



Class D School Instructor Initial Certification

Class D Drive Schools

3-24-2025



Revision History

Effective Date of SOP: 3/24/2025	SOP Number: E.05
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 Class D Drive School Instructor (DSI) applications submitted by Class D Commercial Drive Schools.

Purpose

This SOP provides Drive School Examiners (DSE) with a step-by-step overview of how to vet, approve, and record new DSIs.

Policy Statement

These procedures apply to all commercial DSIs in the state of Oklahoma. All DSIs must be certified by Service Oklahoma (SOK) before they can begin instruction.

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 DSI records

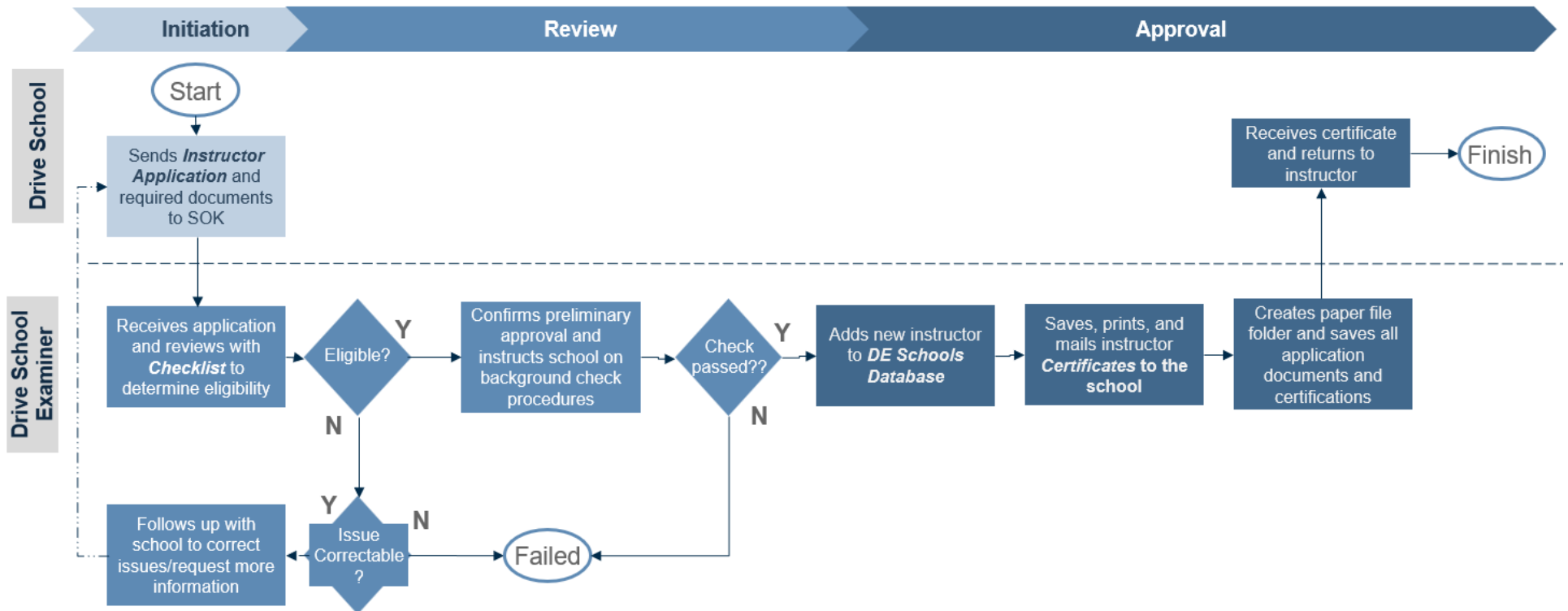
Roles

Role	Responsibilities
Applicant	Applicant to be a DSI



Drive School Instructor (DSI)	Employee of a commercial drive school who teaches drivers education to student drivers
Drive School Examiner (DSE)	SOK employee responsible for reviewing, approving, and renewing DSIs
DE Manager	SOK Employee who oversees DSEs and is available to answer questions or resolve issues in the instructor application process

Process Map – Class D School Instructor Initial Certification



Procedures

Process #1: Class D School Instructor Initial Certification

Purpose: This purpose of this process is to provide Drive School Examiners (DSE) with a step-by-step overview of how to vet, approve, and record new DSIs.

Process Step-by-Step:

1. First, a prospective instructor will complete and the employing school will submit an [application](#) along with all required items to SOK. Refer to the [original instructor checklist](#) for a complete list of required items.
 - Note: An applicant may apply for a 1-year or 4-year certification.
 2. A DSE will review the application and attached items and determine the instructor's eligibility based on the strength and completeness of their submitted documentation. The DSE will also check the instructor applicant's driver license record on D360 to ensure they meet eligibility requirements.
 - a. If the instructor application has correctable issues, such as missing fees, the DSE will contact the employing school to resolve the issue. The application will remain open as long as they are making an honest attempt to meet standards.
 - b. If some aspect of the application is clearly insufficient, such as a lack of required education/experience, the application may be denied, and the school would be returned a denial letter or email explaining this reasoning.
 - c. If the instructor's application is complete on the first attempt, the DSE will reach out to the employing school with a preliminary notification of approval and instructions to complete an FBI background check (See [Fingerprint Submission Process](#))
 2. Once an instructor's background check is cleared, the DSE will create a new instructor profile in the DE Schools Database, linked to the profile of the school they will teach for ([See process #2](#)).
- Note:** If an applicant's background check comes back with adverse actions, their application may be denied.
3. The DSE will then print instructor certificates (small and large versions) ([See process #3](#)).
 4. All files related to commercial instructors must be kept on record, so the DSE must create a paper file folder and save all application files and copies of certificates there.
 5. Finally, the DSE will mail both certificates to the instructor's drive school. Once the instructor receives their certificates from the school, they are ready to teach.

