

EIGHT HOUR ONLINE DRIVER MANUAL CURRICULUM VENDOR APPLICATION

Purpose: Use this form to apply for DMV approval to offer an Online Driver's Manual Course.

Instructions: Return completed application to the Driver Training Work Center at the above address.

APPLICATION INFORMATION	
CURRICULUM/COURSE NAME	

APPLICANT INFORMATION	
APPLICANT NAME (Print) (last, first, mi, suffix)	TITLE

REPRESENTATIVE INFORMATION (authorized to act on behalf of owner)		
REPRESENTATIVE FULL LEGAL NAME (last, first, mi, suffix)	TITLE	TELEPHONE NUMBER
MANAGER/ADDITIONAL REPRESENTATIVE FULL LEGAL NAME (last, first, mi, suffix)	TITLE	TELEPHONE NUMBER

CONTACT INFORMATION	
CONTACT PERSON FULL LEGAL NAME (If different from applicant/representative) (last, first, mi, suffix)	TELEPHONE NUMBER
EMAIL ADDRESS (if applicable)	FAX NUMBER

BUSINESS OPERATIONS INFORMATION				
NAME OF DRIVER TRAINING SCHOOL			DRIVER TRAINING SCHOOL CODE <div style="display: flex; align-items: center; gap: 5px;"> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </div>	
BUSINESS ADDRESS		CITY	STATE	ZIP CODE
MAILING ADDRESS (if different from above)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	FAX NUMBER (if applicable)	OFFICE HOURS <div style="display: flex; justify-content: space-around; width: 100%;"> AM PM </div>	EMAIL ADDRESS (if applicable)	
FEDERAL IDENTIFICATION NUMBER/CUSTOMER NUMBER		BUSINESS LICENSE NUMBER	WEBSITE ADDRESS (if applicable)	

CERTIFICATION		
<p>I hereby make application for approval of an online driver's manual course curriculum. I understand that, if approved, I am subject to current statutes and regulations pertaining to a driver training school. By signing this document, I certify that I am a vendor or designated representative of a vendor and that I am authorized to enter into binding agreements. I understand that this application shall become valid upon signing. Either party may terminate this agreement by giving written notice within 30 working days. I understand that submitting false or inaccurate information pursuant to this application may result in suspension, cancellation or revocation of the vendor agreement.</p> <p>I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.</p>		
APPLICANT NAME (print)	APPLICANT SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY	
CLERK STAMP	APPLICATION APPROVED DATE (mm/dd/yyyy)
	APPLICATION DENIED DATE (mm/dd/yyyy)

ONLINE DRIVER'S MANUAL COURSE REQUIREMENTS

Upon submission of this signed application, the owner or authorized representative of the driver training school agrees to the meet the follow requirements.

Applicant Must:

- Be currently licensed as a driver training school.
- Develop and provide DMV with access (including user name and password) to the Driver Manual Course to evaluate applicable samples of the course offered.
- Provide the course and related program materials using media which allows full access to the course by the hearing impaired, and others requiring accommodation under the Americans with Disabilities Act.
- Establish a help desk that is guaranteed to be accessible for the student during reasonable periods of time daily; and, shall guarantee the student toll-free phone access to assistance from a person and/or provide online responses to inquiries and/or assistance with the technical content of the course.
- Ensure that the certificate of completion is issued to the same person who took the course.
- Provide documentation identifying all validation sources that will be used to ensure that the student is the person actually completing the course.
- Ensure design of the course is suited for online training for persons with minimal keyboarding skills, or computer competencies.
- Ensure that the curriculum is designed to include feedback that is relevant to the student's responses. Feedback must be correct and timely.
- Ensure that the curriculum design allows the student the ability to review previously completed modules.
- Ensure that the curriculum design allows the course to be taken in increments.
- Ensure that the curriculum design prohibits students from advancing to the next section or to the end of the course without spending the required time on each topic.
- Have the ability to receive an electronic notification when the student has successfully completed the course prior to the issuance of the certificate of completion.
- **Maintain a valid email address to allow students under 18 to submit proof of completion of the classroom component of driver education before allowing them to take the eight-hour online driver's manual course.**

Course/Curriculum Content

- The course shall be no less than eight hours in length.
- The curriculum must be solely based on the most current version of the Virginia Driver's Manual.
- The information used in course materials must be accurate, presented clearly, and logically.
- Current Virginia statistics must be used when statistics are presented.
- The course materials must clearly define the purpose, goals, and objectives of the program. The purpose should be concisely stated, with specific components.
- The course must be presented at a sixth grade reading and comprehension level.

Note: Course/curriculum content must be approved by DMV prior to use.

