Commercial Vehicle Curriculum Application Checklist

PLEASE READ CAREFULLY, AS THE APPLICATION HAS BEEN RECENTLY REVISED

☐ <u>All</u> applicants—including partners, corporate officer(s), and/or controlling stockholders—must sign the Statement of Completion at the bottom of this page and include it with the application.

☐ <u>All</u> applicants—including partners, corporate officer(s), and/or controlling stockholders —are required to complete all sections of the application with the exception of Section 1, which only needs to be completed once. You may photocopy these sections accordingly.

FOR CLASSROOM/TEXTBOOK BASED CURRICULUM (DRIVER TRAINING):

☐ Submit hard two copies of the curriculum.

☐ Submit copies of all multi-media presentation material used for student delivery (such as videos, DVDs and PowerPoint presentations).

☐ Submit a copy of Instructor guidance material including, if applicable, discussion points or   instructor's manual.

☐ Submit a detailed course syllabus.

☐ Provide the documentation requested in Section 4 of this application to demonstrate the curriculum is comprised of content for Commercial Vehicle Driver Training. Refer to the Commercial Vehicle Driver Training Curriculum Standards Checklist (Form # RC- CVDT-401) for time calculation standards.

☐ Submit a completed Commercial Vehicle Driver Training Curriculum Standards Checklist (Form # RC- CVDTCS-401)

FOR VIRTUAL CURRICULUM (DRIVER TRAINING ONLY):

☐ Submit a completed Commercial Vehicle Driver Training Curriculum Standards Checklist. (Form # RC- CVDTCS-401).

☐ Submit two copies of the curriculum or one set of printed screen shots of all components of the virtual curriculum.

☐ Submit a completed Virtual Commercial Vehicle Driver Training Program Evaluation. (Form # RC- CVDT-402).

☐ Submit a URL, login, and password providing the same access as an enrolled student.

☐ Submit an administrative login and password for access to student logs and timers for audit purposes.

STATEMENT OF COMPLETION

I hereby certify that this application includes <u>all</u> documents which are required to be attached, for the approval as outlined above. I understand that an incomplete application or application lacking the necessary paperwork will result in my application not being processed.

Printed Name	**Legal Signature**	**Date**

Please submit application and all supporting documents to:
Georgia Department of Driver Services
Attn: Regulatory Compliance Division
2206 East View Parkway
Conyers, Georgia 30013

An application Drop Box is also available at the entrance of the Conyers Customer Service Center.

DDS
GEORGIA DEPARTMENT OF DRIVER SERVICES

Commercial Vehicle Curriculum Application

SECTION 1: Applicant Information

Full Legal Name of the Company

Trade Name/DBA, if applicable

Physical Address	City	County	State	Zip Code

Mailing Address ☐ Same as above	City	County	State	Zip Code

Primary Phone Number	Secondary Phone Number	Facsimile Number

Email address	Website

Contact Name	Title	Phone Number	Email Address	☐ Same as above

☐ **I would prefer all correspondence be mailed to the mailing address above.**
Unless the box is checked, all correspondence will be emailed to the email address provided.

1.1 Is this company a corporation or limited liability corporation?
☐ Yes ☐ No

> **1.1.1** If you indicated "Yes" to question 1.1, have you applied for and successfully obtained a Certificate of Incorporation or Certificate of Authority from the Georgia Secretary of State?
> ☐ Yes ☐ No

> **1.1.2** If yes, list the names of all officers or controlling stockholders.

Name	Title/Position	Interest Held

1.2 Is this company jointly owned (partnership)?
☐ Yes ☐ No

> **1.2.1** If yes, list the names of all partners/owners.

