



**DOCUMENTATION OF NEW ABBREVIATED
ADULT INSTRUCTOR TRAINING**

ABBREVIATED ADULT DRIVER TRAINING ENTERPRISE	ENTERPRISE #
NEW INSTRUCTOR NAME	
TRAINING COORDINATOR CERTIFYING INSTRUCTION (PRINT)	LICENSE #

ABBREVIATED ADULT INSTRUCTOR TRAINING - SUMMARY OF TIME TOTALS

PHASE 1		Basic Instructor Course
PHASE 2	Part 1:	1 hour Training in classroom instructional topics prior to attending driver training class.
	Part 2:	8 hours Must observe, co-instruct, and review instructional methods covering all classes in the school lesson plan, TC assesses final lesson.
PHASE 3	Part 1:	1 hour Introductory training for the Behind the Wheel (BTW) instructional topics / methods prior to participating with BTW lessons.
	Part 2:	8 hours Must observe and co-instruct in Ohio BTW lessons.
	Part 3:	2 hours Must conduct BTW instruction with Training Coordinator (TC) assessment.

More time may be conducted for candidates in order to meet minimum expectations.

Once the 20 hour training is complete and the instructor is licensed by the Department, the instructor will complete a 180 day probationary period as per O.A.C. 4501-8-05 (E). On the 5th month of the probationary period, the Training Coordinator shall submit the following assessments to the Department in order to show the instructor successfully completed their probationary term:

- **Probationary Instructor Classroom Assessment**
- **Probationary Instructor Behind-the-Wheel (Road) Assessment**

OHIO ADMINISTRATIVE CODE (O.A.C.) REFERENCES:

4501-8-05(A) No person shall give instruction for hire in the operation of a motor vehicle unless such person is the holder of a current and valid probationary instructor license or non-probationary instructor license issued by the director. The instructor shall act only under the authority and guidance of a licensed driver training enterprise.

4501-8-05(C)(6) Except for an online instructor applicant, proof the applicant has completed a training program within the ten years immediately preceding the application for an instructor's license.

NOTE: Break times must be allowed but must not be counted toward the 20 hour training requirement.

PHASE 1

Receive a basic instructor course overviewing being a licensed driving instructor in the state of Ohio. The course will include materials that can be used for instruction. The certificate of completion for the administrative course shall be included with the instructor's application.

PHASE 2

Receive a course in the basics of classroom instruction. Reviews the Abbreviated Adult Ohio Driver Training Curriculum, Digest of Motor Vehicle Laws, Lesson Plans, handouts, and other materials used for instruction. Observe and co-instruct the required 4 hours of classroom instruction with review following each class session.

NOTE: This phase combines observation with practice in teaching and learning the philosophy, techniques, ethics, and rules of driver education in the classroom.

PART 1

Part 1 shall be conducted by the training coordinator or by a competent abbreviated adult instructor under supervision of the training coordinator. Initial instruction in the curriculum and school policies & procedures shall be provided to trainees before entering the classroom environment. Once the trainee begins the observation / co-teaching experience in the classroom (Part 2) these topics should be reviewed at the conclusion of each class to review and affirm their use during the lesson.

TIME = 1 HR

Signatures indicate confidence the instructor candidate understands the required topics

SIGNATURE OF TRAINEE		DATE	
X			
SIGNATURE OF TRAINER		LICENSE # OF TRAINER	DATE
X			

PART 2

Part 2 shall be conducted by the training coordinator or by a competent instructor under supervision of the training coordinator. The trainee shall observe the classroom environment conducted by a competent instructor for the first 4 hours. At the conclusion of each class the competent instructor shall review the use of the topics listed in Part 1 with the trainee. For the remaining 4 hours of classroom instruction the competent instructor shall work with the trainee to co-instruct each class. The competent instructor should begin as the primary instructor and gradually give greater responsibility to the trainee as he / she becomes ready. The competent instructor shall always be in class with the trainee ready to step in and ensure that information given to students is correct and the classroom maintains a proper learning environment. **The training coordinator shall personally attend at least one full class co-instructed by the trainee and complete an assessment.** (Should the trainee fail to receive a satisfactory assessment the training coordinator shall attend additional period(s) of co-instruction until satisfied with his / her performance. The duration of any *additional* observation time shall be determined by the training coordinator.

TIME = 8 HRS

- The instructor candidate must sign the class roster during each class attended.
- The training coordinator shall sign the class roster for the class(es) he / she attends.
- A maximum of four instructor candidates may observe one class.
- A maximum of two instructor candidates may co-instruct one class.
- Multiple trainees may observe a class conducted by a licensed instructor.

