

Instructor Recertification

This policy applies in either or both of the following circumstances:

- An instructor has not met the requirement of **15 hours continuing education** in the last two years (see Section I) ; and/or
- The instructor does not have **30 hours continuing teaching experience** in the last two years (See section II).

Applicable Oregon Administrative Rule:

OAR 737-015-0070(6) An instructor must be re-certified every two years. To qualify, the instructor must, during the previous two years:

(a) Participate in 15 hours of continuing education to improve driver education teaching competency. This professional development training may be obtained through a state agency, college or university or professional education organization. Professional development hours will be accepted for the purpose of enhancing instructional knowledge and skills in support of teaching driver education best practices. Every instructor must maintain a professional development file that includes the agenda, objectives, time schedule and completion certificates for the continuing education;

(b) Provide a minimum of 30 hours of classroom, behind-the-wheel or simulator instruction in a Division-approved program during the re-certification period...

SECTION I – Continuing Education

Instructors lacking documentation of **15 hours continuing education** in the past two years are required to obtain enough driver education continuing education hours to meet the minimum requirement. When at least 15 hours of qualifying continuing education in the past two years have been documented, and the instructor has met all other qualifications as outlined in OAR 737-015-0070, the instructor is again eligible to teach.

Instructors may choose to attend one of the WOU Traffic Safety Education training courses in order to meet their required continuing education hours. Instructors wishing to earn continuing education hours in this manner are required to register through WOU prior to the start of the course, and he/she must pay a \$25 processing fee in order to receive a Certificate of Attendance.

It is recommended that instructors in this situation choose to attend all or part of a Foundations of Traffic Safety Education course. Attendees of a Foundations course can earn up to 25 hours of continuing education. Since completion of homework assignments and/or assessments is not required, the instructor must participate fully during the in-class activities.

If a Foundations class is not available in a timely manner, an instructor may choose to attend a Classroom or Behind-the-Wheel instruction course. Attendees can attend as much of the course as desired, but they can only earn up to 7 hours continuing education and must attend the first day of the scheduled course in order to earn hours.

Documentation

The lead trainer will complete the Instructor Record of Continuing Education form and submit it to WOU, where a certificate will be produced. The certificate must be maintained with the instructor's qualification files as evidence that continuing education hours have been earned.

Process

1. At the time of driver education program compliance review, the ODOT quality assurance specialist issues an R-Voucher to provider's DE Coordinator. The coordinator gives voucher to named instructors who are lacking documentation of continuing education. Voucher notes number of hours of documented continuing education the instructor has earned over the past two years, and provides instructions and contact information.
2. Instructors who have not been identified as a part of compliance review are referred to the policy.
3. Instructor contacts WOU to schedule the class and to arrange for payment of \$25 processing fee.
4. Lead trainer completes Instructor Record of Continuing Education form to document the course date(s) and number of hours attended, and submits to WOU.
5. WOU issues certificate to instructor to be maintained in his or her instructor qualification file.

SECTION II – Continuing Teaching Experience

If an instructor is lacking documentation of **30 hours continuing teaching experience** in the past two years, a WOU lead trainer will evaluate teaching competency. An instructor is required to contact WOU to request an evaluation and he/she must pay a \$25 processing fee.

WOU will determine how, when, and where the instructor's evaluation will take place. When possible, this evaluation will be within 60 miles of the individual's location.

In some cases, WOU may encourage the instructor to travel to a location more accessible to the lead trainer, or may need to schedule the evaluation around other training opportunities to make the best use of resources. Instructors are encouraged to maintain their qualifications to reduce additional cost associated with re-evaluation.

For a candidate who teaches both classroom and BTW, the lead trainer may determine which modality will be evaluated, or whether both will be evaluated. A classroom lesson must be from an approved curriculum. An in-car lesson must be on an approved drive route.

An instructor may be required to provide his or her own student(s) and/or vehicle.

In no case shall a lead trainer evaluate an instructor hired by his/her own program.

Method of evaluation

Either of the following methods may be used to evaluate instructor teaching competency:

- Observe the instructor during a lesson. Preferably the instructor will teach teens, but at the discretion of the lead trainer the instructor may "teach" adults for the purpose of this evaluation.
- The lead trainer may approve the instructor through means other than teaching observation.

Documentation

The lead trainer will complete the Teaching Evaluation form and submit it to WOU, where a certificate will be produced. The certificate must be maintained with the instructor's qualification files as evidence that continuing teaching experience has been recertified.

Process

1. At the time of driver education program compliance review, the ODOT quality assurance specialist issues an R-Voucher to provider's DE Coordinator. The coordinator gives voucher to named instructors who are lacking documentation of teaching experience. Voucher notes number of hours of experience the teacher has documented over the past two years, and provides instructions and contact information.
2. Instructors who have not been identified as a part of compliance review are referred to the policy.
3. Instructor contacts WOU to schedule a teaching evaluation and to arrange for payment of \$25 processing fee.
4. Assigned lead trainer coordinates teaching evaluation with instructor.
5. Lead trainer completes Teaching Evaluation form to document the evaluation date, evaluation method used, including result, and submits it to WOU.
6. WOU issues certificate to successful instructor to be maintained in his or her instructor qualification file.

**Western Oregon University—Division of Extended Programs
Re-Certification Registration Form**

Name _____ Email Address* _____

Address _____
Street City State Zip

Phone Number _____ For What School Do You Teach Driver Ed? _____

* Note: Please double-check that your email address is complete and legible. Additional information or changes to your course will be sent by email.

Please register me for the following: **Fee: \$25**

1. Continuing Education Hours:

- Foundations of Traffic Safety: Location: _____ Class Start Date _____
Date(s) / Times you will attend: _____
- Classroom Traffic Safety Instruction: Location: _____ Class Start Date _____
Date(s) / Times you will attend: _____
- Behind-the-Wheel Instruction: Location: _____ Class Start Date _____
Date(s) / Times you will attend: _____

2. Teaching Evaluation (indicate what portion of Driver Ed you teach):

- Behind-the-Wheel
- Classroom Instruction
- Both

Method of Payment (payment for text/materials must accompany registration form):

- Check enclosed, payable to Western Oregon University
- Purchase Order (include copy with registration form)
- VISA/MasterCard/Discover

Number: _____ Exp.Date: _____ "V" code: _____

Name as it appears on Card: _____

Authorizing Signature: _____

Mail: DEP
345 N Monmouth Ave
Monmouth, OR 97361

Fax: (503) 838-8473
Phone: (503) 838-8483

Web: <http://www.wou.edu/trafficsafety>