COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
BUREAU OF TEACHING AND LEARNING SUPPORT

April 21, 2006 Penn*Link

SUBJECT: Online Theory Driver Education Policy

TO: School District Superintendents
Intermediate Unit Executive Directors
Area Vocational Technical School Administrative Directors
Charter School Chief Executive Officers
Private Driver Training School Owners and Directors

FROM: Robert E. Roush, Jr.
School Safety Education Advisor

The Department of Education has developed the following policy to govern online theory driver education programs. Schools desiring to offer an online theory driver education program shall submit the following items to the Division of Middle and Secondary Education for review and approval by an advisor in the School Safety Education Office:

1. A rationale for the course consisting of at least 30 hours of instruction, including measurable goals/objectives and the estimated time required to complete the online course;
2. An explanation of how the online course will operate, including:
   (a) a copy of the enrollment agreement that includes a listing of all fees or costs associated with the program and a payment schedule;
   (b) a statement that the course will be free from advertisements; and
   (c) a statement that the course will be free from items that could have a negative impact on ones good moral character.
3. A hard copy of all information that will be provided to students online, including voice and/or text;
4. A course outline for each lesson with cross reference to each Driver Education Content Expectation;
5. A listing of texts, materials and supplies that will be provided to participants or pages that can be downloaded by students;
6. A listing of web sites that the student will be required to visit, including specific links and content to be learned;
7. A listing of questions, tests and quizzes that students will be expected to respond to online for each lesson;
8. A detailed explanation of how student progress will be monitored by a PA certified teacher with certification in Driver and Safety Education or by a licensed private driver training school (PDTS) classroom teacher;
9. A detailed explanation of how the school will identify participating students;
10. A complete description of the evaluation/grading system that shall include:
    (a) a written final examination that will account for at least 40% of the final grade for the course;
    (b) a listing of predetermined locations and designated dates for the written final examination to be administered;
    (c) the final examination to be administered under the supervision of a certified teacher, school principal, assistant principal, school counselor or a licensed PDTS classroom teacher;
    (d) a listing of instructions for the return of the final exam by the test administrator; and
    (e) any other accommodations needed to complete the course successfully.
11. A copy of the certificate that will be issued for successful completion of the online course;
12. The name of the certified driver education teacher or licensed PDTS classroom teacher who is facilitating the online instruction and a copy of the teaching certificate or PDTS teacher's identification card;
13. Pennsylvania schools, including private driver training schools, will submit an application and the above-listed supporting documentation for an online driver education theory course to the Bureau of Teaching and Learning Support at the Department via paper copy. The online program must be approved by the Department prior to the school offering the course to students. The Department will only approve online theory driver education courses provided by Pennsylvania schools. Online courses provided by organizations and/or out-of-state schools will not be approved by the Department.

Applications will be available in May on the Driver and Safety Education web site at:
http://www.pde.state.pa.us/driver_ed/site/ .

Your questions should be directed to:

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