



Class D Commercial Drive School Renewals

Class D Drive Schools

3-17-2025



Revision History

Effective Date of SOP: 3/24/25	SOP Number: E.01
Functional Area Name: Drive Schools	Division Name: Class D
Last Review Date: 2/21/2025	Last Reviewer: Roxann Donatini, Designated Examiner Manager
Next Review Date: 2/21/2026	Next Reviewer: Designated Examiner Manager
Executive Approval Date: 3/17/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

This standard operating procedure (SOP) covers the process of reviewing and approving renewal applications from new Drive Schools (DS).

Purpose

This SOP provides Drive School Examiners with a step-by-step overview of how to review and renew Commercial Drive School certifications.

Policy Statement

These procedures apply to all Class D Commercial Drive Schools in the state of Oklahoma. All DS's must be re-certified by SOK every 1- or 4-years.

Compliance

OAC 670:15-37- Driver Education Instruction

Systems

System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines
DE Schools Database	Microsoft Access database used for storing DS records

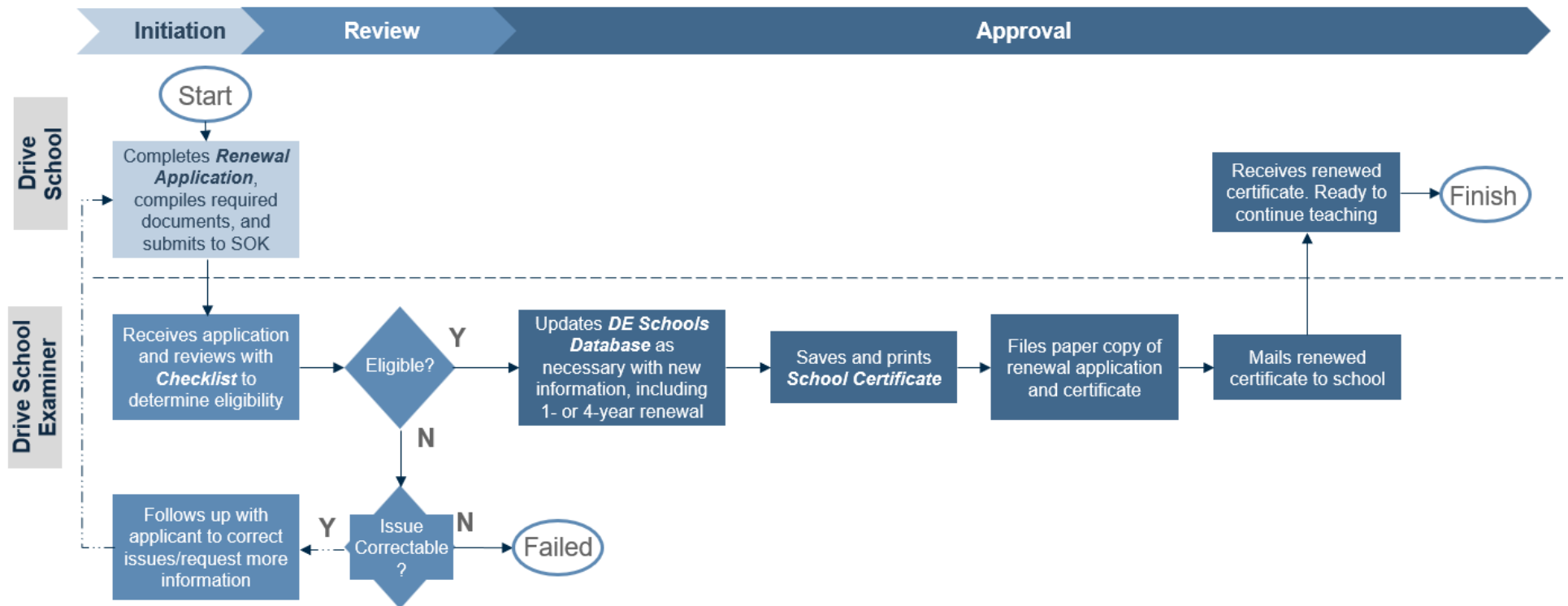
Roles

Role	Responsibilities
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Drive School (DS)	Applicant to be renewed as a class D commercial drive school
Drive School Examiner (DSE)	SOK employee responsible for reviewing, auditing, renewing, and approving drive schools
Designated Examiner Manager	SOK Employee who oversees DSEs and is available to answer questions or resolve issues in the renewal process.

Process Map - Class D Commercial Drive School Renewal



Procedures

Process #1: Commercial Drive School Renewals

Purpose: The purpose of this process is to provide DSEs with a step-by-step overview of how to review and renew Commercial Drive School certifications.

Process Step-by-Step:

1. First, a DS will fill out and send a [renewal application](#) and all required items to SOK. This is the same form as an original application, except the DS will select the 'renewal' box. See the [drive school checklist](#) for complete list of required items.

Note: A DS may apply for a 1- or 4-year re-certification.

2. A DSE will review the application and attached items and determine the school's eligibility based on the strength and completeness of their submitted documentation.
 - a. If the DS's application has correctable issues, such as a missing school brochure, the DSE will contact the DS to resolve the issue. The DS's application will remain open as long as they are making an honest attempt to meet standards.
 - b. If some aspect of the DS application is clearly insufficient, such as an inability to provide any curriculum materials or an acceptable insurance policy, the DS's renewal application may be denied.
 - c. If the school's renewal application is complete on the first attempt, the DSE will proceed with the renewal process.
3. Once a DSE has approved a renewal application, they will go into the DE Schools Database and update the DS's profile with any new information, such as a fee change, and enter a 1/1/YYYY date for first year of renewal or, if the renewal application was submitted late, enter the date of certification in the **Certificate Issued** field. Enter the last day of the 1- or 4-year certification period, 12/31/YYYY, in the **Certification Expires** field. Year one (1) is counted as the year in which the certification is issued.
4. Next, the DSE will save and print a new certificate for the school ([See process #2](#)) as well as a paper copy for the DS's paper file folder. All materials submitted with the renewal application will be filed.
5. The DSE will mail an updated certificate to the DS. Once the DS receives their renewed certificate, they are ready to continue teaching for the upcoming year(s).
6. **Note:** Renewed instructor certificates may also be mailed at this time.

Process #2: Printing a School Certificate

Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to print a school certificate

Process Step-by-Step:



1. Open the file **DL_Exam X: drive**.
2. Select the **DEC** folder.
3. Under **Documents**, select **School**
4. Select **Commercial School Certificate**.
5. On the pop-up window asking to run SQL command, select **Yes**.
6. Select **Mailings** from task bar.
7. Select **Finish & Merge**.
8. Select **Edit Individual Document**.
9. Select **All** and **OK**.
10. Print on special certificate paper.
11. Close certificate – DO NOT SAVE.
12. Close blank certificate form – DO NOT SAVE.
13. Return to school database form and uncheck “printcertificate” box.
14. Select **Save Record** button.

References

1. List of links relevant to Commercial Drive School Renewals
 - a. [Application for Commercial Driving School](#)
 - b. [Checklist for School Renewal](#)