



# Class D School Instructor Renewal

Class D Drive Schools

3-24-2025

## Revision History

<b>Effective Date of SOP:</b> 3/17/2025	<b>SOP Number:</b> E.06
<b>Functional Area Name:</b> Drive Schools	<b>Division Name:</b> Class D
<b>Last Review Date:</b> 2/21/2025	<b>Last Reviewer:</b> Roxann Donatini, Designated Examiner Manager
<b>Next Review Date:</b> 2/21/2026	<b>Next Reviewer:</b> Designated Examiner Manager
<b>Executive Approval Date:</b> 3/17/2025	<b>Approved By:</b> Caitlin Owen

## Overview

This standard operating procedure (SOP) covers the process of reviewing and approving Drive School Instructors (DSI) renewal 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 review and renew DSI certifications.

## Policy Statement

These procedures apply to all commercial DSIs in the state of Oklahoma. All DSIs must be re-certified by Service Oklahoma (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 DSI records

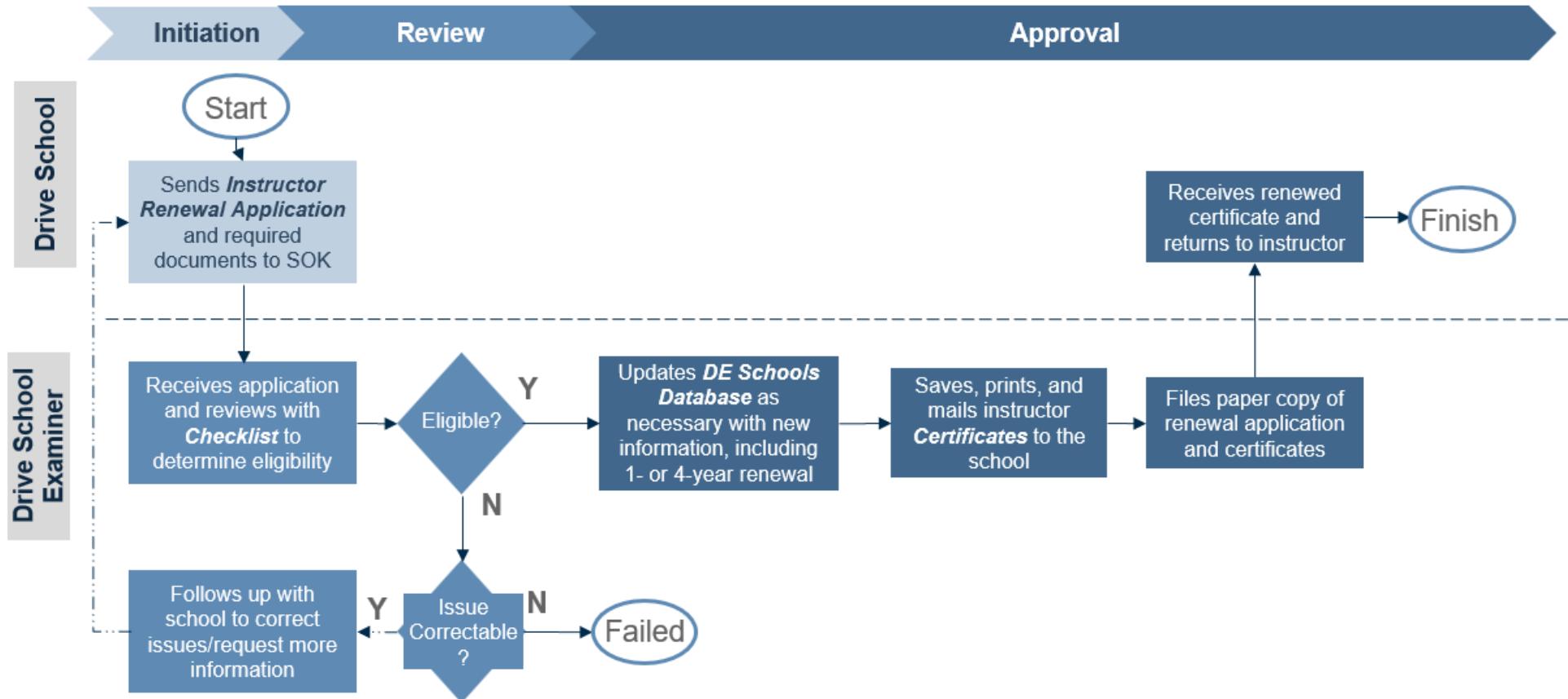
## Roles

Role	Responsibilities
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Drive School Instructor (DSI)	Employee of a commercial drive school who is seeking renewal of their certification
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 renewal process

