



# Parent-Taught Driver Education Affidavit Processing

Driver License – Class D

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## Revision History

<b>Effective Date of SOP:</b> 3/4/2025	<b>SOP Number:</b> SOP A.08
<b>Functional Area Name:</b> Driver License	<b>Division Name:</b> Class D
<b>Last Review Date:</b> 2/27/2025	<b>Last Reviewer:</b> Justin Kelt, Regional Manager
<b>Next Review Date:</b> 2/27/2026	<b>Next Reviewer:</b> Regional Managers
<b>Executive Approval Date:</b> 3/4/2025	<b>Approved By:</b> Jaclyn McDuffey, Chief Product & Experience Officer

## Overview

Teens and parents interested in enrolling in Parent-Taught Driver Education must first apply and submit an affidavit to verify their eligibility in the program. These Standard Operating Procedures (SOP) provide instructions on how to process these submissions and verify eligibility of the applicants.

## Purpose

This SOP provides step-by-step instructions on processing applications for Parent-Taught Driver Education, including visual guidance on approving/denying submissions in the Microsoft Teams portal and verifying eligibility in D360.

## Policy Statement

These procedures apply only to teens and parents applying to participate in the Parent-Taught Driver Education program.

## Compliance

[OAC 260:135-5-117](#) – Requirements for parents and students (Parent-Taught Driver Education)

## Systems

Microsoft Teams – Hosts the portal used to process parent-taught affidavits.  
D360 – System of record used for verifying eligibility of applicants.

## Roles

*List the roles and functions of anyone involved in the operations described within this document.*

Role	Responsibilities
Examiner	Processes the transaction.

## Procedures

Parent-Taught Driver Education is an alternative to convention Driver Education, where parents and children use Approved Parent-Taught Driver Education Providers recognized by Service Oklahoma to teach their teenagers. Before purchasing a course packet from a provider, the parent must first apply to participate in the program by submitting an affidavit to Service Oklahoma. This document provides instructions on how to process affidavits submitted online and verify the eligibility of the applicant.

**NOTE:** Prior to beginning driving portion of training, applicant must first be issued a Learner Permit.

## Eligibility

### Student Requirements:

- Must be at least 15 years of age

### Parent(s) or Legal Guardian(s) Requirements:

- Must be above 21 years of age
- Must have an active and valid driver license (they will be asked to provide their Driver License number)
  - License does not have to be issued in Oklahoma; can be out-of-state
- Must not have had driving privileges and/or driver license suspended, canceled, revoked, or denied within the past twelve (12) months
- Must not have a currently active citation
- Must not have been convicted of possession or use of alcohol or drugs within the past twelve (12) months
- Must not have five (5) or more point violations on driving record
- Must not have administrative action by Service Oklahoma or be participating in IDAP

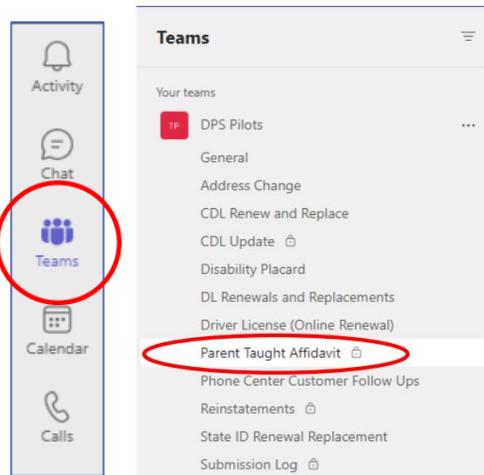
### NOTE:

- Permit must be in the student's possession at all times while performing behind-the-wheel training
- As of Nov. 1, 2023, students will also need to complete the Work Zone Safe online course before testing for their intermediate license.
- May have up to four (4) parents or legal guardians per one (1) child applicant, approved to administer the Parent-Taught Driver Education. Information for each parent must be collected for this application.

