

# Driver Education Application

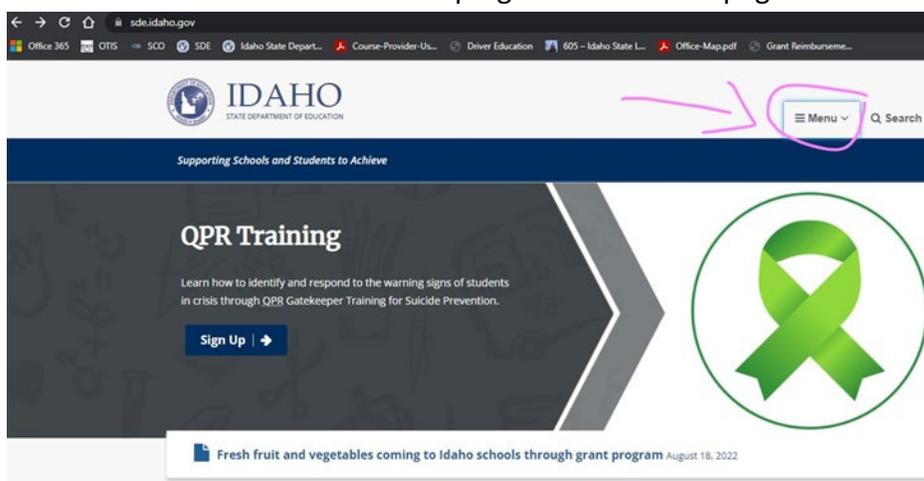
## Step-by-step guide to create an Instructor Profile

For a video tutorial, follow [this link](#).

### CREATING AN INSTRUCTOR PROFILE

Recommended web browser to use is Chrome.

1. To create an Instructor Profile, go to the [Idaho Department of Education's webpage \(the department\)](#).
2. Click on the **Menu** button in the top right corner of the page.



3. When the menu opens, you'll see a list of departments in the Idaho Department of Education. Click on the **Student Engagement & Safety Coordination Department**.



4. That will open the Student Engagement and Safety Coordination page, pictured below. In the middle of the page, click on the yellow box, **Driver Education**.

## Student Engagement & Safety Coordination

The Student Engagement & Safety Coordination department includes programs and services that are designed to create optimal learning conditions so students will be ready for college and their careers. We address barriers to postsecondary education, toxic school climates, suicide, dropout, and delinquency during and after school hours. These issues are significant obstacles to student success.

**DEPARTMENT AREAS**

21st Century Community Learning Centers	Advanced Opportunities	College and Career Readiness
Driver Education	Gender Equality (Title IX)	Idaho Lives Project
Safe & Drug Free Schools	School Health	

**Student Engagement & Safety Coordination »**

- > 21st Century Community Learning
- > Advanced Opportunities
- > College and Career Readiness
- > Driver Education
- > Gender Equality (Title IX)
- > Idaho Lives Project
- > Safe and Drug Free Schools
- > School Health

**Events »**

**Contact Details**

▲ Main Line  
☎ (208) 332-6800

👤 Staff »

5. From the Driver Education page, click **Instructors**.

## Driver Education



The Idaho Driver Education program is dedicated to providing our students with the tools and skills necessary to become safer drivers. This is accomplished by hiring highly qualified professional educators as instructors and using standards-based proven curriculum. The primary purpose of driver education is to provide beginning drivers with a foundation to become competent and responsible users of the highway transportation system. This foundation is designed to help new drivers continue to improve with experience.

**Student Engagement & Safety Coordination »**

- > 21st Century Community Learning
- > Advanced Opportunities
- > College and Career Readiness
- > **Driver Education**
- > Gender Equality (Title IX)
- > Idaho Lives Project
- > Safe and Drug Free Schools
- > School Health

**Events »**

**Contact Details**

▲ Danielle Taylor  
 ○ Program Coordinator  
 ☎ (208) 332-6984  
 ✉ dtaylor@sde.idaho.gov

👤 Staff »



Students & Families »



Instructors »

6. Select the **Application Login** blue box. This will bring you to the Driver Education Application Portal.

## Instructors



Public Driver Education Instructors must be licensed by the State Department of Education. Instructors must have completed at least 4 semester credit hours in a state-approved driver education licensing course. The only approved program in Idaho is through Northwest Nazarene University. Instructors must have a satisfactory driving record, current medical physical, criminal history check, and 8 hours of yearly professional development training. Licenses are renewed every year and are valid from July 1st to June 30th. More information about public instructor requirements can be found in the program manual. Instructors planning to work with a private driving business must be licensed through the [Idaho Division of Occupational & Professional Licenses \(DOPL\)](#).

