



# Public School Instructor Certification

Class D Drive Schools

3-17-2025

## Revision History

<b>Effective Date of SOP:</b> 3/24/2025	<b>SOP Number:</b> E.13
<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 Public School Instructor Certification

## Purpose

This SOP provides the Designated Examiner Manager (DE Manager) with a step-by-step overview of how to review and approve Public School Instructor Certifications in conjunction with the State Department of Education (SDE)

## Policy Statement

These procedures apply to all Public-School Instructors (PSI) in the state of Oklahoma. All PSIs must be certified by SOK and SDE before they can begin instruction.

## Compliance

**47 O.S. § 6-105.2 – Instructor Permit**

**OAC 670-15-37-3 – Driver Education Instructor Permit License**

**OAC 670-15-37-4 – Qualifications for Instructors**

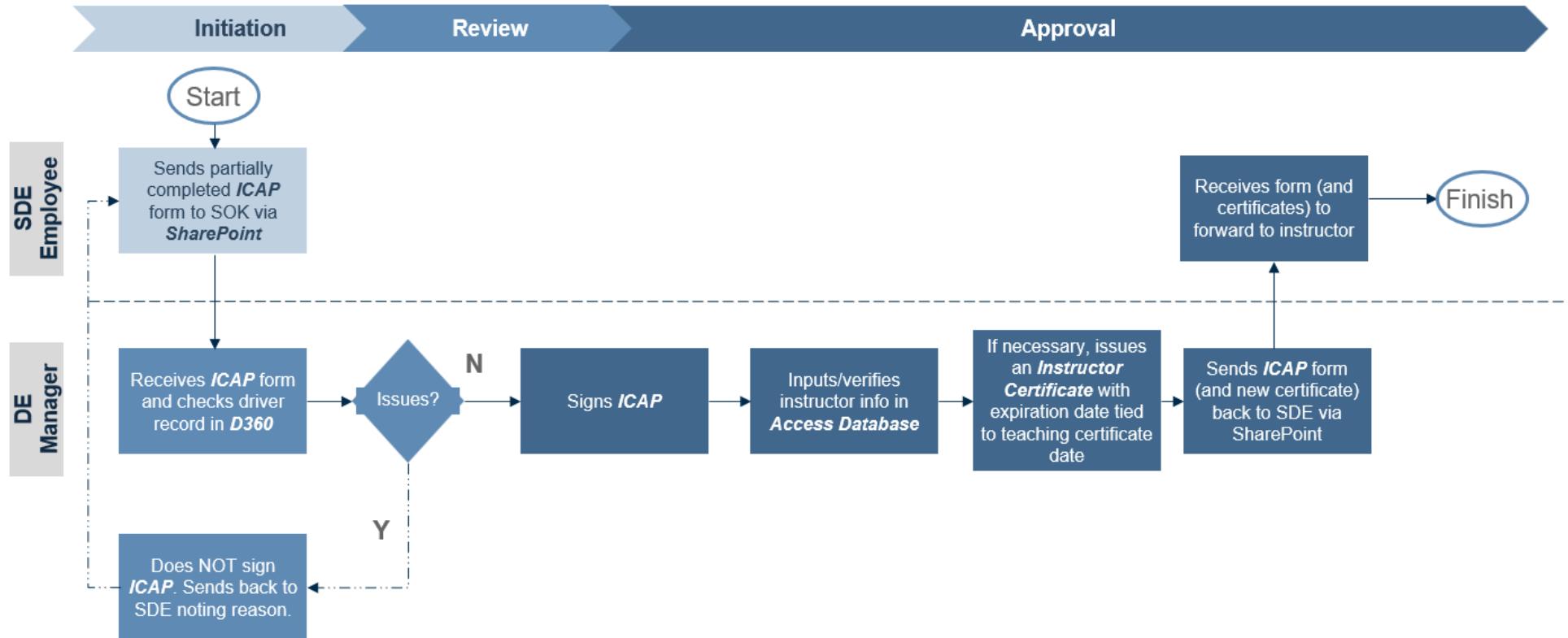
## Systems

System	Function
SDE SharePoint	Joint SharePoint site between SDE and SOK established to share documentation related to PSI Certification.
D360	Statewide platform that serves as Oklahoma driver's license system of record. Used to check applicants driving history.

## Roles

Role	Responsibilities
Public School Instructor (PSI)	Public School employee who also teaches a driver's education program put on by the school
DE Manager	SOK employee responsible for reviewing, approving, and renewing PSI Certifications. Works with SDE employee to complete process.
State Department of Education (SDE) Financial Special, Office of State Aid	SDE employee who reviews and approves the SDE components of the PSI Certification. Works with DE Manager to complete process.

Process Map - Public School Instructor Certification



## Procedures

### Process #1: Public School Instructor Certification

**Purpose:** The purpose of this process is to provide the Designated Examiner Manager (DE Manager) with a step-by-step overview of how to review and approve Public School Instructor Certifications in conjunction with the State Department of Education (SDE).

**Background:** To be approved as an instructor in a public school-based driver education program, teachers must go through a two-step process involving both the SDE and SOK. This process covers SOK's role in the broader process.

#### Process Step-by-Step:

1. First, a contact at the SDE will share a partially completed Instructor Certification, Assurances, and Permit (ICAP) form with SOK via a [SharePoint site](#).
2. The DE Manager will receive the ICAP form and check the applicant's driver record in D360.
  - a. If there are issues with the applicant's driver record, the DE Manager will NOT sign the ICAP form and instead return it to the SDE via SharePoint with a note on the reason for denial.

**Note:** Driving privileges of the applicant shall not be under suspension, revocation, denial, or cancellation or in conflict with any rule outlined in OAC 670:15-37-4 at the time of original or renewal application.

- b. If there are no issues with the applicant's driver record, the DE Manager will sign the ICAP form.
3. Next, the DE Manager will input or verify (if an instructor profile already exists) instructor information in the Access Database.
4. If the instructor does not already have an up-to-date instructor certificate, the DE Manager will create one with an expiration date tied to the instructor's teaching certificate expiration date.

**Note:** This certificate template is in the shared DE Team X-drive

5. The DE Manager will then return the ICAP form (and new certificates) to SDE via the SharePoint site.
6. Once the SDE receives the signed ICAP and instructor certificates, they can forward these on to the instructor to continue with approval process.

## References

1. List of links relevant to public school instructors
  - a. [School/DE Audit Team SharePoint Site](#)