Name	Title/Position

DDS
Georgia Department
Of Driver Services

SECTION 2: *Applicant Qualifications*

Last Name	First Name	Middle Name	Suffix	Title/Position

Date of Birth	Driver's License #	State of Issuance	Social Security #

Home Address	City	County	State	Zip Code

Mailing Address ☐ Same as above	City	County	State	Zip Code

Primary Phone Number	Secondary Phone Number

Email address

2.1 Are you a United States citizen?
☐ Yes ☐ No

    2.1.1 If you answered "No" to question 2.1, can you provide proof of lawful status to be in the United States?
    ☐ Yes ☐ No

NOTE: Acceptable proof of citizenship or lawful status is required to be sent in with your application.

2.2 Are you currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

2.3 Do you have a spouse, dependent child, dependent stepchild, or dependent adopted child that is currently employed with the Georgia Department of Driver Services?
☐ Yes ☐ No

SECTION 3: *Course Properties*

3.1 What is the marketed name of the course?

3.2 What is the course program type?
☐ Commercial Vehicle Driver Training

3.3 Approximately how long, measured in hours, is the course?

3.4 How is the course delivered?
☐ Classroom/Skills Demonstration   ☐ On-line Virtual/Skills Demonstration

SECTION 4: Content Verification

Refer to the Commercial Vehicle Driver Training Curriculum Standards Checklist (Form # RC-CVDTCS-401)

4.1 Provide the total word count for all written material to be read by the student. _____

    4.1.1 On a separate page provide the total word count contained in each course module.

4.2 Provide the total time duration, in minutes, of all multimedia presentations, including all video clips, audio clips, and animated graphics contained in the course. _____

    4.2.1 On a separate page provide the total multimedia time duration contained in each course module.

4.3 Provide the total number of all quiz, exam, and final exam questions presented to the student. If you use a question bank, count only the questions the student will be expected to answer. _____

    4.3.1 On a separate page provide the total number of quiz and exam questions contained in each course module.

4.4 Provide the total number of charts and graphs contained in the course. _____

    4.4.1 On a separate page provide the total number of charts and graphs contained in each course module.

SECTION 5: Applicant Affirmation

Under penalty of law, I do hereby swear or affirm that all the information I have provided herein is complete and accurate.

I will refrain from abusing alcohol or other drugs, and from using illegal drugs.

I will submit all reports and information as specified in the DDS rules and regulations and will allow DDS to examine and audit my program's books, records, and financial statements.

I hereby authorize the release to DDS of any information necessary for the evaluation of my application. I understand that this information will be used only for the purpose of processing my application. Photocopies of this authorization will be valid for the purpose of requesting such information.

I understand that to knowingly make a false statement or conceal a material fact in this application will result in the denial of my application, the cancellation of my certification (if applicable), and criminal charges being brought against me.

_____ _____

Legal Signature **Date**

Sworn to and subscribed before me
this ____ day of _____ 20____. **(SEAL)**

_____

Notary

With the passage of the federal Commercial Motor Vehicle Safety Act of 1986, the Georgia Department of Driver Services has the authority to approve programs and curricula for Commercial Vehicle Driver Training. Curriculum providers seeking DDS approval of a classroom program or virtual (online) Commercial Vehicle Driver Training Program must certify that their program adheres to the Commercial Vehicle Driver Training Curriculum Standards (CVDTCS) outlined in this document. Upon completion of the course, the student should be capable of demonstrating an understanding of each key concept.

Use the following standards for time calculations:
- Word count - divide number of words by 180 to determine number of minutes.
- Charts and graphs – count each one as one minute.
- Quiz/test questions - count each one as 1.5 minutes.
- Multimedia presentations (including all video clips, audio clips, and animated graphics) - count each one as its actual running time. Multimedia presentations are limited to 10% of total course time.

Note: Curricula submitted for Department approval must be original works of authorship. All content on the Department's website is copyright protected; any use without the Department's approval shall be considered copyright infringement and legal action may be taken.

