

Driver Education Application

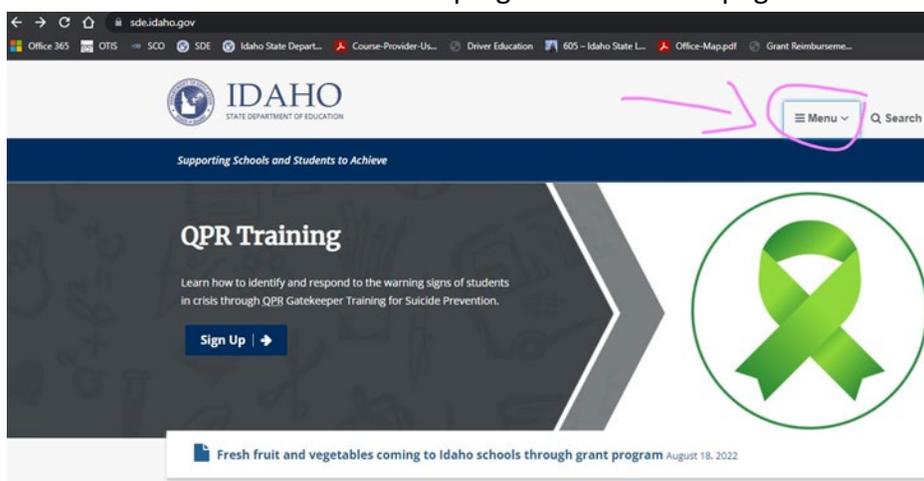
Step-by-step guide to update an Instructor Profile

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

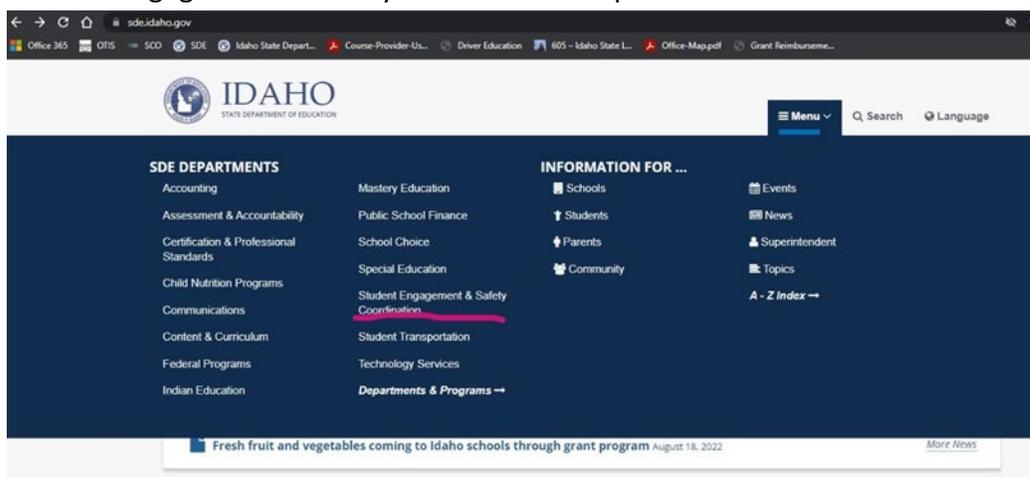
UPDATING AN INSTRUCTOR PROFILE

Recommended web browser to use is Chrome.

1. To update your 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 department. 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.



[Students & Families »](#)



[Instructors »](#)

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 »

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).

DRIVER EDUCATION APPLICATION

Application Login →

Update Instructor Profile →

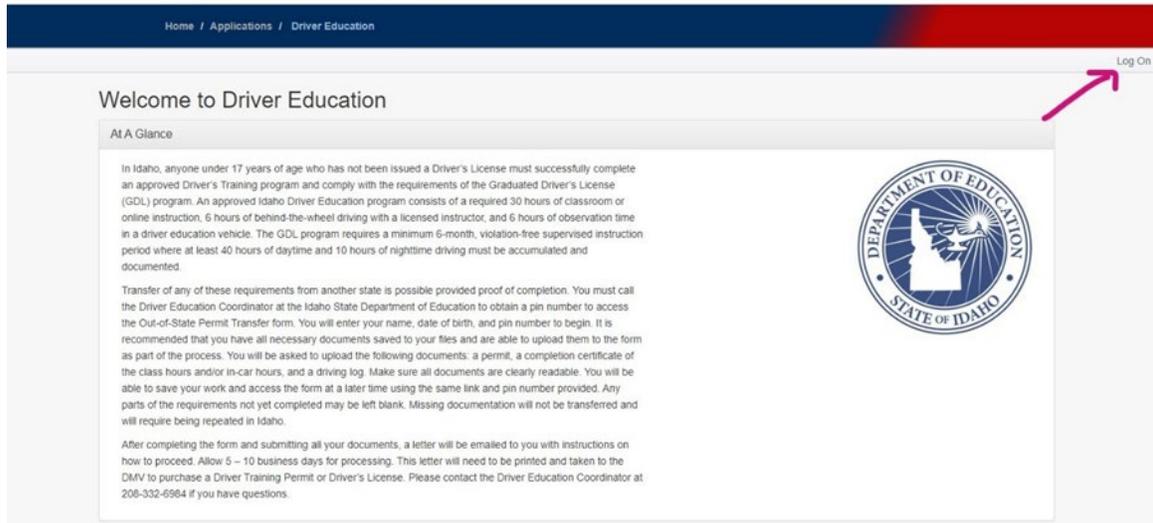
Student Engagement & Safety Coordination »

- > 21st Century Community Learning
- > Advanced Opportunities
- > College and Career Readiness
- > **Driver Education**
- Students & Families
- Instructors**
- Gender Equality (Title IX)
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Events »

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

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



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”

9. Click “Continue to Sign in.”

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”

-- Select Organization --

Continue to Sign In

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.

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.

11. Log in to your instructor portal. Click on “Instructor Profile” in the top 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.

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 208-332-6964 if you have questions.

DEPARTMENT OF EDUCATION
STATE OF IDAHO

12. In the bottom right corner of the page, click the blue “Update Profile” button.

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: 0/30/2001 Driver License #: gh5231564656f 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

[Update Profile](#)

Instructor Files		
File Name	Year Applied	Hours Completed

[Update Profile](#)

13. This will take you to the Submit Instructor Profile page, where you can change any of your previously submitted information.

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)

14. If you need to update your physical or professional development hours, you will need to upload new documents by click **“Select File...”** Enter the expiration date of physical and/or the number of hours.

Please upload a picture of yourself: (Optional)

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.

Proof of professional development hours:

File Name	Year Applied	Hours Completed
<input type="text" value="Select File..."/>		

[Submit Information](#)

15. Click the **“Submit Information”** button when you are done making changes, and your profile will be successfully updated.

Please upload a picture of yourself: (Optional)

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.

Proof of professional development hours:

File Name	Year Applied	Hours Completed
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Submit Information