

JESSE WHITE, Secretary of State
DRIVER TRAINING SCHOOL APPLICATION FOR TEEN LICENSE

NAME OF PERSON TO CONTACT REGARDING THIS APPLICATION
APPROVAL YEAR JANUARY 1, 20 _____ THROUGH DECEMBER 31, 20 _____
NAME OF SCHOOL
CHIEF ADMINISTRATOR(S) (Include Title)

This application is
 Original Approval
 Renewal of Previous Approval

MAIN OFFICE AND CLASSROOM ADDRESS

STREET		CITY
COUNTY	ZIP	PHONE

BRANCH OFFICE(S) AND CLASSROOM(S) ADDRESS

STREET		STREET	
CITY	COUNTY	CITY	COUNTY
ZIP CODE	PHONE	ZIP CODE	PHONE

SECTION A: CURRICULUM

The following numbered exhibits must be attached to satisfy the minimum instructional program requirements: If a renewal and exhibits are presently on file, please print OF (on file) and initial.

- _____ A-1. One copy of the current outline covering the topics to be taught in the “classroom phase” of instruction. This outline must be approved by the Illinois Secretary of State. Substantial changes or revisions to the outline must likewise be approved. The course must include:
 - _____ a. Classroom instruction that includes not less than 30 class hours, instructional periods are to be no longer than two (2) hours daily with meetings distributed regularly throughout the minimum of four complete weeks;
 - _____ b. A maximum number of students that does not exceed 30 per class for classroom instruction;
 - _____ c. Classroom instruction subject matter relating to the rules of the road, safe driving practices, pedestrian safety, driver responsibility, theory of driving, defensive driving techniques, behavioral characteristics of drivers, auto insurance and financial responsibility, development of perception for driving, emergency situation procedures, and the use of automobile safety devices.

- _____ A-2. One copy of the current outline covering the topics to be taught in the “behind-the-wheel phase” of instruction. This outline must be approved by the Illinois Secretary of State. Substantial changes or revisions to the outline must likewise be approved. The course must include:
 - _____ a. Evidence that laboratory instruction does not begin until such time as the student is enrolled in a classroom program of driver education and possesses the basic information required for safe operation of a vehicle in traffic. At least four (4) hours of classroom instruction must be given before in-car lessons are started;
 - _____ b. Evidence that each student has in possession a valid instruction permit issued by the Secretary of State when engaged in vehicle operation;
 - _____ c. Evidence that not less than two nor more than four students are to occupy the car with an instructor when instruction is in progress;
 - _____ d. Evidence that student driving experiences are for periods of not more than 90 minutes for each student per session;
 - _____ e. Evidence that accumulation of six (6) hours of practice driving shall be distributed regularly throughout a minimum of two complete weeks;
 - _____ f. Evidence that a minimum of six (6) hours of observation time in the car is achieved;
Exception: If it is obvious that a student becomes disturbed by having an observer in the car while he is behind-the-wheel, or when a parent requests that observers be excluded, or when the level of a student’s achievement is so low as to probably be embarrassing in the presence of an observer, the behind-the-wheel lesson may be given privately.
 - _____ g. Evidence that lesson time or practice driving time is not used to call for, deliver, or dismiss other students to their homes or pick up points;
 - _____ h. Evidence that practice driving instruction includes actual experience in starting, stopping, shifting, turning, backing, parking, steering and emergency situation procedure in a vehicle equipped according to the regulations.

SECTION B: STUDENT INFORMATION

Attach numbered exhibits that show how the school provides/assumes:

- _____ B-1. Evidence of satisfactory driver education course completion verifying that each student has achieved the minimum competencies which satisfy course objectives and eligibility for the Illinois Driver Education Certificate of Completion.
- _____ B-2. A regular schedule of classroom testing measuring student progress in acquiring information, knowledge and skills. Criteria for passing or failing the course must be evident to the students and successful completion clearly defined.
- _____ B-3. Information to each student prior to the time instruction begins, of the form and amount of any and all fees or charges made for enrollments or registration, tuition, use of equipment, text and reference materials and supplies, as well as any service, equipment, or materials provided by the commercial driving school.

SECTION C: INSTRUCTIONAL STAFF

The rules, regulations and procedures referring to instructional staff require that the commercial school operating an under-18 driver training program provide/assure:

- _____ C-1. An alphabetized list of all instructors working in each/either phase of the under-18 driver training.

SECTION D: RECORDS

Student records must be kept on each individual participating in a driver education program. These records must substantiate participation and verify the claims made for certification:

- _____ D-1. Provide a copy of the student record form which substantiates each student's:
 - a. daily attendance/absence dates;
 - b. lesson time;
 - c. beginning and ending dates of classroom instruction;
 - d. periodic evaluation of each student;
 - e. class made up dates;
 - f. instruction permit number;
 - g. full name (including proper first and middle names);
 - h. address;
 - i. BTW and observation time.

NOTE: Driver education participation records are to be kept and readily available for a period of no less than three years.

- _____ D-2. Schools that employ more than one teacher must designate one person responsible for coordinating reports and keeping records. Provide the name and title of the person so designated:

Name: _____

Title: _____

COMMITMENT

The officer(s) of this school, under oath, hereby pledge to follow all applicable rules, regulations, and standards set forth under "The Driver Education Act." In consideration of this we affirm all the information on this application and attendant documents to be complete, true, correct, and available for review.

Submitted this _____ day of _____, 20_____.

Applications must be signed by officers of the school.

Subscribed and sworn to in my presence by the affirmed on this

_____ day of _____, 20_____.

Name of School

Signature of President

Signature of Notary and Seal

Signature of Designated Supervisor (Director)