Instructions to Curriculum Providers

Curriculum providers are required to certify that their course of instruction adheres to the Department's standards. Course material must be specific to Georgia traffic laws, Georgia licensing requirements, and Federal Regulations. Courses written for other states or courses containing material specific to other states will not be reviewed.

Virtual curriculum providers must also complete the Department's Commercial Vehicle Virtual Driver Training Program Evaluation form. Only interactive web-based programs will be considered. ***CD- ROM programs are not acceptable.***

Commercial Vehicle Driver Training Curriculum Standards (CVDTCS)

After reviewing the standards herein, the curriculum provider should initial next to each statement, certifying the course covers all indicated concepts and areas of required instruction. **Any course not adhering to these standards, or failing to be specific to Georgia requirements, will be rejected.**

CVDTCS 1
The student will demonstrate an understanding of Georgia traffic laws, licensing procedures, federal regulations and other responsibilities associated with the operation of a commercial motor vehicle.

Key concepts include:
- a) licensing requirements and types of licenses;
- b) the motor vehicle section of the *Code of Georgia*; and
- c) CDL disqualifications outlined in the Commercial Drivers Manual.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 1.**

CVDTCS 2
The student will demonstrate an understanding of driver related safe operation regulations contained in parts 391, 392, 393, 395, 396, and 397 of the Code of Federal Regulations.

Key concepts/skills include:
  a) motor vehicle inspection, repair, and maintenance requirements;
  b) procedures for safe vehicle operations;
  c) the effects of fatigue, poor vision, hearing impairment, and general health upon safe commercial motor vehicle operation;
  d) the types of motor vehicles and cargoes subject to the requirements contained in part 397; and
  e) the effect of alcohol and drug use upon safe commercial motor vehicle operations.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 2.**

CVDTCS 3
The student will demonstrate an understanding of the proper use of the purpose and function of the controls and instruments commonly found on commercial motor vehicles.

Key concepts/skills include:
  a) proper use of the commercial motor vehicle's safety system, including lights, hors, side and rear-view mirrors, proper mirror adjustments, fire extinguishers, symptoms of improper operation revealed through instruments, motor vehicle operation characteristics, and diagnosing malfunctions; and
  b) the knowledge to correct procedures needed to use these safety systems in an emergency situations, e.g., skids and loss of brakes.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 3.**

CVDTCS 4
The student will demonstrate an understanding of the proper procedures for performing various basic maneuvers.

Key concepts/skills include:
  a) starting, warming up, and shutting down the engine;
  b) putting the vehicle in motion and stopping;
  c) backing in a straight line; and
  d) turning the vehicle, e.g., basic rules, off tracking, right/left turns and right curves.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 4.**

CVDTCS 5
The student will demonstrate an understanding of the basic shifting rules and terms for common transmissions.

Key concepts/skills include:
  a) key elements of shifting, e.g., controls, when to shift and double clutching;
  b) shift patterns and procedures; and
  c) consequences of improper shifting.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 5.**

CVDTCS 6

The student will demonstrate an understanding of the procedures and rules for various backing maneuvers.

Key concepts/skills include:
a) backing principles and rules; and
b) basic backing maneuvers, e.g. straight-line backing, and backing on a curved path.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for DTCS 6.**

CVDTCS 7

The student will demonstrate an understanding of the importance of proper visual search and proper visual search methods.

Key concepts/skills include:
a) seeing ahead and to the sides;
b) use of mirrors; and
c) seeing to the rear.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 7.**

CVDTCS 8

The student will demonstrate an understanding of the principles and procedures for proper communications and the hazards of failure to signal properly.

Key concepts include:
a) signaling intent, e.g., signaling when changing direction in traffic;
b) communicating presence, e.g., using horn or lights to signal presence; and
c) misuse of communications.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 8.**

CVDTCS 9

The student will demonstrate an understanding of the importance of the effects of speed.