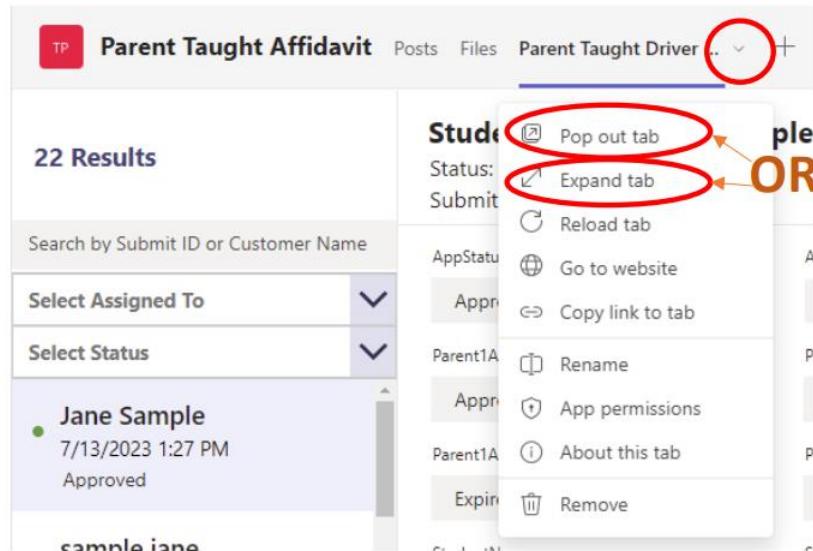
## Getting Started

### Steps

1. Open Microsoft Teams. Click on the “DPS Pilots” teams and select “Parent Taught Affidavit”.



2. At the top of the screen, open the drop-down menu for “Parent Taught Driver”. Click on “Pop out tab” or “Expand tab”.



3. On the left side of the portal is a list of every application and its status. The rest of the screen displays the application information. Refer to the visual aide below for further information.

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Quick info pertaining to selected Student

Generated Approval Number once application is processed

Select if changing an assigned processor. (Use the pencil icon before selecting to save changes)

Button to edit info. This should only be used to edit the 'Parent AppStatus', 'ParentAppStatusReason', 'SOK Internal Notes' Field and to Assign to yourself

Student Information

Parent Information

Full customer information. Use the scroll bar to access extra information and internal notes

Color Coded by Status

Filter by 'Assigned To'

Filter by 'Status'

Search by Submit ID or Customer Name

22 Results

Student Name: Student Middle Name

Status: In-Progress  
Submitted On: 7/20/2023 12:51 PM  
Processed On: 7/20/2023 12:51 PM  
In-Progress

AppStatus  
Pending

AppStatusReason

SubmitID  
63850790636255

AssignedTo  
Olivia Ucha

StudentName  
Olivia Test

StudentDateOfBirth  
11/13/2006

StudentMailingAddress  
11300 SE 15th St. Oklahoma City, OK 73149

StudentEmail

ParentName  
Parent 1 Test

Parent2Name  
Parent 2 Test

Parent3Name

Parent4Name

Parent1AppStatus  
Pending

Parent2AppStatus  
Pending

Parent3AppStatus  
Pending

Parent4AppStatus  
Pending

Parent1AppStatusReason  
In Progress

Parent2AppStatusReason  
In Progress

Parent3AppStatusReason  
In Progress

Parent4AppStatusReason  
In Progress

Parent1DateOfBirth  
10/10/1904

Parent2DateOfBirth  
10/10/1904

Parent3DateOfBirth

Parent4DateOfBirth

View Parent 1 Signature

View Parent 2 Signature

View Student Signature

View Parent 3 Signature

View Parent 4 Signature

Process Affidavit

Close out ticket here

View Student and Parents signatures submitted by customers here

Do not use

Email Templates

Parent Taught Dashboard

22 Results

Student Name: Student Middle Name

Status: In-Progress  
Submitted On: 7/20/2023 12:13 PM  
Processed On: 7/20/2023 12:13 PM  
In-Progress

