



Georgia Department of Driver Services
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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified Risk Reduction Program Owners
FR: Kecia Bivins, Division Director of Regulatory Compliance
DA: July 7, 2014
RE: New Definition of the Educational Requirement for RRP Instructors

In an effort to pursue DDS' goal of continuous process improvement, the Regulatory Compliance Division has re-evaluated some of our processes and we are pleased to announce that we now consider an associate's degree to be an "undergraduate degree." According to the U.S. Department of State, Education USA, and several other entities, an undergraduate degree is a program leading to an associate's (2 year) or bachelor's (4 year degree).

Effective June 9, 2014, Risk Reduction Instructor Applicants who possess an associate's degree, bachelor's degree or graduate degree from an accredited college or university are eligible under Rule 375-5-6-.06. The education and work experience requirements for Instructors are outlined below:

METHOD #1	Undergraduate or graduate degree from an accredited college or university in a human services related field including, but not limited to: Education, Chemical Dependence Administration, Community Mental Health, Counseling/Guidance, Criminal Justice, Nursing/Medicine, Occupational Therapy, Psychology, Social Work, Sociology, Rehabilitation Counseling, Vocational Counseling, etc. <i>No additional documentation required.</i>	
METHOD #2	Undergraduate or graduate degree from an accredited college or university in any field of study	<u>PLUS</u> 2 years of documented work experience (20 hours per week or more) as a teacher, counselor, or trainer.
METHOD #3	Undergraduate or graduate degree from an accredited college or university in any field of study	<u>PLUS</u> 3 years documented part-time experience as a teacher or trainer.
METHOD #4	At least 2 years of full-time work experience as a licensed, certified, or credentialed substance abuse counselor <i>and</i> a copy of high school diploma, or GED.	<u>PLUS</u> 6 months of documented experience as a group counselor or group facilitator.

Thank you for your continued help in enhancing the integrity of our regulated driver safety programs. With that being said, our staff looks forward to assisting and answering any questions you may have regarding this new definition. We may be reached by phone at 678-413-8745 or via e-mail at reginfo@dds.ga.gov.