Key concepts/skills include:
a) speed and stopping distance;
b) speed and surface conditions;
c) speed and the shape of the road;
d) speed and visibility; and
e) speed and traffic flow

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 9.**

CVDTCS 10

The student will demonstrate an understanding of the procedures and techniques for controlling the space around the vehicle.

Key concepts include
    a)   the importance of space management;
    b)   space cushions, e.g., controlling space ahead/to the rear
    c)   space to the sides; and
    d)   space for traffic gaps.

____   **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 10.**

CVDTCS 11

The student will demonstrate an understanding of the preparations and procedures for night driving.

Key concepts include:
    a)   night driving factors, e.g., driver factors (vision, glare, fatigue, inexperience);
    b)   roadway factors (low illumination, variation in illumination, unfamiliarity with roads, other road users, especially drivers exhibiting erratic or improper driving); and
    c)   vehicle factors (headlights, auxiliary lights, turn signals, windshields and mirrors).

____   **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 11.**

CVDTCS 12

The student will demonstrate a basic understanding of operating in extreme driving conditions and the hazards encountered in such conditions.

Key concepts include:
    a)   bad weather, e.g. snow, ice, sleet, high wind;
    b)   hot weather; and
    c)   mountain driving.

____   **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 12.**

DTCS 13

The student will demonstrate the basic information on hazard perception and clues for recognition of hazards.

Key concepts/skills include:
    a)   road characteristics; and
    b)   road user activities.

____   **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 13.**

CVDTCS 14

The student will demonstrate an understanding concerning when and how to make emergency maneuvers.

Key concepts/skills include
  a) evasive steering;
  b) emergency stop;
  c) off road recovery;
  d) brake failure; and
  e) blowouts.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 14.**

CVDTCS 15

The student will identify the causes and major types of skids, as well as the procedures for recovering from skids.

Key concepts/skills include:
  a) over-braking;
  b) over-steering;
  c) over-acceleration;
  d) driving too fast;
  e) drive –wheel skids; and
  f) front-wheel skids.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 15.**

DTCS 16

The student will demonstrate an understanding of the principles and procedures for the proper handling of cargo.
  a) consequences of improperly secured cargo, drivers' responsibilities, and Federal/State and local regulations;
  b) principles of weight distribution; and
  c) principles and methods of cargo securement.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 16.**

CVDTCS 17

The student will demonstrate an understanding for the objectives and proper procedures for performing vehicle safety inspections.

Key concepts/skills include:
  a) the importance of periodic inspection and repair to vehicle safety;
  b) the effect of undiscovered malfunctions upon safety;
  c) what safety-related parts to look for when inspecting vehicles, e.g., fluid leaks, interference with visibility, bad tires, wheel and rim defects, braking system defects, steering system defects, suspension system defects, exhaust system defects, coupling system defects and cargo problems;
  d) pre-trip/enroute/post-trip inspection procedures; and
  e) report findings.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 17.**

DTCS 18

The student will demonstrate an understanding of hazardous materials.

Key concepts/skills include:
a) what constitutes hazardous material requiring an endorsement to transport;
b) classes of hazardous materials;
c) labeling/placarding requirements; and
d) need for specialized training as a prerequisite to receiving the endorsement and transporting hazardous cargoes.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 18.**

DTCS 19

The student will identify practices that are important when driving upgrade and downgrade.

Key concepts include:
a) selecting a safe speed ;
b) selecting the right rear; and
c) proper braking techniques.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 19.**

CVDTCS 20

The student will identify practices that are important to staying alert and safe while driving.

