



# Designated Examiner Training and Certification

Class D Drive Schools

3-24-2025

## Revision History

<b>Effective Date of SOP:</b> 3/24/2025	<b>SOP Number:</b> E.07
<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, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers the procedures for training and certifying Designated Examiners (DE) within the Drive Schools/Designated Examiners Division of Service Oklahoma (SOK).

## Purpose

This SOP provides a detailed, step-by-step guide for the training and certification of DEs. Compliance with these procedures ensures that all DEs are trained and certified according to state regulations.

## Policy Statement

These procedures apply to all Designated Examiners within the authority of Service Oklahoma.

## Compliance

**OAC 670:15-17 – Certified Schools and Designated Class D Examiners**  
**SOK Class D Road Test SOP – More details on Class D road test rules and regulations**

## Systems

System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines
DE Database	Microsoft Access database used for storing DE records
DE Testing Program*	System used by DEs to process new tests (DL-18DEs).
D360	Statewide platform that serves as Oklahoma driver's license system of record. Used to check applicants driving history.

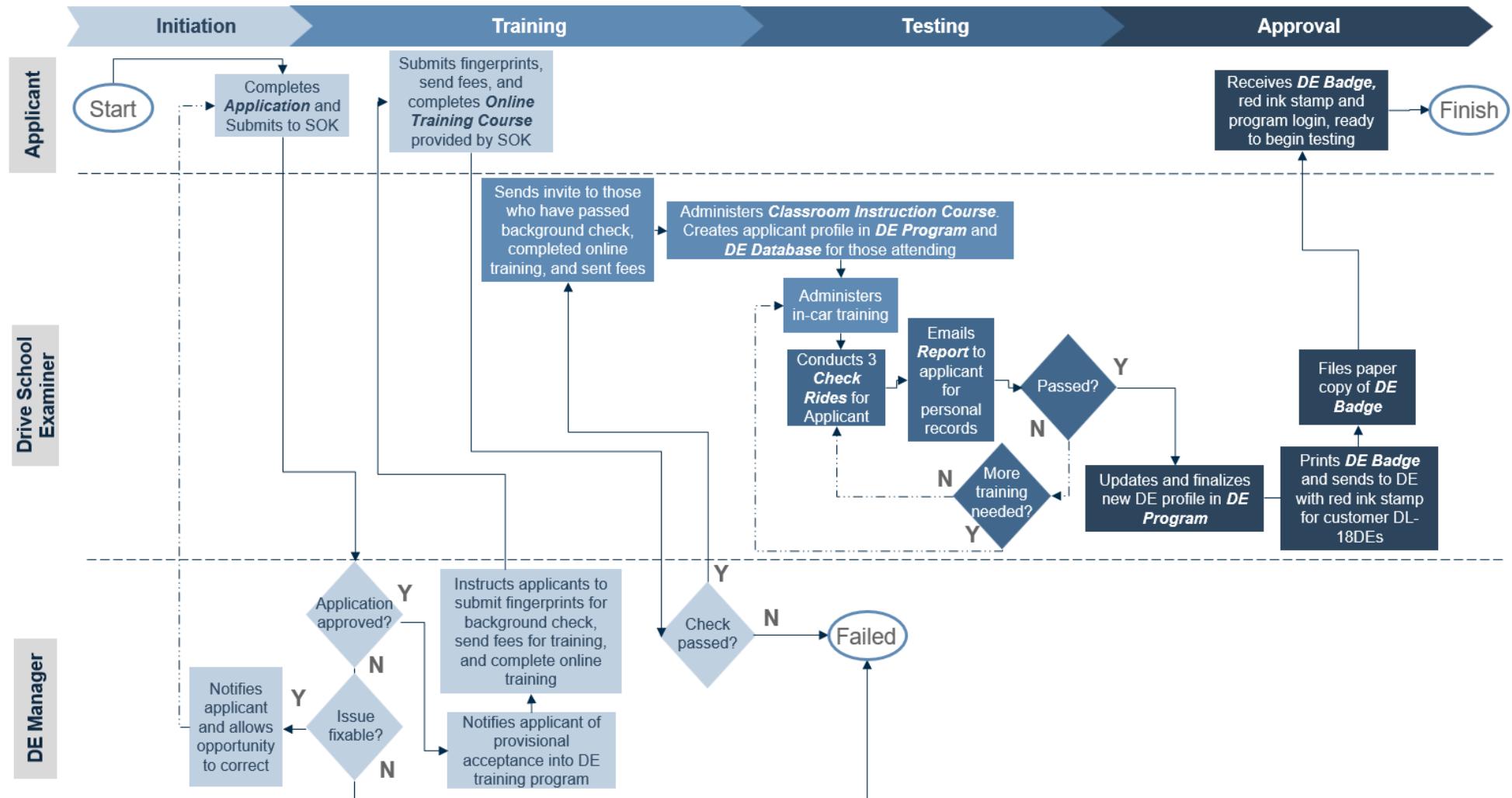


**\*NOTE:** As of 2/25, the old Tyler Tech testing program is down indefinitely. DEs are now using a SOK-sponsored, web-based portal to enter testing data.

