

### **DPS THIRD-PARTY TESTING INFORMATION (8/1/2013)**

1. **Make sure you have a signed permission form from the parent/guardian of each student.**
2. **The student's information must be submitted via the on-line process.**
3. Make sure the learner license numbers are seven digits.
4. Submit names of students tested that are enrolled in YOUR class in THIS semester only and only submit their name one time. Please allow up to 2 weeks for processing.
5. Approve online the students who passed the third party test; to DPS **at the end** of each semester/nine week period. Do not approve one or two names at a time. If you are on a semester system, approve the students in December and May; if you are on the block system approve the student in October, December, March and May.
6. Make a copy of a student roster for your files.
7. Make sure you have a "passing" checklist on file for every student approved online.
8. Submit one approval for each school where you teach and one for each teacher.
9. Make sure the principal has signed the certificates before distribution to students.
10. Remind students that certificates **CANNOT** be laminated.
11. Remind students that the certificates ARE NOT valid until they turn sixteen years of age and have had a learner license for a minimum of six months. These certificates cannot be used in place of a driver's license.
12. Remind students that duplicate certificates will not be issued for **any** reason.
13. Make sure all forms are stored in a secure location.
14. If the Driver Education teacher determines that any student, with or without disability, might have difficulty with the reasonable and ordinary control of the vehicle, the teacher may request technical assistance from the Department of Public Safety Driver Education Staff to determine whether that student is qualified to take the Test with or without accommodations. No qualified student with a disability will be subjected to discrimination under this program. Before determining that a student with a disability is unable to take the driver's license exam due to inability to exercise reasonable and ordinary control of the vehicle, the Driver Education teacher must consider whether reasonable accommodations would mitigate the student's difficulty in controlling the vehicle.
15. **Monitoring information: Please have the following available when DPS personnel arrive:**
  1. **computer printout** of your class rolls,
  2. **a copy of each students' completed skills sheet (each skill passed),**
  3. **a copy of each student's signed parent permission form.**

**The skills sheet should be in the same order as the names listed on the issuance form, with each permission form stapled to each skill checklist.**