Key concepts/skills include:
a) being prepared to drive;
b) what to do when driving to avoid fatigue;
c) what to do when sleepy while driving; and
d) what to do when becoming ill while driving.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 20.**

CVDTCS 21

_____ The student will demonstrate an understanding of the air brake system of a commercial motor vehicle.

Key concepts/skills include:
a) general air brake system nomenclature;
b) the dangers of contaminated air supply (dirt, moisture, and oil);
c) implications of severed or disconnected air lines between the power unit and the trailer(s);
d) implications of low air pressure readings;
e) procedures to conduct safe and accurate pre-trip inspections, including knowledge about
    1) automatic fail-safe devices;
    2) system monitoring devices
    3) low pressure warning alarms
f) procedures for conducting enroute and post-trip inspections of air-actuated brake systems
    1) Ability to detect defects that may cause the system to fail

      2) Test that indicate the amount of air loss from the braking system within a specified period, with and without the engine running
      3) Tests that indicate the pressure levels at which the low air pressure warning devices and the tractor protection valve should activate
  g) general operating practices and procedures
      1) proper braking techniques
      2) antilock brakes
      3) emergency stops
      4) parking brake

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 21.**

CVDTCS 22

The student will demonstrate an understanding of the three main areas regarding the operation of a combination vehicle.

Key concepts/skills include:
  a) the procedures for proper coupling and uncoupling a tractor to a semi-trailer;
  b) the objectives and proper procedures that are unique for performing vehicle safety inspections on combination vehicles; and
  c) general operating practices and procedures, e.g., safely operating combination vehicles and air brakes.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 22.**

CVDTCS 23

The student must be able to identify each safety-related part on the vehicle and explain what needs to be inspected to ensure a safe operating condition of each part.

Key concepts/skills include:
  a) identify each safety-related part and explain what need to be inspected in the engine compartment;
  b) identify each safety-related part and explain what need to be inspected in the cab/engine start;
  c) identify each safety-related part and explain what need to be inspected in the steering components;
  d) identify each safety-related part and explain what need to be inspected in the suspension system;
  e) identify each safety-related part and explain what need to be inspected in the brake system;
  f) identify each safety-related part and explain what need to be inspected in the wheels
  g) identify each safety-related part and explain what need to be inspected at the side of the vehicle
  h) identify each safety-related part and explain what need to be inspected in the rear of the vehicle; and
  i) what special features may be on a tractor trailer, school bus, or coach/transit bus, if that is the type of vehicle that is being used for training.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 23**

CVDTCS 24

The student must be able to identify the controls and monitoring devices and complete an inspection of an air brake equipped vehicle.

Key concepts/skills include:
- a) locate and verbally identify air brake operating controls and monitoring devices;
- b) determine the motor vehicle's brake system condition for proper adjustments and that air system connections between motor vehicles have been properly made and secured;
- c) inspect the low pressure warning device(s) to ensure that they will activate in emergency situations;
- d) with the engine running, make sure that the system maintains an adequate supply of compressed air;
- e) determine that required minimum air pressure build up time is within acceptable limits and that required alarms and emergency devices automatically deactivate at the proper pressure level; and
- f) operationally check the brake system for proper performance.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 24**

CVDTCS 25

The student must possess and be able to demonstrate the basic motor vehicle control skills for the class of commercial motor vehicle they operate or expect to operate.

Key concepts/skills include:
- a) the ability to start, warm up, and shut down the engine;
- b) the ability to put the motor vehicle in motion and accelerate smoothly, forward and backward;
- c) the ability to bring the motor vehicle to a smooth stop;
- d) the ability to back the motor vehicle in a straight line, and check path and clearance while backing;
- e) the ability to position the motor vehicle to negotiate safely and then make left and right turns;
- f) the ability to shift as required and select appropriate gear for speed and highway conditions; and
- g) the ability to back along a curved path.

_____ **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 25**

CVDTCS 26

The student must possess and be able to demonstrate safe on-road skills for the class of commercial motor vehicle they operate or expect to operate.