Approval Number: C3454970195

Parent2Name  
10/21/1908

PARENT@EMAILCO  
(786) 300-7511

Parent1DIDState  
["Oklahoma"]

Parent2DIDState  
["Oklahoma"]

Parent3DIDState

Parent4DIDState

Parent1MailingAddress  
7290 SW 38th St, Oklahoma City, OK 73149

Parent2MailingAddress  
11300 SE 15th St, Midwest City, OK 73110

Parent3MailingAddress

Parent4MailingAddress

Parent1PhoneNumber  
(786) 300-7511

Parent2PhoneNumber  
(786) 300-7511

Parent3PhoneNumber

Parent4PhoneNumber

Parent1Email  
olivia.ucha@service.ok.gov

Parent2Email  
douglas.dearing@service.ok.gov

Parent3Email

Parent4Email

SOK Internal Notes

DriverEducationProvider  
["Safe2Drive"]

ApprovalNumber  
N801769

ProcessedOn  
5/16/2024

Process Affidavit

(Use the pencil icon before making notes to save changes)

View Parent 1 Signature

View Parent 2 Signature

View Student Signature

View Parent 3 Signature

View Parent 4 Signature

Button will turn purple once all required information has been processed

Email Templates

Parent Taught Dashboard

## Pre-Validation

Since there are currently no automatic ways to check for duplicate applications, a pre-check must be done to verify each submission.

### Steps

1. Using the left-hand menu, filter the status to “Pending”. Enter the student’s most unique name in the search.

12117 Results

Search by Submit ID or Customer Name Search by (first, middle, or last).  
Search is EXACT.

Select Assigned To ▼

Select Status ▼

Yzzik Rissay Sanchez
● 7/24/2023 3:56 PM
Approved
Paige Marion Richins
● 7/24/2023 4:00 PM
Approved

2. View each submission for differences (name, DOB, selected PTA provider, parents).

9 Results

test

Select Assigned To ▼

Select Status ▼

Olivia Test
● 5/8/2024 1:43 PM
Approved
Olivia Test
● 5/8/2024 2:47 PM
Approved

3. If there are any differences between the two applications, re-process the most recent application. Otherwise, if they are both the exact same, mark the most recent application as “Duplicate”.

## Processing

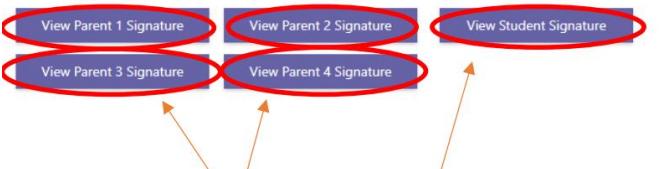
### Steps

1. Before processing the application, please review the submission to make sure that it can be approved. This includes clicking each of the “View \_\_\_ Signature” file buttons to ensure that they have been submitted properly.