**HIGHLIGHTS**

- DRIVER EDUCATION APPLICATION
- ANNUAL PROGRAM PLAN PACKET
- SUBMIT ANNUAL PROGRAM PACKET
- REIMBURSEMENT FORM
- STUDENT CLASSROOM LIST
- ORDER BOOKLETS AND MATERIALS

**Student Engagement & Safety Coordination »**

- > 21st Century Community Learning
- > Advanced Opportunities
- > College and Career Readiness
- > **Driver Education**
  - Students & Families
  - Instructors**
    - > Gender Equality (Title IX)
    - > Idaho Lives Project
    - > Safe and Drug Free Schools
    - > School Health

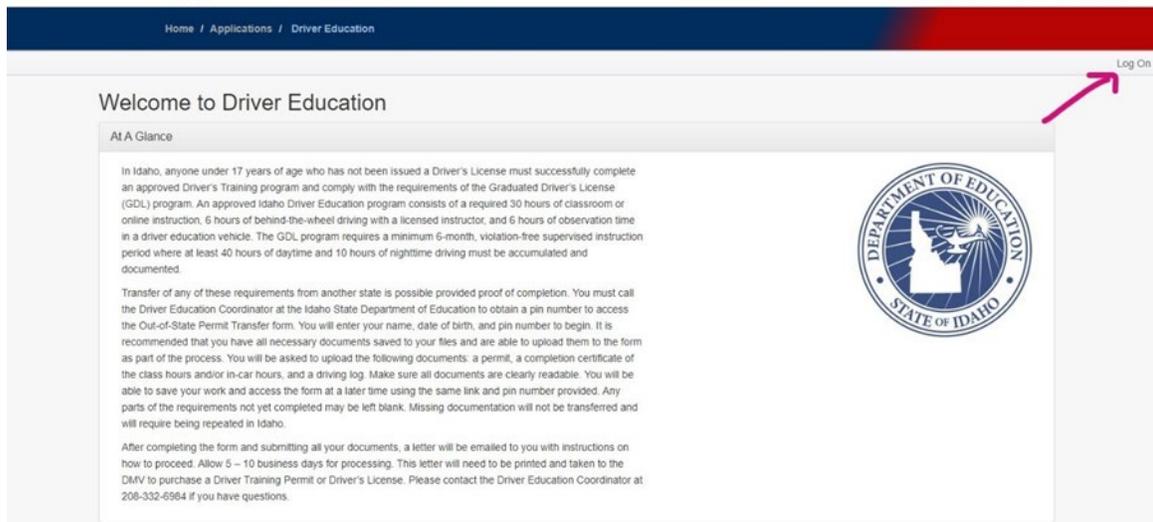
**Events »**

**Contact Details**

**Danielle Taylor**  
 Program Coordinator  
 (208) 332-6984  
 dtaylor@sde.idaho.gov

Quick link to Driver Education Application: <https://apps2.sde.idaho.gov/DriverEducation>

7. Click “Log On” in the top right corner.



Home / Applications / Driver Education

Log On

### Welcome to Driver Education

**At A Glance**

In Idaho, anyone under 17 years of age who has not been issued a Driver's License must successfully complete an approved Driver's Training program and comply with the requirements of the Graduated Driver's License (GDL) program. An approved Idaho Driver Education program consists of a required 30 hours of classroom or online instruction, 6 hours of behind-the-wheel driving with a licensed instructor, and 6 hours of observation time in a driver education vehicle. The GDL program requires a minimum 6-month, violation-free supervised instruction period where at least 40 hours of daytime and 10 hours of nighttime driving must be accumulated and documented.