Key concepts/skills include:
- a) the ability to use proper visual search methods;
- b) the ability to signal appropriately when changing direction in traffic;
- c) the ability to adjust speed to the configuration and condition of the roadway, weather and visibility conditions, traffic conditions, and motor vehicle, cargo and driver conditions;
- d) the ability to choose a safe gap for changing lanes, passing other vehicles, as well as for crossing or entering traffic;

e)   the ability to position the motor vehicle correctly before and during a turn to prevent other vehicles from passing on the wrong side, as well as to prevent problems caused by off-tracking;

f)   the ability to maintain a safe following distance depending on the condition of the road, visibility, and vehicle weight;

g)   the ability to adjust operation of the motor vehicle to prevailing weather conditions including speed selection, braking, direction changes, and following distance to maintain control; and

h)   the ability to observe the road and the behavior of other motor vehicles, particularly before changing speed and direction.

_____   **I certify the submitted curriculum adheres to the key concepts and/or skill instruction required for CVDTCS 26**

Name	**Company (dba)**	**Title**

Legal Signature	**Date**

Virtual Commercial Vehicle Driver Training Programs should be composed of 3 distinct components.

1st is the course content.
> This is the cornerstone. Course content must adhere to all DDS curriculum standards (**see Commercial Vehicle Driver Training Curriculum Standards Checklist, Form (RC-CVDTCS-401**). However, specific course content is not examined in detail in this form, as it falls under the review and approval process.

2nd is the course delivery system.
> This is how the course content is presented to the students. The program must be capable of delivering the material in a manner that is easy to use and effective. The delivery system must guide students through the course, while assisting them in achieving the required level of proficiency (80%).

3rd is the monitoring and recording system.
> This is the most critical of the three components. It is used to determine whether a student meets the requirement for classroom instruction required by Georgia Law, Federal Regulations, and reaches the required level of proficiency. It is also used to create and manage the required records.

Note: CD-ROM courses are NOT virtual classroom programs; they are computer-assisted instruction programs designed for mail-in or hand-in assignments. This type of program is not interactive and is primarily used in a physical classroom where only the student's time of attendance is monitored.

Curriculum Name_____

Company Name_____

URL, Login & Password (if available) _____

_____

Evaluate each of the three program components and rate them accordingly.
- The evaluation indicators are: Excellent, Good, Satisfactory, Poor, and Not Available.
- Some items have check boxes to identify specific features. You should check the boxes consistent with the program's functionality.
- After identifying any specific features and evaluating each item, check the indicator at left that best describes the item's features and functionality.

Excellent	Good	Satisfactory	Poor	Not Available	**1. Course Content**
					Unlike a physical classroom where limited numbers of students participate in a variety of activities and the time spent is all-inclusive, the content in a virtual program must stand alone and completely fulfill the time requirement (**see Commercial Vehicle Driver Training Curriculum Standards Checklist, Form RC-CVDTCS-401**). **Note:** all material below is virtual, or online.
					Textbook

					Workbooks		
					Study Sheets		
					Quizzes	☐ auto correcting	☐ manual correcting
					End of Module Tests	☐ auto correcting	☐ manual correcting
					Final Exam	☐ auto correcting	☐ manual correcting

Excellent	Good	Satisfactory	Poor	Not Available	**2. Course Delivery** The program must be structured to provide easy navigation for students and maximize their visual and intellectual capabilities. Achieving set proficiency requirements helps students increase retention and comprehension.
					Security
					Secure Login ☐ ID ☐ Password
					Course Materials
					General - Provides a self-teaching mode that permits students to work at their own pace and gain the most from the material presented.
					Textbook – provides students with a standard of learning that will serve as a focal area, helping to maximize the effectiveness of the course content, and allowing all students to benefit from standardized direction.
					Workbook – tests a student's comprehension of the material presented.
					Quizzes/Tests/Final Exam • Auto-correcting, giving the student immediate results.
					• Requires 80% proficiency level before advancing to the next level, ensuring that students understand the material presented.
					• Limits number of attempts per day; prevents students from taking unlimited numbers of the same test.
					• Randomly positions/replaces questions, forcing students to be prepared and eliminating cheating by copying previous answers.
					Student Tools
					Textbook Viewer – Allows material to be reviewed as many times as needed, helping students achieve the proficiency required for successful completion.
					Workbook Viewer • Allows answering workbook questions online.
					• Provides capability to review workbook scores. Incorrect answers are linked to textbook page (screen) to allow students to revisit question material.
					• Provides capability to return and edit answers if below 80% proficiency requirement.
					Testing • Provides capability to review test scores.

