



Parent Taught Driver Education Provider Certification

Class D Drive Schools

3-17-2025



Revision History

Effective Date of SOP: 3/17/2025	SOP Number: E.12
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: 3/17/2025	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 applications from online drive schools to be Parent Taught Driver Education (PTDE) Providers.

Purpose

This SOP provides the DE Manager with a step-by-step overview of how to vet, approve, and record new PTDE Providers.

Policy Statement

These procedures apply to all PTDE Providers in the state of Oklahoma. All PTDE Providers must be approved by SOK before their courses can be used by driving students.

Compliance

OAC 670-15-19 – Parent Taught Driver Education

Systems

System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines

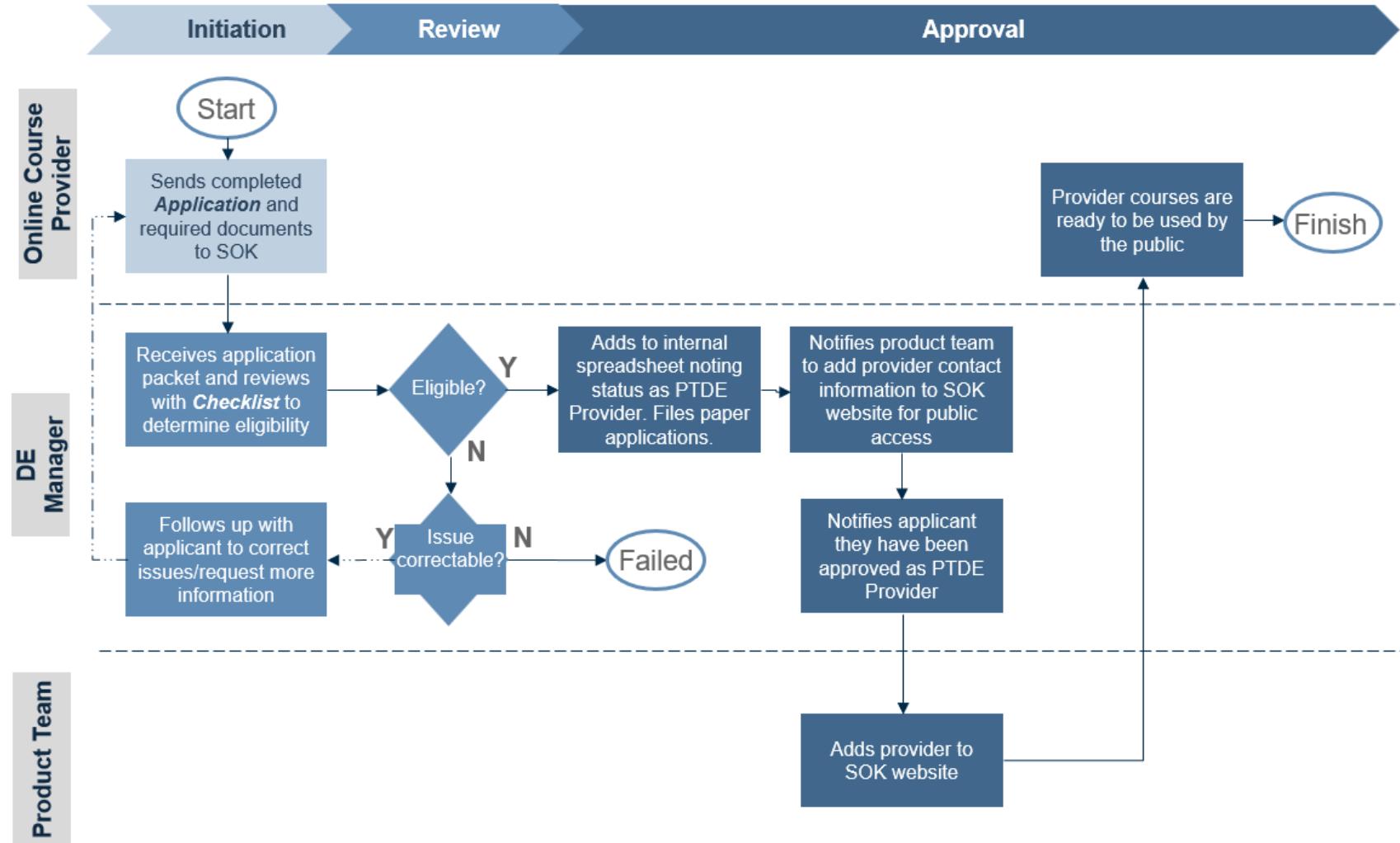
Roles

Role	Responsibilities
PTDE Provider	Online drive school applying to be a PTDE Provider



DE Manager	SOK Employee who is responsible for reviewing and approving PTDE Provider applications
Product Team	Team at SOK responsible for updating SOK website with new PTDE Providers

Process Map – Parent Taught Driver Education Provider Certification



Procedures

Process #1: Parent Taught Driver Education Provider Certification

Purpose: This purpose of this process is to provide the DE Manager with a step-by-step overview of how to vet, approve, and record new PTDE Providers.

Background: In lieu of attending a traditional, in-person driver education school, families in Oklahoma have the option of using an approved PTDE Provider recognized by SOK to teach their teenagers. These PTDE Providers must apply and be approved by SOK before their courses can be used as a driver education alternative.

Process Step-by-Step:

1. First, the prospective PTDE Provider will complete an [application](#), compile all required documents, and send them to SOK for approval.
2. The DE Manager will receive the application packet and review it for completeness using the [PTDE Checklist](#).
 - a. If the PTDE application has correctable issues, such as missing curriculum materials, the DE Manager will contact the applicant 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 insurance, the application may be denied.
 - c. If the instructor's application is complete on the first attempt, the DE Manager will add the PTDE Provider to their internal spreadsheet.
3. Once the PTDE Provider has been approved, the DE Manager will contact the product team and instruct them to add the PTDE Provider's contact information and website link to the [SOK website](#).
4. SOK Product Team will add PTDE Provider information and links to SOK website.
5. The DE Manager will then contact the PTDE Provider and notify them of their approval as a provider.
6. Once the PTDE Provider's courses are available online and ready to be used by the public, this process is complete.

References

1. List of links relevant to PTDE Providers
 - a. [School/DE Audit Team SharePoint Site](#)
 - b. [SOK PTDE Webpage](#)
 - c. [PTDE Provider Application](#)
 - d. [PTDE Checklist](#).
 - e. [List of PTDE Providers](#)