



## How to Become Certified as an Idaho Driver Education and Training Instructor

[www.sde.idaho.gov/drivereducation](http://www.sde.idaho.gov/drivereducation)

To be certified to teach driver education and training in Idaho, instructors must complete the four semester credit course. This class helps prepare instructors in classroom and in-car methods and are offered, based upon demand, at Idaho's universities or online through NNU.

In addition to the driver education course, the following requirements must be met.

### **PUBLIC SCHOOL INSTRUCTORS**

The four semester credits described above are required for a driver education endorsement on the Idaho teaching certificate. Within 90 days after completing the course, submit a copy of the driver education course transcript to the State Department of Education (SDE), Teacher Certification Department using the endorsement request form provided by Teacher Certification. Include a \$25 processing fee. Information can also be obtained at (<http://www.sde.idaho.gov/certification>)

In addition to the four semester credit classes, new instructors must:

\_\_\_\_\_ Complete a criminal history background check through the SDE. Contact Joyce Alexander in the Driver Ed Department to get a fingerprint card and instructions. *Please note that the background check must be completed and results returned before you will be eligible to work as a Driver Ed instructor. The background check should only be submitted once you've arranged to work for a specific public school district as they are not transferable. This process can take approximately two weeks.*

\_\_\_\_\_ Pass the ITD Skills test, administered by a certified Skills Tester within the past 12 months, with no more than 7 penalty points. Submit your results to the Idaho Driver Education Coordinator.

\_\_\_\_\_ Submit proof of having completed a medical examination equivalent to the Federal Motor Carriers Safety Regulations (CDL) within 3 months prior to the application.

\_\_\_\_\_ Have a good driving record (see information below)

All public school teachers who want to teach within a school district must first be approved by the SDE before they may teach driver education. The process for approval includes:

\_\_\_\_\_ The District submits the teacher's information on the "Instructor Authorization Form" to the SDE.

- The SDE checks the teacher's teaching certificate to ensure it is valid.
- The SDE checks the driver license record.
- Once approved, the teacher is sent a confirmation letter along with an identification card and the school district is sent a confirmation letter.
- Approval is valid for one fiscal year (July 1st through June 30th).

Each school district employing the driver education teacher must individually submit the "Instructor Authorization" form.

### **Public School Teachers Annual Approval Renewal Required**

Instructor authorizations are required every fiscal year (July 1 – June 30). The authorization form must be received and approved by the SDE prior to teaching classes in the new fiscal year.

Public school instructors are required to complete a minimum 15 hours of professional development every two years in programs that support teaching driver education and training.

The medical certificate must be renewed every two years.

During the renewal process the SDE checks your driving record to ensure your driving record qualifies for renewal.

### **GOOD DRIVING RECORD REQUIREMENT**

A good driving record is required of all public schools and commercial schools driver education instructors:

The SDE will check your driving record.

#### **You will not be eligible for an Idaho Drive Education Instructor License if you have**

- received a court suspension or revocation that is not traffic related
- been convicted of a traffic violation that carries a mandatory suspension or revocation of the driver's license within the preceding thirty-six (36) months.
- been convicted of more than one (1) occasion of any moving traffic violation within any twelve (12) month period of the previous thirty-six (36) months.

- been convicted for any moving traffic violation causing a fatal traffic collision
- been convicted for driving while his/her driver's license was revoked or suspended.
- been convicted for driving under the influence of a controlled substance within the past five (5) years.