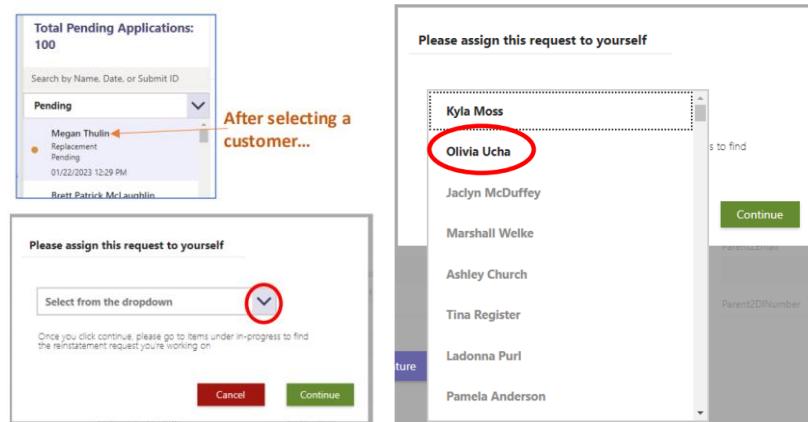
**Student Name: Student Middle Name**

Status: In-Progress		Processed by:	Approval Nu
Submitted On: 7/20/2023 12:51 PM		Processed On:	
AppStatus	Pending	AppStatusReason	SubmitID
StudentName	Olivia Test	StudentDateOfBirth	11300 SE 15th St, C
Parent1Name	Parent Test	Parent2Name	Parent3Name
Parent1AppStatus	Pending	Parent2AppStatus	Parent3AppStatus
Parent1AppStatusReason		Parent2AppStatusReason	Parent3AppStatusReason
Parent1DateOfBirth	10/10/1904	Parent2DateOfBirth	Parent3DateOfBirth
<a href="#">View Parent 1 Signature</a> <a href="#">View Parent 3 Signature</a>		<a href="#">View Parent 2 Signature</a> <a href="#">View Parent 4 Signature</a>	<a href="#">View Student Signature</a>

Verify signatures for appropriate uploads



2. If the uploaded signatures are valid, the application is ready to be processed. First, it must be assigned to yourself. Click on the customer's name and select your name from the pop-up menu that appears.



After selecting a customer...

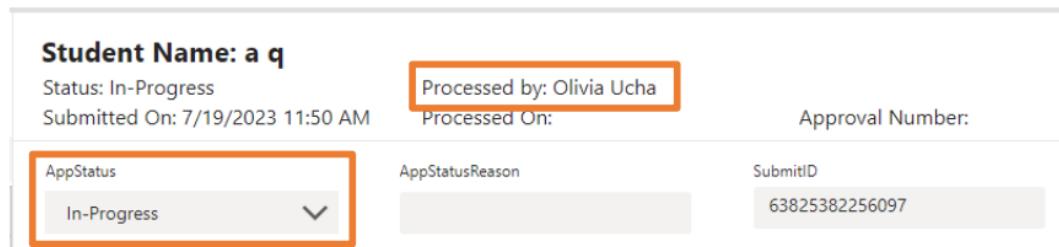
Please assign this request to yourself

Select from the dropdown

Once you click continue, please go to tabs under in-progress to find the reinstatement request you're working on

Cancel Continue

- Verify that the application has been assigned to the right person (yourself), and that the "AppStatus" has changed to "In-Progress".



Student Name: a q

Status: In-Progress

Submitted On: 7/19/2023 11:50 AM

Processed by: Olivia Ucha

Processed On:

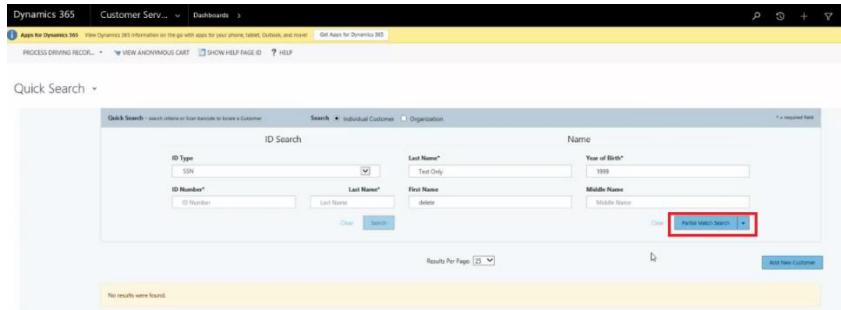
Approval Number:

AppStatus: In-Progress

AppStatusReason:

SubmitID: 63825382256097

- After the application has been assigned, the credentials of the student and their parent(s) must be verified for eligibility. **Open D360**, and use the personal information provided in the application to open the files for each credential through Quick Search.



