



Designated Examiner Renewals

Class D Drive Schools

3-17-2025

Revision History

Effective Date of SOP: 3/17/2025	SOP Number: E.08
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 procedures for renewing 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 renewal of Designated Examiners annually. Compliance with these procedures ensures that all DEs are properly certified according to state regulations.

Policy Statement

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

Compliance

OAC Section 670:15-17 – Certified Schools and Designated Class D Examiners

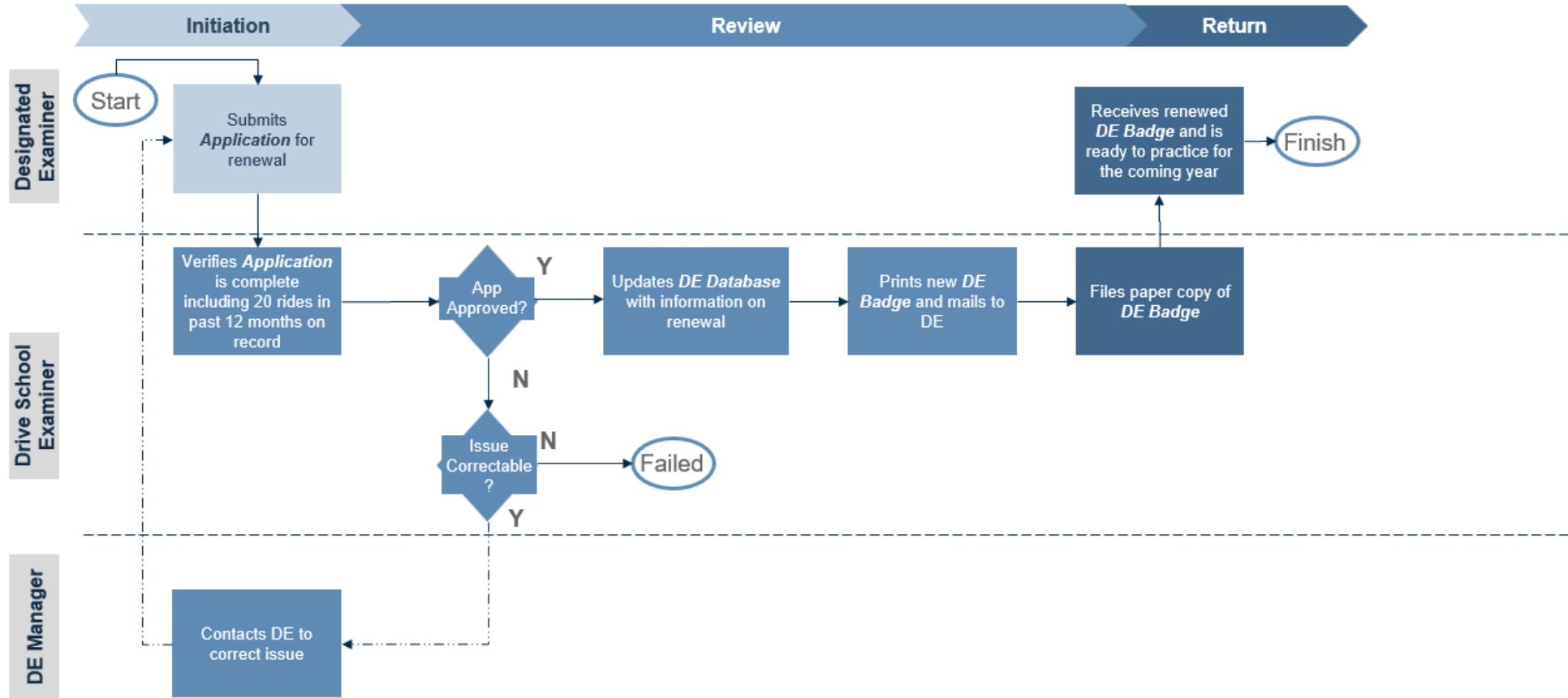
Systems

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

Roles

Role	Responsibilities
Applicant	Individual applying to be renewed as Designated Examiner (DE)
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 Certification Renewal



Procedures

Process #1: Renewing a Designated Examiner

Purpose: The purpose of this process is to provide a step-by-step overview of how to renew Designated Examiners in Oklahoma.

Background: Renewal application submissions are due by Dec 1st of each year. If submitted later, a DE cannot continue testing after 12/31 until renewal certification is obtained.

Process Step-by-Step:

1. Similar to initial applications, this process begins with the applicant completing and submitting a [Designated Examiner application \(alternate Licensed Operator application\)](#) to Service Oklahoma. This time, they will check the 'Renewal Application' box.

Note: ALL DE Renewal Application are due 12/31 each year

2. A DSE reviews the application, ensuring that the applicant has provided all required documentation by referencing the [Checklist for DE Renewal](#).
 - a. If the application is incomplete or has issues, the DE Manager may get in contact with applicant (via email) to correct these issues.
 - b. If the DE is out of compliance with the requirements for renewal (for example, they have not administered the required 20 tests in the previous calendar year), they will not be renewed.
3. Once the applicant has been approved for renewal, the DSE updates the DE Database with the information of their renewal

Note: This may include information changes such as mailing address, phone number, or email

4. Next, in the DE database the DSE will make and print a new DE Badge, file a copy, and mail it to the DE (See [Appendix A](#)).
5. Once the DE receives their new Badge, they are ready to practice for the coming year.

Appendix

Appendix A: Creating/Printing a DE Badge from the DE Database

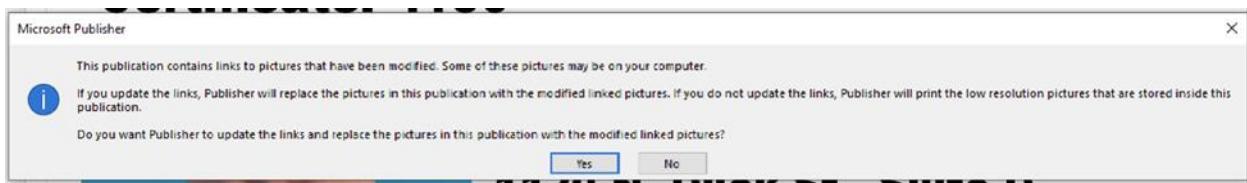
1. Start from the DE Database and pull up the profile of the DE whose badge is to be printed.
2. Check the **Certified** box.

Note: If a public school DE is waiving their application fee, check box **Application Fees Waived**.

3. Check the appropriate box to **Print** Commercial, High School, or Licensed Operator DE Badge

4. Ensure all fields are complete and accurate.
5. Select **Save** button.
6. 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 link relevant to DE renewals
 - 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