Process #2: Creating a New Instructor in the DE Schools Database

Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to create a new instructor in the DE Schools Database

Process Step-by-Step:

1. Open the **Auditor Master Select** database.
2. Select the **DE Schools** button.
3. Select **Commercial Schools**. Select the school where the new instructor will be employed from the **Select School** drop down list.

Note: If being employed at a school with multiple locations with the same name, choose the location that is listed as the main office.

4. Select the **Instructors** button at bottom of school page.
5. Select the **Add Record** button to bring up a blank form and fill out.

Note: The school ID will auto-populate once you start entering data in other fields.

6. Format the instructor's name in this fashion: first name middle initial. last name (John Q. Public)
7. Assign a new instructor number:
 - a. From "Tables" list in left column of database, double click on "instructors."
 - b. Sort "instu_number" column from smallest to largest.
 - c. Select the lowest number in the 7000 range that is not being used or has not been used in at least 5 years.
8. Enter required instructor data into form.
9. Check the "Print-Certificate" box.
10. Select **Save Record**.
11. Print instructor certificates. (see section How to Print Certificates)
12. Create instructor paper file folder and save all application documents and copies of certificates.

Process #3: Printing an Instructor Certificate

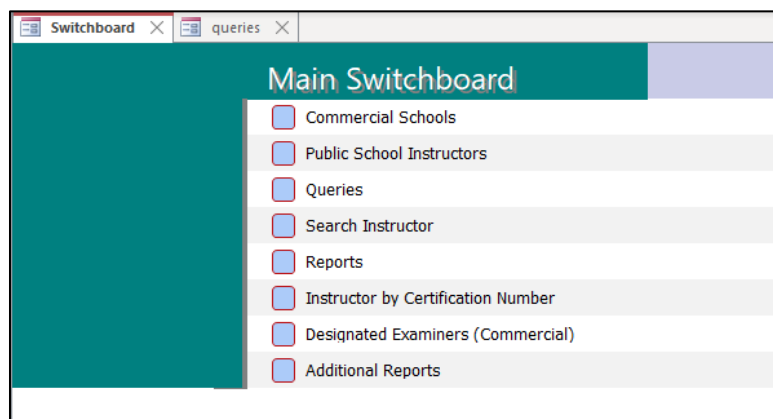
Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to print a large and small instructor certificate

1. Open the file **DL_Exam X: drive**.
2. Select the **DEC** folder.
3. Select **Instructor Certificate**. This is the large certificate document.
4. On the pop-up window asking to run SQL command, select **Yes**.
5. Select **Mailings** from task bar.
6. Select **Finish & Merge**.
7. Select **Edit Individual Document**.
8. Select **All** and **OK**.
9. Print on special certificate paper.
10. Close certificate – DO NOT SAVE.

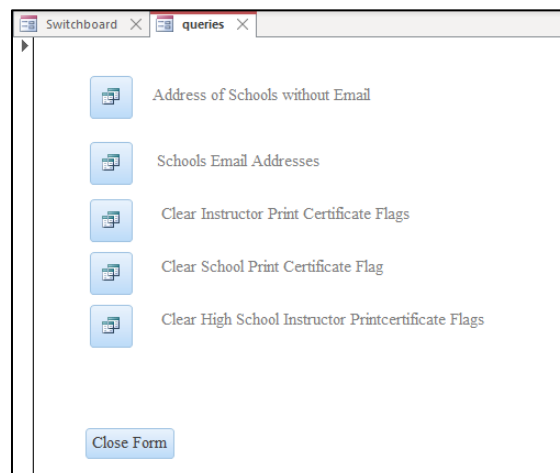
11. Close blank certificate form – DO NOT SAVE.
12. Repeat above steps for the small certificate document by selecting **smallinstructorcert** in the X: drive, except print on regular white paper.
13. Return to instructor database form and uncheck “Print_Certificate” box.
14. Select **Save Record** button.

Note: Multiple instructor certificates can be printed at once. After checking all the “Print_Certificate” boxes for the instructors selected, print the large and small certificates. You can remove the print flags from the check boxes for all instructors at the same time, instead of doing each separately:

- a. On the “Main Switchboard” of the database. Select **Queries**.



- b. Select **Clear Instructor Print Certificate Flags**.





References

1. List of links relevant to commercial instructors
 - a. [Instructor Application](#)
 - b. [Instructor Checklist](#)