Transfer of any of these requirements from another state is possible provided proof of completion. You must call the Driver Education Coordinator at the Idaho State Department of Education to obtain a pin number to access the Out-of-State Permit Transfer form. You will enter your name, date of birth, and pin number to begin. It is recommended that you have all necessary documents saved to your files and are able to upload them to the form as part of the process. You will be asked to upload the following documents: a permit, a completion certificate of the class hours and/or in-car hours, and a driving log. Make sure all documents are clearly readable. You will be able to save your work and access the form at a later time using the same link and pin number provided. Any parts of the requirements not yet completed may be left blank. Missing documentation will not be transferred and will require being repeated in Idaho.

After completing the form and submitting all your documents, a letter will be emailed to you with instructions on how to proceed. Allow 5 – 10 business days for processing. This letter will need to be printed and taken to the DMV to purchase a Driver Training Permit or Driver's License. Please contact the Driver Education Coordinator at 208-332-6984 if you have questions.



8. You'll arrive at a drop-down list, select your district/organization. If your district/organization is not listed, choose “Other.”

Please select your appropriate organization from the drop down list, per the instructions below.

- Employees of the State Dept. of Education – select “SDE”
- District users – select your respective District name
- If your District name is not present – select “Other”
- All other users (including non-District) – select “Other”

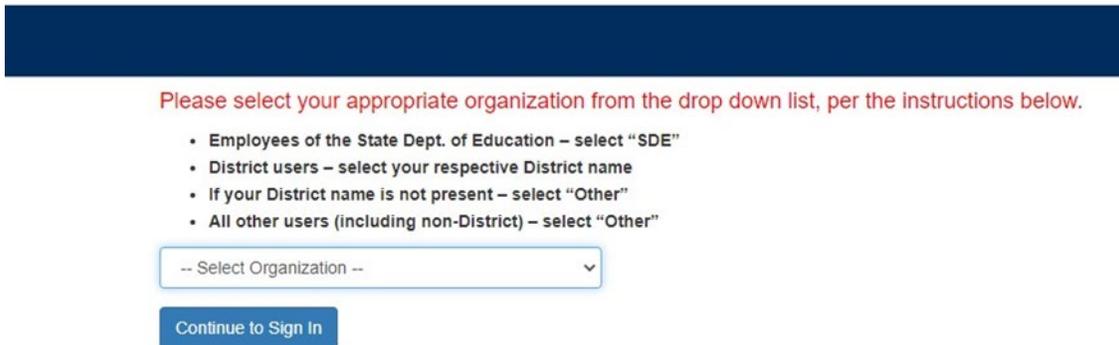


The screenshot shows a dropdown menu with the following options:

- Select Organization --
- Select Organization --
- SDE
- Other
- Caldwell District (132)
- Coeur d'Alene School District (271)
- Idaho Falls (091)
- Joint School District No. 2 (002)
- Kuna Joint School District (003)
- Lakeland District (272)
- Melba Joint District (136)
- Minidoka County Joint School District (331)
- Nampa School District (131)

*Note: Selecting one of the districts listed will require you to log in using district credentials. If you do not have a district email, select “Other.”*

9. Click “Continue to Sign in.”



The screenshot shows a dark blue bar with the text “Continue to Sign In” in white. Below the bar, there is a red instruction: “Please select your appropriate organization from the drop down list, per the instructions below.” followed by the same list of instructions as in the previous block. Below the instructions is a dropdown menu with the text “-- Select Organization --” and a “Continue to Sign In” button.

10. This will take you to a Sign In page. If you do not have an account, click “Registration.” If you already have an account, sign in.

## Sign In

Please enter your username and password

Email

Password

Sign In

If you don't have an account and require access, you may create your account on the [Registration](#) page.

There is also a page to assist you if you [lost your password](#).



11. Fill out your email, name, organization, and a password.

As per the registration requirements, your password must have 8 characters, cannot contain 3 or more consecutive characters from your email, and must contain three of the following elements: lowercase letter, uppercase letter, digit, or symbol (#,\$,&,ect..).

