

Driver Education – Online Theory Program Approval Checklist

The Pennsylvania Department of Education (PDE) has developed the following checklist to guide applicants in seeking approval for online driver education theory programs. Schools desiring to offer an online theory driver education program must submit the following items to PDE for review and approval. Please submit these materials to: Pennsylvania Department of Education, School Safety Education Office, 333 Market Street, 3rd Floor, Harrisburg, PA 17126-0333.

1. _____ A rationale for the course consisting of at least 30 hours of instruction, including measurable goals/objectives and the estimated time required to complete the online course
2. _____ An explanation of how the online course will operate, including:
 - a. A copy of the enrollment agreement that includes a listing of all fees or costs associated with the program and a payment schedule;
 - b. A statement that the course will be free from advertisements; and
 - c. A statement that the course will be free from items that could have a negative impact on one's good moral character.
3. _____ A hard copy of all information that will be provided to students online, including voice and/or text
4. _____ A course outline for each lesson with a cross reference to each Driver Education Content Expectation
5. _____ A listing of texts, materials and supplies that will be provided to participants or pages that can be downloaded by students
6. _____ A listing of websites that the student will be required to visit, including specific links and content to be learned
7. _____ A listing of questions, tests and quizzes that students will be expected to respond to online for each lesson
8. _____ A detailed explanation of how student progress will be monitored by a Pennsylvania certified teacher, with certification in Driver and Safety Education or by a licensed private driver training school classroom teacher
9. _____ A detailed explanation of how the school will identify participating students

10. _____ A complete description of the evaluation/grading system that includes:
 - a. A written final examination that will account for at least 40 percent of the final grade for the course;
 - b. A listing of predetermined locations and designated dates for the written final examination to be administered;
 - c. The final examination to be administered under the supervision of a certified teacher, school principal, assistant principal, school counselor or a licensed private driver training school classroom teacher;
 - d. A listing of instructions for the return of the final exam by the test administrator; and
 - e. Any other accommodations needed to complete the course successfully.

11. _____ A copy of the certificate that will be issued for successful completion of the online course

12. _____ The name of the certified driver education teacher or licensed private driver training school classroom teacher who is facilitating the online instruction and a copy of the teaching certificate or private driver training school teacher's identification card

Pennsylvania schools, including private driver training schools, must submit an application and the above-listed supporting documentation for an online driver education theory course to PDE via paper copy. The online program must be approved by PDE prior to the school offering the course to students. PDE will only approve online theory driver education courses provided by Pennsylvania schools. Online courses provided by organizations and/or out-of-state schools will not be approved by PDE. The *Driver Education – Online Theory Program Application* is available on PDE's website at www.education.state.pa.us, keywords Driver Education.