

STANDARDS AND INSTRUCTION DEPARTMENT

Instructions: Information is required pursuant to applicable parts of the *Driver Education Act* (105 ILCS 5/27-24 through 27-27), and the administrative rules governing Driver Education (23 Illinois Administrative Code Part 252). **Submit to the attention of Standards and Instruction at the address above.**

SCHOOL NAME	CHIEF ADMINISTRATOR AND TITLE	
ADDRESS (Street, City, State, ZIP Code)	SCHOOL RCDT (If applicable)	SCHOOL TELEPHONE (Include Area Code)
NAME OF PERSON TO CONTACT REGARDING THIS APPLICATION	CONTACT PERSON EMAIL	
APPLICATION FOR: <input type="checkbox"/> Original Approval <input type="checkbox"/> Renewal of Previous Approval	DRIVER EDUCATION INSTRUCTOR NAME	IEIN NUMBER

INSTRUCTIONS: Please submit the following information/documentation and assure ISBE the school is doing this by checking all of the items below:

- 1. Evidence that each instructor is qualified to teach the driver education course by showing that he or she meets the applicable standards listed in 23 IL Admin Code 252.40(a).
- 2. Evidence that substantiates the following instructional program requirements (Please refer to 23 IL Admin Code 252.20; specific subsections are noted below.)
 - a. The program must include both classroom instruction (i.e., not less than 30 clock-hours) and behind-the-wheel instruction in a Dual-Control car on public roadways (not less than six clock-hours). (See 23 IL Admin Code 252.20(b)(2) and (d))
 - b. The classroom and behind-the-wheel instruction must be scheduled regularly throughout a period of not less than six complete weeks (four weeks allowable in summer courses and for schools with block scheduling). (See 23 IL Admin Code 252.20(c)(2))
 - c. Behind-the-wheel instruction will not begin until the student has started classroom instruction; however, a student may be enrolled in both portions of the course on a concurrent basis. (See 23 IL Admin Code 252.20(c)(3))
 - d. At least one but not more than three student observers must be in the car during behind-the-wheel instruction. (See 23 IL Admin Code 252.20(c)(4))
 - e. At least one hour of observation time is required for each hour of behind-the-wheel instruction. (See 23 IL Admin Code 252.20(c)(4))
 - f. Each student enrolled in the driver education course must meet the requirements of 23 IL Admin Code 252.25 regarding successful completion of coursework prior to enrollment.
 - g. The course includes instruction concerning law enforcement procedures for traffic stops, including a demonstration of proper actions to be taken during a traffic stop and appropriate interaction with law enforcement.
- 3. Include a description of the dual-controlled car that will be used for practice driving and observation lessons and the required sign that identifies a student driver is operating the car. (See 23 IL Admin Code 252.10)
- 4. Provide a copy or description of the paper-based or electronic record-keeping system that substantiates the following. (See 23 IL Admin Code 252.30(e)):
 - a. daily lessons;
 - b. time behind the wheel;
 - c. observation time;
 - d. periodic and final evaluation of each student;
 - e. beginning and ending dates of classroom and behind-the-wheel instructions; and
 - f. each student's instruction permit number, full name (as it will appear on the driver's license), address, and other personal information.

NOTE: Records must substantiate 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. **Driver education records are to be retained and available for inspection for a period of not less than three years.** (See 23 IL Admin Code 252.30(e).)

The officer(s) of this school, hereby pledge to follow requirements set forth in the Driver Education Act (105 ILCS 5/27-24 through 27-27) and rules governing Driver Education (23 IL Admin Code Part 252), and affirm all the information on this application and attendant documents to be complete, true, correct, and available for review.

_____ Date	_____ Original Signature of School Administrator	_____ Date	_____ Original Signature of Program Instructor
ISBE USE ONLY			
Date of receipt: _____		Name of Reviewer: _____	
Date of Approval: _____		Original Signature of Approval Officer: _____	