					• Links incorrect answers to textbook page (screen) so students can revisit question material.
					• Allows for retaking quizzes, tests, and final exam.
					Student Help • Internal messaging system for questions and teacher help.
					• E-mail messaging and assistance.
					• Live help via text chat for computer and/or program problems.
					• Toll-free phone line for voice assistance.

3. Monitoring and Recording

A Virtual Commercial Vehicle Driver Training Program must have a method of validating the course requirement. The program must have an accurate date/time monitoring system, student recordkeeping system, student evaluation system, and a reporting system. The reporting system must provide overall program statistics and analysis.

Recorded	Not Recorded	*a. Date/Time Monitoring*	
		Function	**Comments**
		LOGIN Records student login date and time. Allows the teacher to see when a student is online, aids in evaluating the student's effort.	**Not accurate** for timing purposes. Students can leave their computers on for extended periods without working on the course.
		LOGOUT Records date and time of logout. Ensures all records are properly closed.	**Not accurate** for timing purposes. Only functions if student logs out properly. Students can simply close their internet browser without logging out.
		Textbook • Records date/time, time spent on each page.	Must include all features listed or will not be accurate for timing purposes. Must have a time out feature to compensate for extended periods of idle time and/or students' failure to logout.
		• Flags pages with inappropriate time.	
		• Times out page when left idle.	
		Workbook • Records date/time, time spent on each page.	
		• Flags pages with inappropriate time.	
		• Times out page when left idle.	
		Quizzes • Records date/time started.	
		• Records date/time ended.	
		• Calculates total time.	
		• Times out when left idle.	
		End-of-Module Tests • Records date/time started.	

• Records date/time ended.	
• Calculates total time.	
• Times out when left idle.	

Recorded	Not Recorded	a. Date/Time Monitoring (contd.)	
		Function	**Comments**
		Final Exam • Records date/time started. • Records date/time ended. • Calculates total time. • Times out when left idle.	Must include all features listed or will not be accurate for timing purposes. Must have a time out feature to compensate for extended periods of idle time and/or students' failure to logout.
		Student/Teacher Communications Records communications and calculates student's time to review information from teacher.	Allows monitoring for inappropriate communications
		Administrative Communications Records communications between students and administrative personnel.	

Excellent	Good	Satisfactory	Poor	Not Available	b. Student Records
					Textbook Activities (logs record date and time) • Pages read are logged and categorized by module.
					• Student's time on each page is logged. Time is logged and categorized by page and module viewed.
					• Total textbook log calculates totals of all pages – adjusts for time out errors of prolonged/idle pages.
					Workbook Activities (logs record date and time) • Pages read are logged.
					• Student's time on each page is logged. Responses are: ☐ Saved ☐ Auto-corrected ☐ Reviewable by teacher
					Quiz Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time
					End-of-Module Test Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time
					Final Exam Records ☐ Date ☐ Time started ☐ Time ended ☐ Answers ☐ Score ☐ Total time

Excellent	Good	Satisfactory	Poor	Not Available	**_c. Student Evaluation_**
					"Student Needs Extra Attention" notification.
					View Textbook Logs ☐ Dates accessed ☐ Total Time Viewed ☐ Inadequate Time Warning
					View Workbook Logs ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View ALL Quizzes ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View ALL Tests ☐ Dates ☐ Times ☐ Answers ☐ Scores
					View Final Exam (All Attempts) ☐ Dates ☐ Times ☐ Answers ☐ Scores

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