Web Site Requirements

- Online registration portal must:
 - Display the name of the online driver training school
 - Have secure internet/Wi-Fi connection
 - Post the fee for taking the online course
 - Provide instructions for completing the online course
 - Provide fields to enter the following student information:
 - Full legal name (first, middle and last), no nicknames
 - DMV-issued customer number
 - Email address

- Post the following statements on the school's web site:
 - **Statement:** In order to benefit from the course, you must be able to work independently and be comfortable with using a computer.
 - **Statement:** The online driver's manual course must be completed through a DMV-licensed driver training school.
 - **Statement:** The online driver's manual course is an eight-hour course based on the *Virginia Driver's Manual* and is designed to better prepare individuals for the general knowledge test. The course must be completed in its entirety prior to the issuance of a certificate of completion.
 - **Statements:**
 - Students under age 18 that fail the general knowledge test three times:
 - If you complete the required classroom portion of driver's education (consisting of 36 fifty-minute classroom sessions) after you fail three times, you may present the certificate of completion such as a DEC-1, (from the public or private school) or DTS 36 (from a DMV-licensed driver training school) to satisfy the three-times failure.
 - If you complete the classroom component of driver education before failing the knowledge test three times you may take the eight-hour driver's manual course online or in person to satisfy the three times failure. You must provide your certificate of completion such as a DEC-1 (from the public or private school) or DTS 36 (from a DMV-licensed driver training school) to the email address of the school that will be providing the Driver's Manual course before you enroll in the Driver's Manual Course.
 - **Statement:** The certificate of completion must be printed on 8½" x 11 plain white bonded paper. DMV will not accept certificates printed on color or special designed paper or paper with any form of advertisement on the front or back of the certificate. DMV will not accept any certificates that have been altered in any way.
 - **Statement:** DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have any comments or concerns about this course, call our toll-free number: (1-877-885-5790).

Electronic Online Certificate of Completion Requirements

DMV created a "standardized" electronic online certificate of completion that must be issued to each person that successfully completes an online driver's manual course. This is the only document that will be accepted by DMV. You will receive more information regarding the electronic certificate after your application has been processed.

Electronic Email Message

- Vendor must e-mail the *Electronic Certificate of Completion (DTS 8E)* to the student using the email address provided by the student taking the course in the "Registration" portal on the driver's training school website. The e-mail message must contain the following information:
 - E-mail address of the driver training school where the student signed up to complete the course
 - E-mail address of the student that completed the course
 - Subject: Eight Hour Online Driver's Manual Course
 - Message:

"Your electronic certificate of completion is attached which indicates that you successfully completed an 8 hour Online Driver's Manual Course. You must present the physical certificate of completion at a DMV customer service center to be eligible to take the general knowledge test a fourth time and thereafter."

IMPORTANT INFORMATION

- DMV will not accept this certificate if the date of completion is before the third failure.
- DMV will not accept this certificate of completion if it has been altered.
- DMV will only accept the physical certificate of completion.
- The certificate of completion must be printed on 8 ½" x 11" plain white bonded paper. DMV will not accept certificates printed on color or special designed paper or paper with any form of advertisement on the front or back of the certificate. DMV will not accept any certificates that have been altered in any way.

Reports

Upon request, applicant must be able to provide DMV with true copies of all records pertaining to annual, periodic or special reports regarding student's completion of the course in a manner prescribed by DMV in accordance with § 46.2- 1704.4 of the Virginia Code.

Student Records to be Maintained

A file must be maintained for each student completing an Eight hour online driver's manual course with:

- The "Proof" of previous completion of 36 50-minute periods of the classroom component of driver's education prior to taking the Virginia Online Driver's Manual Course for **Customers Younger Than Age 18**.
- The "Proof" of course completion from the vendor prior to issuance of the electronic certificate of completion.
- The electronic certificate of completion issued after the third failure.
- The email notification to the student with the attachment of the DTS 8E regarding completion of the course.

Audit and Compliance

- Any deficiencies or matters needing correction will be identified during the licensure period and during a DMV audit and reported to the curriculum vendor. DMV will retain the sole authority and discretion to determine whether an driver training school is compliant or non-compliant; and, in its sole discretion shall issue a notice of non-compliance upon the determination that an driver training school is non-compliant.
- Provide DMV with access (including username and password) to be able to conduct audits to ensure compliance with established requirements.
- Comply with all statutes or regulations governing the practice of a driver training school. Upon written notice from DMV that an driver training school is non-compliant, the school will have thirty (30) days to complete corrective actions. If the school fails to make the corrections, DMV may deem the school non-compliant and issue a notice of suspension, or revocation of DMV approval.
- Within thirty (30) days of receiving written notice from DMV that the school's license is under suspension, cancellation or revocation, the Vendor shall terminate the school's operation until after receiving notice from DMV that the sanction is lifted, or that the school's license has been re-instated. All administrative hearings shall be conducted in accordance with DMV policy and procedures.