

## 8 HOUR ONLINE DRIVER MANUAL CURRICULUM VENDOR APPLICATION

**Purpose:** Use this form to apply for DMV approval to offer an Online Driver's Manual Course.

**Instructions:** Return completed application to the Commercial Licensing Work Center at the above address.

### APPLICATION INFORMATION

CURRICULUM/COURSE NAME

### APPLICANT INFORMATION

APPLICANT NAME (Print) (last, first, mi, suffix)

TITLE

### REPRESENTATIVE INFORMATION (authorized to act on behalf of owner)

REPRESENTATIVE FULL LEGAL NAME (last, first, mi, suffix)

TITLE

TELEPHONE NUMBER

( )

MANAGER/ADDITIONAL REPRESENTATIVE FULL LEGAL NAME (last, first, mi, suffix)

TITLE

TELEPHONE NUMBER

( )

### CONTACT INFORMATION

CONTACT PERSON FULL LEGAL NAME (If different from applicant/representative) (last, first, mi, suffix)

TELEPHONE NUMBER

( )

EMAIL ADDRESS (if applicable)

FAX NUMBER

( )

### BUSINESS OPERATIONS INFORMATION

NAME OF DRIVER TRAINING SCHOOL

DRIVER TRAINING SCHOOL CODE

□	□	□	-	□	□	□	□
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BUSINESS ADDRESS

CITY

STATE

ZIP CODE

MAILING ADDRESS (if different from above)

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

FAX NUMBER (if applicable)

OFFICE HOURS

EMAIL ADDRESS (if applicable)

( )

( )

AM

PM

FEDERAL IDENTIFICATION NUMBER/CUSTOMER NUMBER

BUSINESS LICENSE NUMBER

WEBSITE ADDRESS (if applicable)

### CERTIFICATION

I hereby make application for approval of an online driver's manual course curriculum. I understand that, if approved, I am subject to current statutes and regulations pertaining to a driver training school. By signing this document, I certify that I am a vendor or designated representative of a vendor and that I am authorized to enter into binding agreements. I understand that this application shall become valid upon signing. Either party may terminate this agreement by giving written notice within 30 working days. I understand that submitting false or inaccurate information pursuant to this application may result in suspension, cancellation or revocation of the vendor agreement.

I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

APPLICANT NAME (print)

APPLICANT SIGNATURE

DATE (mm/dd/yyyy)

### DMV USE ONLY

CLERK STAMP

APPLICATION APPROVED DATE (mm/dd/yyyy)

APPLICATION DENIED DATE (mm/dd/yyyy)

**ONLINE DRIVER'S MANUAL COURSE REQUIREMENTS**

Upon submission of this signed application, the owner or authorized representative of the online driver training school agrees to meet the following requirements.

**Applicant Must:**

- Be currently licensed as an online driver training school.
- Develop and provide DMV with online access (including user name and password) to the Driver Manual Course to evaluate applicable samples of the course offered.
- Provide the course and related program materials using media which allows full access to the course by the hearing impaired, and others requiring accommodation under the Americans with Disabilities Act.
- Establish a help desk that is guaranteed to be accessible for the student during reasonable periods of time daily; and, shall guarantee the student toll-free phone access to assistance from a person and/or provide online responses to inquiries and/or assistance with the technical content of the course.
- Ensure that the certificate of completion is issued to the same person who took the course.
- Provide documentation identifying all validation sources that will be used to ensure that the student is the person actually completing the course.
- Ensure design of the course is suited for computer-based training for persons with minimal keyboarding skills, or computer competencies.
- Ensure that the curriculum is designed to include feedback that is relevant to the student's responses. Feedback must be correct and timely.
- Ensure that the curriculum design allows the student the ability to review previously completed modules.
- Ensure that the curriculum design allows the course to be taken in increments.
- Ensure that the curriculum design prohibits students from advancing to the next section or to the end of the course without spending the required time on each topic.
- Have the ability to receive an electronic notification when the student has successfully completed the course prior to the issuance of the certificate of completion.

**Course/Curriculum Content**

- The course shall be no less than eight hours in length.
- The curriculum must be solely based on the most current version of the Virginia Driver's Manual.
- The information used in course materials must be accurate, presented clearly, and logically.
- Current Virginia statistics must be used when statistics are presented.
- The course materials must clearly define the purpose, goals, and objectives of the program. The purpose should be concisely stated, with specific components.
- The course must be presented at a sixth grade reading and comprehension level.