Signature of Training Manager indicates the instructor candidate has received a satisfactory assessment survey score.

SIGNATURE OF TRAINING MANAGER	DATE
X	

CURRICULUM USED BY SCHOOL

<input type="checkbox"/> State of Ohio	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Completed class rosters are attached showing attendance for all 4-hours of classroom instruction.	
<input type="checkbox"/> Lesson plan for date of assessment	
<input type="checkbox"/> Satisfactory Assessment completed by the training coordinator is attached.	

NOTE: Break times must be allowed but must not be counted toward the 20 hour training requirement.

PHASE 3

Receive a class in the basics of BTW instruction. Receive hands-on practice of all aspects of the BTW route plan and school training practices. Observe, co-instruct, and instruct 4-hours of student BTW training with review following each session.

NOTE: This phase combines classroom and practical training to prepare the instructor candidate to provide BTW training that is safe and that builds upon prior learning to enhance student retention.

PART 1

Part 1 shall be completed by the training coordinator or by a competent instructor under supervision of the training. Initial instruction in the topics listed below (at minimum) shall be provided to trainees prior to their participation with BTW instruction. A training vehicle should be utilized for appropriate topics (blind spots, exercising vehicle control, etc.)

TIME = 1 HR

<input type="checkbox"/> Proper hand position for student	<input type="checkbox"/> Proper "maneuverability" lesson technique
<input type="checkbox"/> Contents of BTW curriculum	<input type="checkbox"/> Exercising emergency vehicle control
<input type="checkbox"/> Application of BTW route plan	<input type="checkbox"/> Right side driving
<input type="checkbox"/> Interrelating BTW & classroom training	<input type="checkbox"/> Proper turning technique for student safety
<input type="checkbox"/> Administrative functions	<input type="checkbox"/> Running Commentary
<input type="checkbox"/> Proper mirror adjustment / blind spots	<input type="checkbox"/> Visual scanning & cueing training
<input type="checkbox"/> Checking temporary permits	<input type="checkbox"/> Higher risk activities / locations
<input type="checkbox"/> Other	

Signatures indicate confidence the instructor candidate understands the required topics.

SIGNATURE OF TRAINEE		DATE
X		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
X		

PART 2

Part 2 shall be conducted by the training coordinator or by a competent instructor under supervision of the training coordinator. The next 8-hours of training shall cover all lesson topics from the Abbreviated Adult Ohio Driver Training BTW Curriculum using any combination of the following:

- Trainee driving and trainer teaching
- Trainer driving and trainee teaching
- Trainee co-instructing with trainer
- Driver training student driving, trainer teaching, and trainee observing from the back seat.

The topics listed in PART 1 as well as other pertinent topics shall be reviewed at the conclusion of each lesson.

TIME = 8 HRS

Abbreviated Adult Ohio Driver Training Curriculum Laboratory Lessons Covered (Note Observing, Driving or Teaching for BTW)	DATE(S) ON TOPIC (MM / DD / YY)	TIME ON TOPIC HR:MIN	TRAINEE INITIALS	TRAINER	
				INITIALS	LIC. #
Basic Maneuvers: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Maneuverability: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Turns, Staying in Lane, Lane Changes, Intersections: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					

NOTE: Break times must be allowed but must not be counted toward the 20 hour training requirement.

Other Topics: (based on the needs of the student) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Evaluation: <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					

PART 3

Part 3 Hands-on phase where the trainee actually teaches a 2-hour block of instruction to a student driver for BTW under the direct supervision of the Training Coordinator. This will only be conducted when Training Coordinator and trainer(s) agree that the trainee is competent to safely complete this part. During this part the Training Coordinator must remain with the trainee in the vehicle so that he / she may intercede should a problem arise. The Training Coordinator must complete an assessment of the trainee's performance so that improvements can be suggested and problems documented. The trainee must perform with an acceptable assessment score to complete training.

TIME = 2 HRS

Signatures indicate confidence the instructor candidate has received a satisfactory assessment score.

SIGNATURE OF TRAINEE		DATE
X		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
X		

<input type="checkbox"/> Copy of student's BTW training record. <input type="checkbox"/> Copy of the BTW route plan. <input type="checkbox"/> Copy of the BTW assessment completed by the training manager is attached.

TRAINING NOTES

NOTES FROM TRAINING TEAM REGARDING CANDIDATE'S PERFORMANCE AND LEARNING / IMPROVEMENT PLANS

NOTE: Break times must be allowed but must not be counted toward the 20 hour training requirement.