



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, Director of Regulatory Compliance Division  
DA: November 9, 2012  
RE: OCRA Conversion Deadlines: **December 31, 2012** and **April 1, 2013**

The purpose of this correspondence is to inform you of important dates 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 70% of the Risk Reduction and Driver Improvement schools have been trained. Prior to this memorandum, OCRA II conversion has been on a voluntary basis. Effective today, we have instituted **two deadlines** to ensure that ALL schools are taking advantage of this cost savings initiative.

**DEADLINES:**

- ✓ Schools that have *already attended* OCRA II training or that will go attend training by the end of this calendar year have a **December 31, 2012 deadline to start using the program.**
- ✓ Schools that *will attend* OCRA II training on or after January 1<sup>st</sup> have an **April 1, 2013 deadline to start using the program.**

**PAPER CERTIFICATES:**

Please be advised, that paper Certificates of Completion will no longer 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 strongly recommended that schools that have not been trained contact us to schedule their OCRA II Training. 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](http://www.dds.ga.gov). Please be advised that space is limited to two representatives per school.

Schools that have already attended training, but have not started using OCRA II, may request a **Refresher Course** by contacting us. We can be reached by phone at 678-413-8745 or by e-mail at [reginfo@dds.ga.gov](mailto:reginfo@dds.ga.gov).

The Department's staff is willing to assist you and answer any questions you may have leading up to the established deadlines. As always, it is our goal to provide faster, friendlier, and easier service to the citizens of Georgia.