**Note: Course/curriculum content must be approved by DMV prior to use.**

**Web Site Requirements**

- Online registration portal must:
  - Display the name of the online driver training school
  - Have secure internet/Wi-Fi connection
  - Post the fee for taking the online course
  - Provide instructions for completing the online course
  - Provide fields to enter the following student information:
    - Full legal name (first, middle and last), no nicknames
    - DMV-issued customer number
    - Email address

- Post the following statements on the online school's web site:
  - **Statement:** In order to benefit from the course, you must be able to work independently and be comfortable with using a computer.
  - **Statement:** The online driver's manual course must be completed through a DMV-licensed online driver training school.
  - **Statement:** The online driver's manual course is an eight-hour course based on the *Virginia Driver's Manual* and is designed to better prepare individuals for the general knowledge test. The course must be completed in its entirety prior to the issuance of a certificate of completion.
  - **Statements:**
    - **Under age 18** - You must retake the classroom component of driver education (consisting of 36 50-minute classroom sessions). If you wish to take the online eight-hour Driver's Manual course, in the classroom or online, you must provide proof of having completed the classroom component of driver education before you are allowed to enroll in the Driver's Manual course.
    - **Age 18 or older** - You must either take the classroom component of driver education (consisting of 36 50-minute classroom sessions) or complete an eight-hour Driver's Manual course in the classroom or online.
  - **Statement:** The certificate of completion must be printed on 8½" x 11 plain white bonded paper. DMV will not accept certificates printed on color or special designed paper or paper with any form of advertisement on the front or back of the certificate. DMV will not accept any certificates that have been altered in any way.
  - **Statement:** DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have any comments or concerns about this course, call our toll-free number: (1-877-885-5790).

#### **Online Certificate of Completion Requirements**

- Applicant must be able to create an "*Electronic Re-Examination Certificate of Completion (DTS CE)*" that contains the same information and is in the same format as the facsimile **provided by DMV**.
- Applicant must complete and issue the DTS CE as provided in the "*Instructions for Completing the Electronic Re-Examination Certificate of Completion (DTS CE-I)*".
- Applicant must not add any other information about the school other than the information identified on the certificate.
- Applicant must ensure that all fields requiring information are fillable.
- Applicant must be able to save a copy of the *DTS CE* on the school's designated computer and retrieve it to provide a copy of certificate should the form be lost, misplaced or stolen without editing the information on the certificate.
- Applicant must have security settings that will prevent others from editing the information on the certificate once issued.
- Applicant must ensure that when printed, the certificate displays the watermark word, "**SECURED**", across the bottom of the form. The font must be "Times New Roman". The font size must be at least 44.
- Applicant must ensure that the form is "password protected" to prevent the file from being opened and viewed by anyone who finds the PDF.
- Applicant must ensure that only after completion of the course, an electronic certificate can be sent to the student's email address.
- Applicant must be able to automatically create a 5-digit certificate number that is displayed on the certificate linking the certificate to the specific student upon issuance.

**Note:** The *Electronic Re-Examination Certificate of Completion (DTS CE)* must be reviewed and approved by DMV prior to use.

### **Electronic Email Message**

Vendor must e-mail the *Electronic Re-Examination Certificate of Completion (DTS CE-I)* to the student using the email address provided by the student taking the course in the "Registration" portal on the driver's training school website. The e-mail message must contain the following information:

- E-mail address of the driver training school where the student signed up to complete the course
- E-mail address of the student that completed the course
- Subject: 8 Hour Online Driver's Manual Course
- Message:  
"Your electronic certificate of completion is attached which indicates that you successfully completed an 8 hour Online Driver's Manual Course. You must present the physical certificate of completion at a DMV customer service center to be eligible to take the general knowledge test a fourth time and thereafter."

### **IMPORTANT INFORMATION**

- DMV will not accept this certificate if the date of completion is before the third failure.
- DMV will not accept this certificate of completion if it has been altered.
- DMV will only accept the physical certificate of completion.
- The certificate of completion must be printed on 8 ½" x 11" plain white bonded paper. DMV will not accept certificates printed on color or special designed paper or paper with any form of advertisement on the front or back of the certificate. DMV will not accept any certificates that have been altered in any way.

### **Reports**

Upon request, applicant must be able to provide DMV with true copies of all records pertaining to annual, periodic or special reports regarding student's completion of the course in a manner prescribed by DMV in accordance with § 46.2- 1704.4 of the Virginia Code.

### **Student Records to be Maintained**

A file must be maintained for each student completing an 8 hour online driver's manual course with:

- The "Proof" of previous completion of 36 50-minute periods of the classroom component of driver's education prior to taking the Virginia Online Driver's Manual Course for **Customers Younger Than Age 18**.
- The "Proof" of course completion from the vendor prior to issuance of the Electronic Re-Examination Certificate of Completion (DTS CE).
- The DTS CE issued after the third failure.
- The email notification to the student with the attachment of the DTS CE regarding completion of the course.

### **Audit and Compliance**

- Any deficiencies or matters needing correction will be identified during the licensure period and during a DMV audit and reported to the curriculum vendor. DMV will retain the sole authority and discretion to determine whether an online driver training school is compliant or non-compliant; and, in its sole discretion shall issue a notice of non-compliance upon the determination that an online driver training school is non-compliant.
- Provide DMV with on-line access (including username and password) to be able to conduct audits to ensure compliance with established requirements.
- Comply with all statutes or regulations governing the practice of a driver training school. Upon written notice from DMV that an online driver training school is non-compliant, the school will have thirty (30) days to complete corrective actions. If the school fails to make the corrections, DMV may deem the school non-compliant and issue a notice of suspension, or revocation of DMV approval.
- Within thirty (30) days of receiving written notice from DMV that the school's license is under suspension, cancellation or revocation, the Vendor shall terminate the online school's operation until after receiving notice from DMV that the sanction is lifted, or that the school's license has been re-instated. All administrative hearings shall be conducted in accordance with DMV policy and procedures.