



**DOCUMENTATION OF NEW ABBREVIATED ADULT
ONLINE INSTRUCTOR TRAINING FOR CURRENTLY
LICENSED ONLINE INSTRUCTORS**

DRIVER TRAINING ENTERPRISE	ENTERPRISE #
ONLINE INSTRUCTOR NAME	LICENSE #

ONLINE ABBREVIATED ADULT INSTRUCTOR TRAINING – SUMMARY OF TIME TOTALS

1 hour
Administrative Review

5 hours
Completion of Abbreviated Adult Online Driver Education Program
Completion of Final Examination

The Ohio Department of Public Safety, Driver Training Program is aware that current online instructors of a teen Class D online program, are accustomed to handling student inquiries, providing guidance on contracts, student validation questions, etc. Due to the existing experience, a brief training of the Abbreviated Adult Online program and curriculum will be required to add this program to their license.

ADMINISTRATIVE REVIEW (approximately 1 hour)

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

- | | |
|---|--|
| <input type="checkbox"/> ABBREVIATED ADULT PROGRAM OVERVIEW | <input type="checkbox"/> REQUIREMENTS FOR ONLINE INSTRUCTORS |
| <input type="checkbox"/> PROCEDURES FOR QUESTION MANAGEMENT WITH ADULTS | <input type="checkbox"/> STUDENT FOOT PRINT |

SIGNATURE OF ONLINE INSTRUCTOR X	DATE
SIGNATURE OF AUTHORIZING OFFICIAL X	DATE

CURRICULUM REVIEW (approximately 5 hours total)

A copy of the certificate of completion must be submitted. After the completion of the Abbreviated Adult Online Driver Education Program, the instructor will be required to complete the final examination. The final examination shall include all 60 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 ABBREVIATED ADULT ONLINE DRIVER EDUCATION PROGRAM
- COPY OF FINAL EXAMINATION

SIGNATURE OF INSTRUCTOR X	DATE
SIGNATURE OF AUTHORIZING OFFICIAL X	DATE