## Roles

Role	Responsibilities
Designated Examiner (DE)	Individual certified to administer drive tests for drive schools in Oklahoma
Drive School Examiner (DSE)	SOK employee responsible for conducting training and check rides
Designated Examiner Manager	SOK employee who oversees the DE certification process and final approval.

Process Map - Designated Examiner Training and Certification



## Procedures

### Process #1: Designated Examiner Training and Certification

**Purpose:** The purpose of this process is to provide a step-by-step overview of how to vet, train, and approve applicants to become Designated Examiners in Oklahoma.

#### Process Step-by-Step:

1. Applicant completes and submits a Designated Examiner application ([for commercial/public school driver education instructors](#) or [Licensed Operators and their employees](#)).
2. Designated Examiner Manager reviews the application, ensuring that the applicant has provided all required documentation. If the application is incomplete or has issues, the DE Manager may contact the applicant (via email) to correct these issues.

Required documentation for an initial DE Application:

Instructors	Licensed Operators
Copy of Driver Education Instructor Permit/Certificate	Copy of valid Oklahoma Driver License (for
Application fee (\$1,000 for original application)	Copy of High School Diploma or Equivalence
Electronic national criminal history record check (if not already on record)	Application fee (\$1,000 for original application)
	Electronic national criminal history record check (if not already on record)

3. Once the applicant has provided a completed, valid application, the DE Manager will notify the applicant of their provisional approval and prompt them to obtain an electronic national criminal history record check in accordance with Oklahoma Statute, if not already on file with Service Oklahoma. The applicant shall bear any fees or costs associated with the check. **If the applicant fails the background test, they are ineligible to become a DE.**
4. The DE Manager will prompt the applicant to complete an online training course and send application fees.

**Note:** Instructions for access to Workday training courses will come from the SOK Training Team.

5. Once the applicant has passed a background check, paid all required fees, and completed their online training, SOK will invite them to join an in-person classroom training.
6. Prior to classroom training, the DE Manager or DSE will create profiles for applicants in the DE Access Database
7. DE Manager or DSE administers the classroom instruction course for applicants. Classroom materials can be found in the [shared drive](#).

8. Once the applicant has completed classroom training, Drive School Examiner creates an applicant profile in the DE Testing Program for prospective DEs attending the training. ([See Appendix A](#)).
- Note:** If the Tyler Tech program (down as of 2/25) were operational, this step would not be completed until the applicant passed their check rides
9. After classroom training, applicants proceed with in-car training, where they are taught how to administer drive tests under the supervision of a DSE.
10. DSE will conduct three (3) check rides for the applicant. After any check ride, the DE will record a summary of the ride into the DE Database, file a paper copy of the report, and email results to the DE. (See [Designated Examiner Auditing](#) SOP for full check ride process).
  - a. If the applicant passes the check rides, they are ready to be a DE.
  - b. If they fail/do not demonstrate proficiency, the DSE will collaborate with the trainee to get them through the process, either via more check rides or additional in-car training if necessary.
11. DSE will update and finalize the DE profile in the DE Access Database.
12. DSE will create and print a DE Badge in the DE Database and mail it to the new DE ([See Appendix B](#)). DSE will file a paper copy of the DE Badge. The red ink stamp for DL-18DE forms that each DE gets cannot be mailed, so this is delivered by hand for new DEs.
13. DSE will guide new DE through the process of registering into the DE Testing Program, instructing them not to try to log in on their own and to set up time to work through it together ([See Appendix A](#)). This is also a suitable time to review end-of-month administrative tasks (monthly ledger and returning failed DL-18DEs) and any other relevant topics. Once the DE is set up in the Testing Program, they are ready to begin administering tests.

**Note:** This step is impacted by the DE Testing Program outage. DEs instead follow guidance from the SOK product to enter in student data.

## Appendix

### Appendix A: Registering a New DE in the Testing Program

**Note:** This process is affected the DE Testing Program outage (2/25)

A new DE must be registered as a new user in the Designated Examiner testing program.

1. Log in to the Designated Examiner – Admin program.
2. Select Manage Users.
3. Select Add New User button.
4. Fill in all fields.
  - a. Email Address field: If they are registered as a DE Admin user, this email address must be different from that account. (When the DE logs in as a new user for the first time, the

Username must also be different than being used as a DE Admin, but the password can be the same).

- b. In the drop-down menu for User Type, when you select Designated Examiner, an additional field will be created, Badge Number. Enter the same badge number you entered for them into the DE database.
5. If the DE is testing at a school not previously listed in the testing program, return to the main menu.
  - a. Select Manage Schools.
  - b. Select Add New School button.
  - c. Fill in all the fields.
  - d. Select Save button.
6. If the DE is testing at a city not previously listed in the testing program, return to the main menu.
  - a. Select Manage Cities.
  - b. Select Add New City button.
  - c. Fill in all the fields.
  - d. Select Save button.

