auto correcting	☐ manual correcting
					End of Module Tests	☐ auto correcting	☐ manual correcting
					Final Exam	☐ auto correcting	☐ manual correcting

Virtual Driver Training Program Evaluation

Excellent	Good	Satisfactory	Poor	Not Available	**2. Course Delivery** The program must be structured to provide easy navigation for students and maximize their visual and intellectual capabilities. Achieving set proficiency requirements helps students increase retention and comprehension.
					Security
					Secure Login ☐ ID ☐ Password
					Course Materials
					General - Provides a self-teaching mode that permits students to work at their own pace and gain the most from the material presented.
					Textbook – provides students with a standard of learning that will serve as a focal area, helping to maximize the effectiveness of the course content, and allowing all students to benefit from standardized direction.
					Workbook – tests a student's comprehension of the material presented.
					Quizzes/Tests/Final Exam • Auto-correcting, giving the student immediate results.
					• Requires 70% proficiency level before advancing to the next level, ensuring that students understand the material presented.
					• Limits number of attempts per day; prevents students from taking unlimited numbers of the same test.
					• Randomly positions/replaces questions, forcing students to be prepared and eliminating cheating by copying previous answers.
					Student Tools
					Textbook Viewer – Allows material to be reviewed as many times as needed, helping students achieve the proficiency required for successful completion.
					Workbook Viewer • Allows answering workbook questions online.
					• Provides capability to review workbook scores. Incorrect answers are linked to textbook page (screen) to allow students to revisit question material.
					• Provides capability to return and edit answers if below 70% proficiency requirement.
					Testing • Provides capability to review test scores.
					• Links incorrect answers to textbook page (screen) so students can revisit question material.
					• Allows for retaking quizzes, tests, and final exam.
					Student Help • Internal messaging system for questions and teacher help.
					• E-mail messaging and assistance.
					• Live help via text chat for computer and/or program problems.
					• Toll-free phone line for voice assistance.

3. Monitoring and Recording

A virtual driver training program must have a method of validating the 30-hour course requirement. The program must have an accurate date/time monitoring system, student recordkeeping system, student evaluation system, and a reporting system. The reporting system must provide overall program statistics and analysis.

Recorded	Not Recorded	*a. Date/Time Monitoring*	
		Function	**Comments**
		LOGIN Records student login date and time. Allows the teacher to see when a student is online, aids in evaluating the student's effort.	**Not accurate** for timing purposes. Students can leave their computers on for extended periods without working on the course.
		LOGOUT Records date and time of logout. Ensures all records are properly closed.	**Not accurate** for timing purposes. Only functions if student logs out properly. Students can simply close their internet browser without logging out.
		Textbook • Records date/time, time spent on each page.	Must include all features listed or will not be accurate for timing purposes. Must have a time out feature to compensate for extended periods of idle time and/or students' failure to logout.
		• Flags pages with inappropriate time.	
		• Times out page when left idle.	
		Workbook • Records date/time, time spent on each page.	
		• Flags pages with inappropriate time.	
		• Times out page when left idle.	
		Quizzes • Records date/time started.	
		• Records date/time ended.	
		• Calculates total time.	
		• Times out when left idle.	
		End-of-Module Tests • Records date/time started.	
		• Records date/time ended.	
		• Calculates total time.	
		• Times out when left idle.	

Recorded	Not Recorded	a. Date/Time Monitoring (contd.)	
		Function	**Comments**
		Final Exam • Records date/time started.	Must include all features listed or will not be accurate for timing purposes. Must have a time out feature to compensate for extended periods of idle time and/or students' failure to logout.
		• Records date/time ended.	
		• Calculates total time.	
		• Times out when left idle.	
		Student/Teacher Communications Records communications and calculates student's time to review information from teacher.	Allows monitoring for inappropriate communications
		Administrative Communications Records communications between students and administrative personnel.	

Excellent	Good	Satisfactory	Poor	Not Available	b. Student Records
					Textbook Activities (logs record date and time) • Pages read are logged and categorized by module.
					• Student's time on each page is logged. Time is logged and categorized by page and module viewed.
					• Total textbook log calculates totals of all pages – adjusts for time out errors of prolonged/idle pages.
					Workbook Activities (logs record date and time) • Pages read are logged.
					• Student's time on each page is logged. Responses are: ☐ Saved ☐ Auto-corrected ☐ Reviewable by teacher
					Quiz Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time
					End-of-Module Test Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time
					Final Exam Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time

Virtual Driver Training Program Evaluation

Excellent	Good	Satisfactory	Poor	Not Available	c. Student Evaluation
					"Student Needs Extra Attention" notification.
					View Textbook Logs ☐ Dates accessed ☐ Total Time Viewed ☐ Inadequate Time Warning
					View Workbook Logs ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View ALL Quizzes ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View ALL Tests ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View Final Exam (All Attempts) ☐ Dates ☐ Times ☐ Answers ☐ Scores

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