



# Driver Rehabilitation Trainer Certification

Class D Drive Schools

3-17-2025

## Revision History

<b>Effective Date of SOP:</b> 3/17/2025	<b>SOP Number:</b> E.11
<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 process of reviewing and approving applications for Driver Rehabilitation Trainers (DRT) Certification.

## Purpose

This SOP provides the DE Manager with a step-by-step overview of how to review and approve DRTs in conjunction with the Department of Rehabilitative Services (DRS).

## Policy Statement

These procedures apply to all DRTs in the state of Oklahoma. All DRTs must be certified by SOK and DRS before they can begin training.

## Compliance

**47 O.S. § 11-801** - Basic rule - Maximum and minimum limits – Fines and penalties.

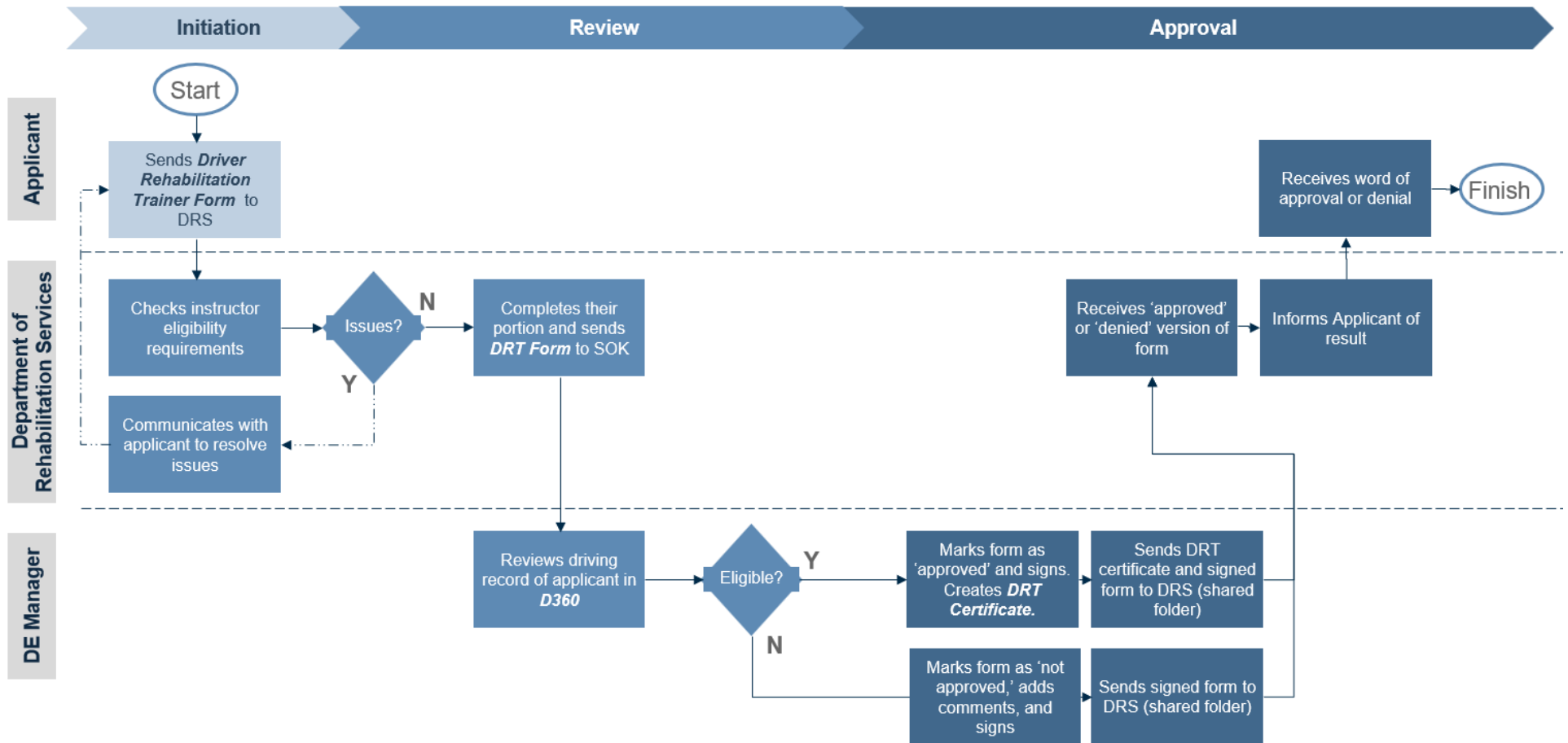
## Systems

System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines
DRS/SOK Shared Folder	SharePoint site between DRS and SOK established to share documentation related to DRT Certification
D360	Statewide platform that serves as Oklahoma driver's license system of record. Used to check applicants driving history.

## Roles

Role	Responsibilities
Driver Rehabilitation Trainer (DRT)	Individual who teaches Driving Rehabilitation Training courses in the state of Oklahoma
DE Manager	SOK employee responsible for reviewing, approving, and renewing DRT Certifications. Works with DRS employee to complete process.
Department of Rehabilitative Services (DRS) Employee	DRS employee who reviews and approves the DRS components of the DRT Certification. Works with DE Manager to complete process.

## Process Map - Driver Rehabilitation Trainer Certification



## Procedures

### Process #1:

**Purpose:** The purpose of this process is to provide the DE Manager with a step-by-step overview of how to review and approve DRTs in conjunction with the Department of Rehabilitative Services (DRS).

#### Process Step-by-Step:

1. First, an applicant to be a Driver Rehabilitation Trainer will complete an [application](#) and submit it to DRS.
2. DRS will review the application for completeness and eligibility.
  - a. If there are issues with the application, DRS will contact the applicant with instructions on how to update the application.
  - b. If the application is complete on the first attempt, DRS will sign and forward to SOK via SharePoint site.
3. Once the DRT application has been forwarded, the DE Manager will pick up the process by reviewing the applicant's driving record in D360.
  - a. If the applicant has issues with their driving record (such as driving privileges suspended, canceled, revoked, denied, or disqualified), they are not eligible to be a DRT.

**Note:** For driving privilege issues stemming from non-driving related reasons, an applicant shall be eligible immediately upon reinstatement of driving privileges. For driving privilege issues stemming from a driving-related conviction (including driving under the influence or driving while impaired), driving privileges must be reinstated for at least 12 months before an applicant shall be eligible.

- b. If the applicant has no issues with their driving record, they are eligible to be a DRT.
4. Whether or not the applicant is eligible to be a DRT, the DE Manager will return the DRT application to DRS via the shared folder.
  - a. If the applicant is eligible, the DE Manager will mark the form as 'approved,' sign it, and create a [DRT Certificate](#) to be returned along with the DRT application
  - b. If the applicant is NOT eligible, the DE Manager will mark the form as 'not approved,' note the reason, and sign it.
5. DRS will receive either an 'approved' or 'denied' version of the form and a DRT Certificate if approved. DRS will inform the applicant of the result of their application.

## References

1. List of Links Relevant to DRT Certification
  - a. [DRT Application Form](#)
  - b. [DRT Certificate](#)