Quick Search

Search: Individual Customer | Organization

ID Search

ID Type: SSN

ID Number: 1234567890

Last Name: Test Only

First Name: delete

Year of Birth: 1999

Perform Quick Search

- After opening a student/parent's file in D360, use the Identity Panel to verify that their driver license is current, valid, and meets all the requirements outlined in the "[Eligibility](#)" section of this SOP.

kinevil, evil see ≈



Customer360

Workstation : APP-PHYS075-585.d360.ok.gov

Identity Panel

Profile: kinevil

Address: [REDACTED]

SSN: 1234

DOB: 7/1/2008

Age: 16

Credit: LR

Class: D

Rect: 9 B

End: 7/31/2024

Issue: 7/31/2028

Exp: 7/31/2028

Self Certification Status: CDL Medical Certificate Not Certified

Issue Date: [REDACTED]

Expiration Date: [REDACTED]

Total Points: [REDACTED]

Variance Type: Issue Date Expiration Date Reinstate Date

- After determining the eligibility of each parent on the application, note their approval status and the reason for said status. For example, if parent 2 is deemed ineligible because they are enrolled in IDAP, select "Denied" for "Parent2AppStatus" and select "IDAP" for "Parent2AppStatusReason".

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To edit the submission, click the pencil button

After making edits, you must click the check mark for the edits to save. To cancel your edits, click the 'X'.

\*\*If 'Approved', you DO NOT need to enter a Status Reason\*\*

- Once all required information has been filled, the “Process Affidavit” button will become purple, signifying that the application is ready to be processed. Click on the button.



- To complete the processing, a confirmation email will need to be sent to the applicant notifying them whether the application was approved or denied. Based on the eligibility of the parent(s), the confirmation email screen will automatically determine the status of the application and generate the confirmation email accordingly.

Send Confirmation Email

**Application Status**

Approved

**\*To:** olivia.ucha@service.ok.gov; douglas.dearing@service.ok.gov

**\*Subject:** Approved Parent Taught Driver Education Affidavit Request

**\*Message:**

Your Approval Number: N801769

As a reminder, the driver Education Provider you selected is: Safe2Drive

Olivia Test

Thank you for submitting your Parent-Taught Driver Education with Service Oklahoma! We are pleased to inform you that your application has been approved. The following parent(s) you listed have successfully met the requirements and qualifications to offer Parent-Taught Driver Instruction to the provided student.

Approved Parent(s):

Approved Number: N801769

Approved Parent(s):

Approved Number: N801769

Submit ID: 63825472256481

Parent Names with 'Approved' or 'Denied' status.  
Denied Reasons will appear below.

Approved Number: N801769  
Driver Ed Provider: ["Safe2Drive"]  
Student Name: Olivia Test  
Parent 1: Parent Test - Approved  
IDAP  
Parent 2: Parent 2 Test - Denied  
IDAP  
Parent 3: - Pending  
Parent 4: - Pending

Based on Parent  
eligibility (approved or  
denied) the email  
template will be pre-  
approved or denied.

Send Confirmation Email

**Application Status**

Denied

**\*To:** olivia.ucha@service.ok.gov; douglas.dearing@service.ok.gov

**\*Subject:** Parent Taught Driver Application Denied

**\*Message:**

Thank you for submitting your Parent-Taught Driver Education Affidavit with Service Oklahoma.

After carefully reviewing the information provided, we have determined the following parent(s) do not meet the necessary requirements and qualifications for Parent Taught Driver Instruction.

Denied Parent(s):  
Parent Test - Denied  
Parent 2 Test - Denied

Approved Number: N801769  
Driver Ed Provider: ["Safe2Drive"]  
Student Name: Olivia Test  
- Denied  
IDAP  
Parent 2: Parent 2 Test - Denied  
IDAP  
Parent 3: - Pending  
Parent 4: - Pending

Submit ID: 63825472256481

If a parent is denied,  
add note in D360\*\*

- If the application was approved, an approval number will appear on the bottom left. The approval number will appear as green if it is unique, and red if it is not unique. If it appears as red, click the smiley-face button to generate another number until a green (unique) one is generated.

