ADVANCED JUVENILE DRIVER IMPROVEMENT PROGRAM RESOURCE GUIDE

CURRICULUM APPROVAL CRITERIA

The Ohio Department of Public Safety reserves the right to update this criteria.

FOR STUDENT CURRICULUM
(minimum six-hour course for Advanced Juvenile students)

- Course overview (Table of Contents)

- Course purpose objectives

- Detailed classroom lesson plans for each unit or module – all topics in Ohio Administrative Code (O.A.C.) included

- Ohio specific laws and information

- Recommended time frames for each unit or behind-the-wheel activity (identify proposed break times and meal breaks)

- Learning activities

- Classroom tests (multiple versions – a minimum of three with different questions – revision dates)

- Student workbook or study guide - worksheets, activity sheets, quizzes

- Other A / V support

- Resources – text(s) – not more than 10 years old

- Resources – supplementary text(s)

- Additional printed resources

- Video and / or DVD resources – not more than 10 years old

- Internet references (must be active sites)

- What teaching / learning strategies are included in this curriculum (learning centered instruction, group facilitation techniques, various student learning, motor skills development, etc.)

- Administrative issues – state rules, paperwork and documentation, inspections, etc.

- Criteria for issuing certificates of completion

- Scheduling options

- Copies of course and administrative forms

FOR INSTRUCTOR TRAINING CURRICULUM
(minimum 16 hour course for instructors to learn to teach the six hour course to the teenage students)

- Course overview (table of contents)

- Course purpose objectives

- Detailed classroom lesson plans for each unit or module and all topics in O.A.C. included; behind-the-wheel activity; dealing with difficult people; current learning techniques; classroom and time management techniques; motivating students to change behavior

  o How to get students involved in the course (effective hands-on teaching)

  o How to use course materials

  o Administrative responsibilities

  o Student learning needs

  o Developing effective teaching / facilitating skills

- Recommended time frames for each unit or module (identify proposed break times and meal breaks)

- Behind-the-wheel learning activities

- Classroom tests (multiple versions - a minimum of three with different questions – revision dates)

- Instructor manual or guide - worksheets, activity sheets, quizzes

- Support materials and other A / V support

- Resources – text(s)- not more than 10 years old

- Resources – supplementary text(s)

- Additional printed resources

- Video and / or DVD resources – not more than 10 years old

- Internet references (must be an active site)

- Student workbook or study guide

- Administrative issues – state rules, paperwork and documentation, inspections, etc.

- Criteria for issuing certificates of completion

- Scheduling options for instructor training course (minimum of 16 hours)

- Copies of course and administrative forms

- Certificate of completion and / or instructor certification form

- Instruction to instructor candidates for student teaching

- Development of instructor understanding of objectives for each behind-the-wheel activity and instruction

- Effective use of student behind-the-wheel evaluation

- Evaluation or assessment forms for instructor candidates

- Criteria for successful completion of instructor training

ORGANIZATIONAL INFORMATION

- Sales and marketing, distribution and shipping, cost and availability of product

- Plan and timeline for updating or revising the curriculum (all or portions)

- Application – initial and renewal

- History and credential of the organization maintaining the curriculum

- Credentials of the staff assigned to manage the curriculum development / review process and certification system

CURRICULUM AND INSTRUCTOR CERTIFICATION OR RENEWAL SYSTEM

- Continuing education requirements and activities (frequency, length, content)

- Minimum standards for number of courses taught or teaching completed

- Plan for monitoring of instructors

- Policy and procedures for processing complaints against instructors

- Code of conduct

- De-certification policy and procedures for instructors

- Appeal process for de-certified instructors