## Process Map - Class D School Instructor Renewal



## Procedures

### Process #1: Commercial Drive School Instructor Renewals

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

#### Process Step-by-Step:

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

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

**Note:** If an instructor misses the 12/31 deadline for recertification on an expiration year, they will not be able to instruct until their certification is renewed.

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 renewal 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 renewal application is clearly insufficient, such as a missing driver license, the application may be denied, and the school would be returned a denial letter or email explaining this reasoning.
  - c. If the DSI's renewal application is complete on the first attempt, the DSE will proceed with the renewal process.
2. Once a DSE has approved a renewal application, they will update the DSI's profile in the DE Schools Database with any new information, such as a change of address, and update the 'certification expires' field with the last day of the year of expiration (1 or 4 years) (See Appendix A).
3. Next, the DSE will save and print a new certificate (large and small) for the DSI ([See Process #2](#)) as well as a paper copy for the DS's file. All materials submitted with the renewal application will be filed in the DSI's paper file folder.
4. The DSE will mail an updated certificate to the instructor's Drive School. Once the DSI receives their renewed certificate, they are ready to continue teaching for the upcoming year(s).

**Note:** Renewed school certificates may also be mailed at this time.

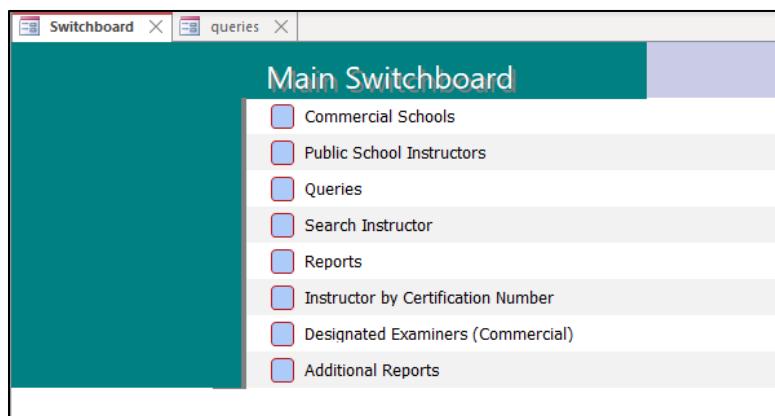
## Process #2: Printing an Instructor Certificate

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

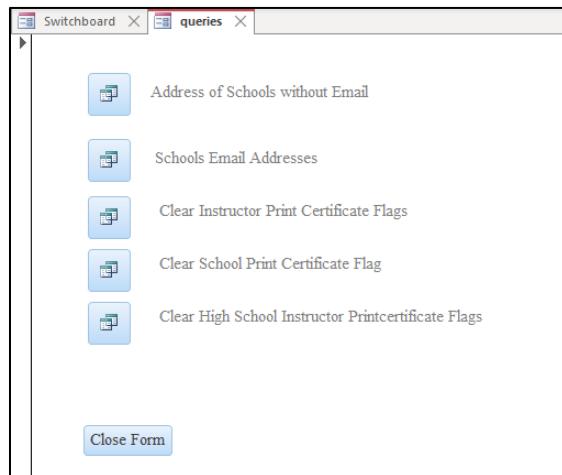
1. Open the file **DL\_Exam X: drive**.
2. Select the **DEC** folder.
3. Select **Instructor Certificate**. This is the large certificate document.
4. On the pop-up window asking to run SQL command, select **Yes**.
5. Select **Mailings** from task bar.
6. Select **Finish & Merge**.
7. Select **Edit Individual 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 Drive School Renewals
  - a. [Instructor Application](#)
  - b. [Instructor Renewal Checklist](#)