## Appendix B: Creating/Printing a DE Badge from the DE Database

### In the Designated Examiner database:

1. Enter new badge # in the Badge Number field. Select number from the database query "badge#" (scroll to bottom of query page to view last badge number assigned).
2. Enter the date of the certifying check rides in the Certification Date field.
3. Check the Certified box.
4. If public school DE is waiving their application fee, check box Application Fees Waived.
5. Check the appropriate box to Print Commercial DE Badge, Print HS DE Badge, or Print LO DE badge.
6. Ensure all fields are complete and accurate.
7. Select Save button.
8. Select DE Dates button.
  - a. Ensure all fields are filled in, including a.
  - b. If public school DE is waiving their fees, leave the Date Fee Paid field blank.
  - c. Select Save button and close.
9. Create and print the DE certificate (ID badge) (See below).



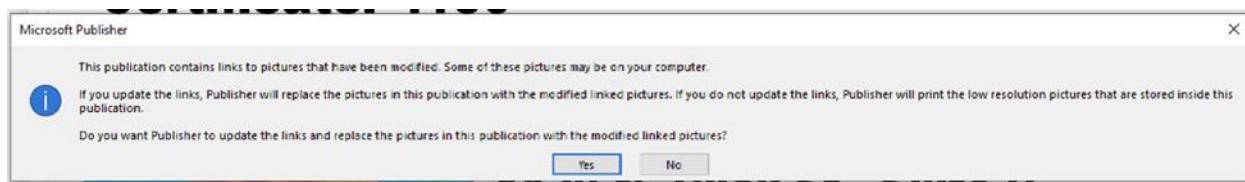
10. Return to the DE in the Designated Examiner database, unclick the Print DE Badge box and select Save.

### How to Create/Print a DE Certificate (ID Badge)

11. Start from the DE Database and pull up the profile of the DE whose badge is to be printed.
12. Enter a new badge # in the **Badge Number** field. Select number from the database query "badge#"
- Note:** Scroll to bottom of the query page to view the last badge number assigned
13. Enter the date of the certifying check rides in the **Certification Date** field.
14. Check the **Certified** box.
- Note:** If a public-school DE is waiving their application fee, check box **Application Fees Waived**.
15. Check the appropriate box to **Print** Commercial, High School, or Licensed Operator DE Badge
16. Ensure all fields are complete and accurate.
17. Select **Save** button.
18. Select **DE Dates** button.
  - a. Ensure all fields are filled in, including an expiration date.
  - b. If public school DE is waiving their fees, leave the **Date Fee Paid** field blank.
  - c. Select **Save** button and close.
1. Open the Designated Examiners database.
2. Check the box to Print a Commercial, HS, or LO DE Badge for the specific designated examiner(s) needing a badge. Click **Save** for each.
3. Go to **MAIN FORMS** tab.
  - a. Select the button for Print Commercial, High School, or LO DE Badge
  - b. From the pop-up asking, "Would you like to open this file?" – click **OK**.
  - c. Another Pop-up asks, "Do you want to open the publication and access the external data?" – click **Yes**.
4. From the top task bar, select **Mailings**.
5. Select **Mail Merge**
6. Mail Merge Wizard Step-by-Step
  - a. On the bottom of the right column, on Step 2 of 3: Select **Next: Create Merged Publications**
  - b. Under **Create Merged Publications**: select **Merge to a New Publication**
  - c. Right click on the DE picture
7. Select **Change Picture** and from the selection choose **Change Picture** again.

8. From the pop-up titled Insert Pictures, select **Choose from a File**.
9. Go to file folder in the X-drive: > DEC > Photos and double click on your DE's name (or click once and select **Insert**).
10. From the top task bar, select **File**.
11. Select **Print**
  - a. Select a printer that prints on both sides and in color.
  - b. Under the printer settings for **Pages**, select **Multiple pages per sheet**.
  - c. Select Printer properties (this may be listed under the printer selection)
    - i. Input Tray: Select the tray that you are going to put your cardstock paper into.
    - ii. Click **OK**
12. Click **Print**

**Note:** If the following error message pops up, select No.



13. Before closing this newly merged publication, rename and save to a file of your choosing. Then close.
14. Close the original document. Never save changes to the original .pub file, decard (3) merge.pub.
15. Return to the DE profile in the DE Database and unclick the **Print DE Badge** box.
16. Select **Save**.

## References

1. Summary of links relevant to DE Training and Certification:
  - a. Designated Examiner application
    - To be used by commercial or public-school driver education instructors
  - b. Alternate Licensed Operator application
    - To be used by licensed operators or their employees
  - c. DL-18DE
  - d. SOK DE Portal
    - Password: SB1766
  - e. Classroom Instruction Folder
  - f. Designated Examiner Check Ride Form