The screenshot shows a registration form with the following fields: Email, Name, Organization, Password, and Confirm Password. Below the password fields is a reCAPTCHA checkbox labeled "I'm not a robot" and a "Register" button. To the right of the form is a "Registration Requirements" section with the following text: "You must register with your official organizational email address. You must select your primary district/organization. Passwords must meet the following complexity requirements:" followed by a bulleted list: "• Must be a minimum of 8 characters", "• Cannot contain 3 or more consecutive characters from your Email", and "• Must contain three of the following elements:" with sub-bullets: "• Lowercase letter", "• Uppercase letter", "• Digit", and "• Symbol (#,\$,&,ect..)".

12. Once you have completed the registration, click the **“I’m not a robot”** checkbox and select **“Register.”**

This screenshot is identical to the one above, but with two red arrows. One arrow points to the "I'm not a robot" checkbox, and the other points to the "Register" button.

13. This will prompt an email to verify your account. Once your email address has been verified, Sign In to the portal.

Link to Driver Education Application: <https://apps2.sde.idaho.gov/DriverEducation/>

## Sign In

Please enter your username and password

Email

Password

Sign In

If you don't have an account and require access, you may create your account on the [Registration](#) page.

There is also a page to assist you if you [lost your password](#).

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

### 14. Once logged in, click on **Instructor Profile** in the left corner.

Home / Applications / Driver Education

Instructor Profile

Welcome to Driver Education

At A Glance

In Idaho, anyone under 17 years of age who has not been issued a Driver's License must successfully complete an approved Driver's Training program and comply with the requirements of the Graduated Driver's License (GDL) program. An approved Idaho Driver Education program consists of a required 30 hours of classroom or online instruction, 6 hours of behind-the-wheel driving with a licensed instructor, and 6 hours of observation time in a driver education vehicle. The GDL program requires a minimum 6-month, violation-free supervised instruction period where at least 40 hours of daytime and 10 hours of nighttime driving must be accumulated and documented.

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After completing the form and submitting all your documents, a letter will be emailed to you with instructions on how to proceed. Allow 5 – 10 business days for processing. This letter will need to be printed and taken to the DMV to purchase a Driver Training Permit or Driver's License. Please contact the Driver Education Coordinator at 208-332-6984 if you have questions.



### 15. Select the blue text **“Click here to begin creating your profile”** to create your instructor profile.

*This page is designed to help driver education instructors keep their licensing information organized and accurate. You will be able to change your personal information, keep track of your professional development hours, and update your physical.*

You currently do not have an instructor profile. [Click here to begin creating your profile.](#)

### 16. Fill out the requested information to the best of your ability.

## Submit Instructor Profile

First Name:  Middle Name:  Last Name:  Suffix:

Address Line 1:

Address Line 2:

City:  State:  Zip Code:

Date of Birth:  Driver License #:  State Issued:

Primary Email:  Secondary Email: (Optional)

Primary Phone:  Phone Type:  Secondary Phone: (Optional)  Phone Type:

When was your first year of teaching Driver Education? (4 Digit Year)

### 17. Select whether you are a **Public** or **Private Instructor**.

Please check all that apply:

- Public Instructor  Private Instructor

Select all districts where you are currently teaching Driver Education:

Please upload a picture of yourself: (Optional)

[Submit Information](#)

### 18. Select the district where you teach driver education. If you teach in multiple districts, please select the primary district first, then select the other districts.

*Typing in the district box will give you a drop-down list of all districts.*

Select all districts where you are currently teaching Driver Education:

**DistrictList is required**

- HOLY ROSARY SCHOOL District
- HOLY SPIRIT CATHOLIC SCHOOL District
- HOMEDALE JOINT DISTRICT
- HOPE CHRISTIAN ACADEMY District
- HOPE LUTHERAN SCHOOL District
- HORSESHOE BEND SCHOOL DISTRICT
- IDAHO ARTS CHARTER SCHOOL, INC.

19. If you are a **Private Instructor**, continue to step 23. If you are a **Public Instructor**, you will need to your current physical. To upload, click **“Select File...”**

Please check all that apply:  
 Public Instructor       Private Instructor

Select all districts where you are currently teaching Driver Education:  
Select Districts...