Send Confirmation Email

**Application Status**

**Approved**

**\*To:**  
olivia.ucha@service.ok.gov; douglas.dearing@service.ok.gov

**\*Subject:**  
Approved Parent Taught Driver Education Affidavit Request

**\*Message:**  
Your Approval Number: N801769  
As a reminder, the driver Education Provider you selected is: Safe2Drive  
Olivia Test  
Thank you for submitting your Parent-Taught Driver Education with Service Oklahoma! We are pleased to inform you that your application has been approved. The following parent(s) you listed have successfully met the requirements and qualifications to offer Parent-Taught Driver Instruction to the provided student.  
Approved Parent(s):

Submit ID: 63850790636255

Approved Number: **N801769**



**Approved Number: N801769**

**Step 2**  
Click to generate Approval Number

\*Approval Number will be highlighted **green** if unique.  
 \*Approval Number will be highlighted **red** if not unique.  
 If red, generate another number until green

**10.** After reviewing the confirmation email and generating a unique approval number, click the send button to finish processing. If a parent was denied, a note will need to be added to the parent's file in D360; if the applicant has a file, a note should also be added to their file.

## Re-sending Confirmation Emails

Customers verifying completion of driver education may need their parent-taught driver education confirmation emails re-sent if they have trouble locating them.

### Steps

1. Use the left-side menu to search for the customer's previous application.

12117 Results

Search by (first, middle, or last).  
Search is EXACT.

Assigned To	Status	Date	Notes
Yzzik Rissay Sanchez	Approved	7/24/2023 3:56 PM	
Paige Marion Richins	Approved	7/24/2023 4:00 PM	

2. Click on their application. In the bottom-right corner, a “Resend Email” button will appear. Click this button, and they will receive another confirmation email in their inbox.

22 Results

Search by Submit ID or Customer Name	AppStatus	AppStatusReason	SubmitID	AssignedTo
Select Assigned To	Pending		63850790636255	Olivia Ucha
Select Status				
7/20/2023 12:50 PM In-Progress				
<b>Student Middle Name</b> 7/20/2023 12:51 PM In-Progress				
<b>Student Middle Name</b> 7/20/2023 12:52 PM In-Progress				
<b>Student Middle Name</b> 7/20/2023 12:52 PM Approved				
<b>Student Middle Name</b> 7/20/2023 12:53 PM Approved				
<a href="#">Email Templates</a>	<a href="#">View Parent 1 Signature</a>	<a href="#">View Parent 2 Signature</a>	<a href="#">View Student Signature</a>	<a href="#">Process Affidavit</a>
<a href="#">Parent Taught Dashboard</a>	<a href="#">View Parent 3 Signature</a>	<a href="#">View Parent 4 Signature</a>		<a href="#">Resend Email</a>

Click to reprocess application

**NOTE:** If the “Resend Email” button does not appear, click “Process Affidavit” and send them another confirmation email, re-processing the application.

## References

1. [Parent-Taught Driver Education Online Application](#)

## Appendix

### Appendix A: OAC 260:135-5-117 – Requirements for parents and students (Parent-Taught Driver Education)

(a) **General information.** Prior to teaching a Service Oklahoma approved and certified parent-taught driver education course, a parent must first request a parent-taught driver education packet from Service Oklahoma. The request can be made:

- (1) in writing to: Service Oklahoma, P.O. Box 11415, Oklahoma City, OK 73136-0415
- (2) by telephone to: (405) 425-2057
- (3) by e-mail to: parent@service.ok.gov
- (4) through the Service Oklahoma website: service.ok.gov

(b) **Packet contents.** The packet will contain:

- (1) A list of approved parent-taught driver education providers;
- (2) An affidavit to be completed and returned to Service Oklahoma prior to commencement of training by parent instructor(s), or the affidavit may be completed and printed from the website of Service Oklahoma.

