



Georgia Department of Driver Services
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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified Risk Reduction and Driver Improvement School Owners
FR: Kecia Bivins, Division Director of Regulatory Compliance
DA: February 18, 2013
RE: Reminder of the April 1, 2013 OCRA Conversion Deadline

The purpose of this correspondence is to remind you of the **April 1, 2013 deadline** by which to get your school *trained and utilizing* O.C.R.A. II. The Online Certification Reporting Application is a web based program created by DDS in partnership with school owners to standardize Certificates of Completion and update students' driving records. This technology upgrade provides more secure and efficient information management for faster reporting, tracking and problem resolution.

O.C.R.A. II has been available since March 2012 and more than 89% of the Risk Reduction and Driver Improvement schools have been trained. Schools that attend the OCRA II training on or after January 1st have an **April 1, 2013 deadline to start using the program**. Last November, we informed schools of the deadline.

Schools that have already transitioned to OCRA report that they like the program because "it eliminates redundancies and saves valuable time." Even those who aren't computer savvy have said, "If I can do it, anyone can!" Our goal is to ensure that ALL schools are taking advantage of this cost savings initiative.

PAPER CERTIFICATES:

Please be advised, that paper Certificates of Completion will not be available after April 1, 2013. However, paper *Replacement Certificates* will remain in use for those students who received certificates prior to you transitioning to OCRA. You will need to notify your Compliance Analyst to arrange a pick up of any un-used paper Certificates of Completion.

TRAINING RESERVATIONS:

It is urgent that schools that have not been trained contact us to schedule their OCRA II Training. There are only a few training opportunities remaining. Make your training reservation today by downloading the **OCRA II Training Reservation Form** from the Regulated Programs page of the DDS website: www.dds.ga.gov. Please be advised that space is limited to two representatives per school.

REFRESHER TRAINING:

Schools that have already attended training, but have not started using OCRA II, may take advantage of our online **OCRA Refresher Course**. This refresher training is a narrated power point presentation that will provide an overview of OCRA, answer frequently asked questions, and assist you in getting re-acclimated with the program. To view the refresher training you may click this link: [DDS OCRA Refresher Course](#)

All schools must be utilizing OCRA II no later than April 1, 2013. The Department's staff is able to assist you and answer any questions leading up to the established deadline. We may be reached by phone at 678-413-8745 or by e-mail at reginfo@dds.ga.gov.