

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator and School Development Division  
 100 North First Street, 310  
 Springfield, Illinois 62777-0001

**HIGH SCHOOL DRIVER EDUCATION PROGRAM - INSTRUCTOR'S QUALIFICATION**

**INSTRUCTIONS: Submit in duplicate.** One approved copy will be returned for school files. One approved copy will be maintained at the Illinois State Board of Education office.  
 NOTE: Approval valid only for employment at the school identified on this form.

NAME OF SCHOOL	NAME OF INSTRUCTOR (Last, First, Middle)	TELEPHONE (Include Area Code)
ADDRESS (Street, City, State, Zip Code)	ADDRESS (Street, City, State, Zip Code)	SOCIAL SECURITY NUMBER
		DRIVER'S LICENSE NUMBER

CATEGORIES FOR APPROVAL (Section 252.40)	EXHIBITS/DOCUMENTS REQUIRED																					
<p><b>CHECK (one box only)</b></p> <p><input type="checkbox"/> 1. A properly certified (Type 09 High School Certificate or Standard Special Certificate, Type 10 endorsed for Driver Education) with a minor (16 semester hours) in the field of safety and driver education as follows:</p> <ul style="list-style-type: none"> <li>a) Five (5) semester hours in driver education and advanced traffic safety;</li> <li>b) Three (3) semester hours in general safety;</li> <li>c) Eight (8) semester hours in subjects chosen from two or more of the following areas:                             <ul style="list-style-type: none"> <li>1. General safety, including traffic and industrial safety;</li> <li>2. Advanced psychology and sociology;</li> <li>3. First aid and health education;</li> <li>4. Instructional materials;</li> </ul> </li> <li>d) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.</li> </ul> <p><input type="checkbox"/> 2. A baccalaureate degree with 16 semester hours in the field of safety and driver education as identified in item 1 above (for nonpublic schools only).</p> <p><input type="checkbox"/> 3. The equivalent of a baccalaureate degree with 16 semester hours in the field of safety and driver education as identified in item 1 above (for nonpublic schools only).</p>	<p><b>CHECK</b></p> <p><input type="checkbox"/> Copy of teaching certificate if certified.</p> <p><input type="checkbox"/> Official (with college seal embossed) copy of college transcripts  <i>Note below the course titles/numbers claimed for credit.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center; font-size: small;">SEMESTER HOURS</th> <th style="width: 20%; text-align: center; font-size: small;">SEMESTER HOURS</th> </tr> </thead> <tbody> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> <tr> <td>_____ ( )</td> <td style="text-align: center;">_____ ( )</td> <td style="text-align: center;">_____ ( )</td> </tr> </tbody> </table>		SEMESTER HOURS	SEMESTER HOURS	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )	_____ ( )
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Date	Signature of Applicant	Date	Signature of ISBE Authorized Signature
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Application is for:

Original Approval

Renewal of Previous Approval

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator and School Development Division  
 100 North First Street, E-310  
 Springfield, Illinois 62777-0001

ISBE USE ONLY
DATE RECEIVED
SCHOOL NUMBER

**HIGH SCHOOL DRIVER EDUCATION PROGRAM APPLICATION**

School Year 20 \_\_\_\_ - 20 \_\_\_\_

Information required is pursuant to applicable parts of Sections 27-23 of the School Code (105 ILCS 5/27-23), the Driver Education Act (105 ILCS 5/27-24 through 27-24.8), and administrative rules governing Driver Education (23 Illinois Administrative Code 252).

DISTRICT NAME AND NUMBER	CHIEF ADMINISTRATOR AND TITLE
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ADDRESS (Street, City, State, Zip Code)

NAME OF PERSON TO CONTACT REGARDING THIS APPLICATION	TELEPHONE (Include Area Code)
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Please forward the following information/documentation with this application:

- | <b>CHECKLIST</b>         | <b>REFERENCE NUMBER</b>   |
|--------------------------|---|
| <input type="checkbox"/> | 1. Provide evidence that each instructor is qualified to teach the driver education course by showing that he or she meets the applicable standards listed in Section 252.40(a) of the administrative rules.                                      |
| <input type="checkbox"/> | 2. Attached evidence that substantiates the following instructional program requirements. (Please refer to Sections 252.20 and 252.30 of the administrative rules; specific subsections are noted below.)   |
| <input type="checkbox"/> | 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 Section 252.20(b)(2).)                |
| <input type="checkbox"/> | 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 Section 252.20(c)(1).) |
| <input type="checkbox"/> | 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 Section 252.20(c)(2).)                          |
| <input type="checkbox"/> | d. At least one but not more than three student observers must be in the car during behind-the-wheel instruction. (See Section 252.20(c)(3).)   |
| <input type="checkbox"/> | e. At least one hour of observation time is required for each hour of behind-the-wheel instruction. (See Section 252.20(c)(3).)   |
| <input type="checkbox"/> | f. Each student enrolled in the driver education course must meet the requirements of Section 252.30 regarding successful completion of coursework prior to enrollment.   |
| <input type="checkbox"/> | 3. Include a description of the Dual-Control 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 Section 252.10, "Dual-Control Car".)            |

**Please forward the following information/documentation with this application (continued):**

<b>CHECKLIST</b>	<b>REFERENCE NUMBER</b>
<input type="checkbox"/>	4. Provide a copy or description of the paper-based or electronic record-keeping system that substantiates the following (see Section 252.30(d)):
<input type="checkbox"/>	a. daily lessons;
<input type="checkbox"/>	b. time behind the wheel;
<input type="checkbox"/>	c. observation time;
<input type="checkbox"/>	d. periodic and final evaluation of each student;
<input type="checkbox"/>	e. beginning and ending dates of classroom and behind-the-wheel instruction; and
<input type="checkbox"/>	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.

Driver education records are to be retained and available for inspection for a period of not less than three years.

The officer(s) of this school hereby pledge to follow requirements set forth in Section 27-23 of the School Code (105 ILCS 5/27-23), the Driver Education Act (105 ILCS 5/27-24 through 27-24.8) and rules governing Driver Education (23 Illinois Administrative Code 252), and 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.**

\_\_\_\_\_  
**Name of School**

\_\_\_\_\_  
**Signature of Chief Administrator**

\_\_\_\_\_  
**Signature of Program Instructor**

**- FOR ILLINOIS STATE BOARD OF EDUCATION USE ONLY -**

\_\_\_\_\_  
**School Application Received**

\_\_\_\_\_  
**Date Recommended**

\_\_\_\_\_  
**Reviewer**

\_\_\_\_\_  
**Date of Approval**

\_\_\_\_\_  
**Signature of Approval Officer**