(c) **Requirements for parents.**

- (1) A parent-taught driver education course must be instructed by a parent as defined in OAC 260:135-5-115.
- (2) Every parent instructor must have a valid driver license which must be in the parent instructor's possession at all times while performing behind-the-wheel instruction and must:
  - (A) not have had his or her driving privileges and driver license suspended, canceled, revoked, or denied within the past twelve (12) months;
  - (B) not have been convicted of possession or use of alcohol or drugs within the past twelve (12) months;
  - (C) not reflect more than five (5) point violations on his or her driving record; and
  - (D) have no administrative action by Service Oklahoma pending pursuant to 47 O.S. §§ 753, 754, or 754.1 relating driving under the influence or pursuant to 47 O.S. §761 relating to driving while impaired.
- (3) Every parent instructor shall exercise all due caution while instructing a behind-the-wheel session, taking into account:
  - (A) the alertness and responsiveness of the student,
  - (B) the traffic, weather, atmospheric, and road conditions,
  - (C) the time of day, and

(D) any other factors the parent deems may adversely influence the ability of the student to perform safely during the behind-the-wheel session.

(d) **Requirements for students.** Students must be at least fifteen (15) years of age to begin the written portion of the curriculum. The student must be at least fifteen and a half (15 1/2) years of age and must apply for and have been issued a learner permit prior to the commencement of any behind-the-wheel training. The permit must be in the student's possession at all times while performing behind-the-wheel training.

(e) **Requirements for the vehicle used in parent-taught driver education behind-the-wheel instruction and training.** Behind-the-wheel instruction and training of a parent-taught driver education course shall only be performed in a vehicle which:

(1) is properly registered and display a valid license plate [see 47 O.S. Chapter 74 regarding vehicle registration laws],

(2) complies with vehicle equipment and safety standards [see 47 O.S. Chapters 12 and 13 for state vehicle equipment and safety laws], including, but not limited to, being equipped with seatbelts,

(3) complies with the vehicle liability insurance requirements of Oklahoma's Compulsory Insurance Law [See 47 O.S. § 7-600 et seq. regarding compulsory vehicle liability insurance]. Current proof of insurance must be carried in the vehicle at all times, and

(4) may be equipped with a second rear-view mirror for use by the parent performing the instruction. Service Oklahoma, in conjunction with the Department of Public Safety, recommends the use of a second rear-view mirror by the parent.

(f) **Limitation on vehicle occupancy.** The number of occupants in any vehicle being used for behind-the-wheel instruction in a parent-taught driver education course shall be limited to not more than two (2) parent instructors and not more than two (2) students.

(g) **Submission of affidavit.** Every parent shall submit the affidavit required by Service Oklahoma, completed in full with all required information and signed by each parent desiring to be a parent instructor; provided, online applications may be received by submission without any signature. The parent must wait to begin a parent-taught driver education course until the affidavit has been accepted by Service Oklahoma.

(h) **Acceptance of affidavit.** Upon acceptance of the affidavit, Service Oklahoma shall return a copy of the affidavit, marked with a number assigned by Service Oklahoma, to the parent(s). The parent(s) may then begin the parent-taught driver education course. The accepted affidavit shall be carried in the vehicle at all times it is being used for a behind-the-wheel session of an approved parent-taught driver education course.

(i) **No renewal of acceptance is required.** Acceptance of the affidavit by Service Oklahoma is issued to the parent(s) with the understanding that no renewal of the acceptance is required with regard to the student(s) named on the affidavit. However, Service Oklahoma may cancel the acceptance as provided in OAC 260:135-5-120.

(j) **Changes to information on affidavit.** The parent(s) shall notify Service Oklahoma immediately, in writing, of any changes to the information on the accepted affidavit. The



parent(s) shall temporarily suspend the instruction of the parent-taught driver education course until Service Oklahoma has approved the changes.

**[Source:** Transferred from 595:10-13-5 by HB 3419 (2022), eff 5-19-22; Amended at 40 Ok Reg 2157, eff 9-11-23]