Please upload a picture of yourself: (Optional)  
Select File...

Public instructors are required to attach a current physical and proof of 8 hours of professional development yearly. Professional development hours are completed prior to certification for the next school year. For example: Attending an 8-hour conference in April 2021 will fulfill your hour requirements for licensing during the 2021-2022 school year. Licensing years run from July 1 to June 30.

No current physical.  
Select File...

Proof of professional development hours:

File Name	Year Applied	Hours Completed
Select File...		

[Submit Information](#)

20. Enter the expiration date of the physical. You can find that date on page 3 of your Medical Examination report.

*Please **only** submit page 3 of your Medical Examination Report.*

Public instructors are required to attach a current physical and proof of 8 hours of professional development yearly. Professional development hours are completed prior to certification for the next school year. For example: Attending an 8-hour conference in April 2021 will fulfill your hour requirements for licensing during the 2021-2022 school year. Licensing years run from July 1 to June 30.

No current physical

Select File...

File:      Expiration Date:

DE PORTAL.jpg     

21. Upload your professional development documents by selecting, **“Select File...”**

Proof of professional development hours:

File Name	Year Applied	Hours Completed
Select File...		

22. For your professional development hours, you will need to include which school year you are applying the hours to and the number of hours completed.

Proof of professional development hours:

File Name	Year Applied	Hours Completed										
<div style="border: 1px solid #ccc; padding: 5px;"><div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; text-align: center;">Select File...</div><table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>File:</th><th>Size:</th><th>Applying to School Year:</th><th>Hour(s):</th><th></th></tr></thead><tbody><tr><td>FIP 2.jpg</td><td>22.39 KB</td><td><div style="border: 1px solid #ccc; padding: 2px; text-align: center;">-----Select List-----</div></td><td><div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div></td><td style="text-align: center;">×</td></tr></tbody></table><div style="text-align: center; margin-top: 5px;"><span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">ⓘ appliedYear is required</span></div></div>			File:	Size:	Applying to School Year:	Hour(s):		FIP 2.jpg	22.39 KB	<div style="border: 1px solid #ccc; padding: 2px; text-align: center;">-----Select List-----</div>	<div style="border: 1px solid #ccc; width: 40px; height: 20px;"></div>	×
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23. When you have finished filling out the information and uploading documentation, click **“Submit Information.”**

Please check all that apply:

Public Instructor  Private Instructor

Select all districts where you are currently teaching Driver Education:

Select Districts...

Please upload a picture of yourself: (Optional)

Select File...

Public instructors are required to attach a current physical and proof of 8 hours of professional development yearly. Professional development hours are completed prior to certification for the next school year. For example: Attending an 8-hour conference in April 2021 will fulfill your hour requirements for licensing during the 2021-2022 school year. Licensing years run from July 1 to June 30.

No current physical.

Select File...

Proof of professional development hours:

File Name	Year Applied	Hours Completed
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Select File...</div>		

[Submit Information](#)

24. Submitting the information will prompt you to the page below. Click on the **blue link** to see your completed profile.

Thank you for completing your instructor profile. If you would like to return to your profile or make any changes, please click [here](#).

## Example of Completed Instructor Profile

### Bruce Banner

#### Information

No Image Available

**First Name:** Bruce

**Middle Name:**

**Last Name:** Banner

**Suffix:**

**Address Line 1:** Stark Industries, 1234 Ln

**City:** Marvel

**State:** New York

**Zip Code:** 12345

**Date of Birth:** 8/30/2001

**Driver License #:** gh5231564665f

**State Issued:** New York

#### Contact Information

**Primary Email:** thatgreenguy@hotmail.com

**Secondary Email:**

**Primary Phone:** 000-000-0000

**Phone Type:** Cell

**Secondary Phone:**

**Phone Type:**

#### Instructor Information

**Public Instructor**

**Private Instructor**

**Districts you are currently working for:**

ABERDEEN DISTRICT

25. You can update your profile at any time. Refer to the steps listed in [Updating an Instructor Profile](#).