



DOCUMENTATION OF NEW ONLINE INSTRUCTOR TRAINING

DRIVER TRAINING ENTERPRISE	ENTERPRISE #
ONLINE INSTRUCTOR CANDIDATE NAME	

ONLINE INSTRUCTOR TRAINING – SUMMARY OF TIME TOTALS

- PHASE 1: 4 hours
Administrative Review
- PHASE 2: 28 hours
Completion of Online Driver Education Program
Completion of Final Examination
- PHASE 3: 2 days
Actual demonstration with completed assessment

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

O.A.C. 4501-7-01(CC) "Online instructor" means a person who is available for curriculum content support for those students enrolled in an online driver education program. Curriculum content support may be provided through, but is not limited to, open forums, message boards, chat rooms, telephone support, or e-mail correspondences.

O.A.C. 4501-7-05(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 instructor's license issued by the director.

O.A.C. 4501-7-05(C)(7) Within ten years immediately preceding the application for an online instructor license, evidence that candidate has completed an online instructor program approved by the director.

An online instructor candidate may be trained by another competent licensed online instructor or authorizing official of the enterprise.

PHASE 1 (approximately 4 hours)

Phase 1 includes the Review of Ohio rules and regulations and online provider policies and procedures. (Check all boxes as they are completed)

- | | |
|---|--|
| <input type="checkbox"/> REVIEW ONLINE PROVIDER POLICIES AND PROCEDURES | <input type="checkbox"/> COURSE GUIDE |
| <input type="checkbox"/> REVIEW OHIO DIGEST OF MOTOR VEHICLE LAWS | <input type="checkbox"/> STUDENT VALIDATION QUESTIONS |
| <input type="checkbox"/> REVIEW O.A.C. 4501-7 | <input type="checkbox"/> COURSE CONTENT QUESTIONS |
| <input type="checkbox"/> PROCEDURES FOR QUESTION MANAGEMENT | <input type="checkbox"/> FINAL EXAMINATION, PASS / FAIL REQUIREMENTS |
| <input type="checkbox"/> ENROLLMENT CONTRACT | <input type="checkbox"/> STUDENT FOOT PRINT |
| <input type="checkbox"/> SEXUAL HARASSMENT / DIVERSITY TRAINING | |

SIGNATURE OF TRAINEE X	DATE
SIGNATURE OF TRAINER X	DATE

PHASE 2 (approximately 28 hours total)

Phase 2 shall include the trainee completing the Online Driver Education Program. A copy of the certificate of completion must be submitted. After the completion of the Online Driver Education Program, the trainee will be required to complete the final examination. The final examination shall include all 250 state provided questions. The examination shall be completed with a minimum passing score of 90%. A copy of the final examination shall be submitted.

To complete the training portion of the application process, the following must be included with the training documentation:

- COPY OF CERTIFICATE OF COMPLETION OF ONLINE DRIVER EDUCATION PROGRAM
- COPY OF FINAL EXAMINATION

SIGNATURE OF TRAINEE X	DATE
SIGNATURE OF TRAINER X	DATE

PHASE 3 (2 days)

Phase 3 shall be conducted by an Authorizing Official or a competent Ohio licensed online instructor. The trainee will be observed and assessed over a course of two days to ensure they have knowledge of the Ohio Driver Training Curriculum content. The assessment shall also be based on the online instructor candidate's ability to handle questions and provide feedback in a manner conducive to the learning environment.

- 2 DAY ASSESSMENT (THE ASSESSMENT MUST BE INCLUDED IN THE APPLICATION TO COMPLETE THE TRAINING REQUIREMENT)

SIGNATURE OF TRAINEE X	DATE
SIGNATURE OF TRAINER X	DATE