

Vermont Driver Education Teacher/Instructor Preparation Program

Division of Graduate Studies and Extended Education

08/12/2022

This Packet Contains:

General Information Regarding VT Driver Education Licensure

Driver Education Instructor Preparation Program Information

Application to the Driver Education Instructor Preparation Program

**Recommendation for the Driver Education Instructor Preparation Program
(3 copies)**

Keene State College
Grad Studies & Extended Ed
229 Main Street
Keene, NH 03435-2605
(603) 358-2290

VT Dept. of Motor Vehicles
Driver Training Coordinator
Education Unit
120 State Street
Montpelier, Vermont 05603
(802) 828-2114

VT Agency of Education
Pre-service Educator Quality
Programs
219 North Main St., Suite 402
Barre, VT 05641
(802) 479-1315

General Information Regarding VT Driver Education Licensure

If you've been thinking about becoming certified to teach Driver Education in the State of Vermont, this information is for you. Please keep these pages of important information for future reference.

Vermont provides the opportunity to obtain endorsement/licensure to teach driver education in several manners:

- Licensed Teachers – can obtain a Driver and Traffic Safety Education endorsement or a limited endorsement for behind-the-wheel instruction only.
- Licensed Teachers not having a driver education endorsement - can obtain a Standard Driver Training Instructor License
- Individuals who do not hold a VT Educator's License – can obtain a Standard Driver Training Instructor License through the Vermont Department of Motor Vehicles.

For specific information about the requirements for endorsement/licensure you should read the following links:

Licensed Teachers:

Rules Governing the Licensing of Educators and the Preparation of Educational Professionals

https://education.vermont.gov/sites/aoe/files/documents/Rules%20Governing%20the%20Licensing%20of%20Educators_8-21-18.pdf

Licensed Teachers not having a driver education endorsement and Individuals who do not hold a VT Educator's License

<https://dmv.vermont.gov/enforcement-and-safety/driver-training-instructors/standard-driver-training-pleasure-car-type>

and

<https://dmv.vermont.gov/enforcement-and-safety/driver-training-instructors/regulations>

VT Driver Education Teacher/Instructor Preparation Program

Division of Graduate Studies and Extended Education, Keene State College

08/12/2022

Application to the Program-acceptance necessary prior to registration for courses (APPLICATION DEADLINE: Three business days prior to the course start)

To apply to the Program, you must:

1. Obtain the following records:

(a) Criminal Record Check:

VT licensed teachers -contact the human resources staff in the current district or the district in which you were most recently employed and request a letter on school stationery that indicates you have met the VT Agency of Education requirement for a criminal record check. If you cannot obtain a verification of your criminal history check from a district, then contact the VT AOE Pre-service Educator Quality Programs to obtain such verification.

Individuals who do not hold a VT Educator's License- An application for becoming a standard driver training instructor in the State of Vermont is required, complete with a notarized background check approval form, before registering for any Keene State driver education instructor training courses. The application for a Vermont standard driver training instructor may be found through the following link. [https://dmv.vermont.gov/sites/dmv/files/documents/VN-068-](https://dmv.vermont.gov/sites/dmv/files/documents/VN-068-Standard_Driver_Training_Instructor.pdf)

[Standard Driver Training Instructor.pdf](https://dmv.vermont.gov/sites/dmv/files/documents/VN-068-Standard_Driver_Training_Instructor.pdf)

If an applicant's record contains information that will cause them to be denied endorsement/certification as a VT Driver Educator then the Program Coordinator will notify them that they cannot register for program. Withdrawal from the program will not guarantee the return of any funds paid for course registration.

(b) Certified Motor Vehicle Driving Record from Vermont and any state where the applicant has held a driving license.

The Vermont record can be obtained by submitting a Release of Motor Vehicle Driving Records Form:

https://dmv.vermont.gov/sites/dmv/files/documents/VG-116-Record_Request.pdf

2. Obtain three (3) professional references using the *Recommendation for the Driver Education Instructor Preparation Program* attached to this packet. Please note the individuals who are considered to be professional references. Complete the Applicant Information on each of the Recommendation forms and request that the individual completing the reference send it back as identified in the Directions for Reference section.

3. Submit a completed two-page application attached to this packet. The completed and signed application must be returned with the application fee to the Keene State College Office of Graduate Studies and Extended Education at the address shown on the form. The application is also available on the web at the Keene State College link listed below under "Web Resources." Applications are accepted on an on-going basis.

4. Complete an interview, records review and driving assessment with the Program Coordinator (if you are planning to enroll in the initial certification courses). You will be contacted by the Program Coordinator to schedule a meeting when the application and the three (3) completed Reference forms are received by the Graduate Studies and Extended Education office. Bring **copies** of the records obtained in #1 above to the interview. This

meeting will enable the coordinator to: review the application with you and answer any questions, review your Criminal and Driving Records documents and assess your driving skills. If the Criminal Records or Driving Record raises any questions that the individual will be eligible to apply for certification/endorsement upon completion of the required coursework then the individual will be directed to contact the VT AOE Pre-service Educator Quality Programs Coordinator or the VT DMV Driver Training Coordinator to have the records reviewed prior to being recommended for enrollment. If you are planning to enroll in courses to change/complete endorsement certification or for professional development, then you will not be required to complete this section (4) and will be notified, when the complete application packet is received, to register as indicated in **Registering for Courses** below.

5. **Acceptance into the Driver Education Instructor Preparation Program.** You will be notified by the Keene Office of Graduate Studies and Extended Education as soon as possible after the meeting with the Program Coordinator (unless directed to meet with either the VT AOE or VT DMV staff) of your acceptance into the program and permission to register.

Registering for Courses

Ways to Register for Courses: Complete and submit on-line, by mail, by phone or fax or in person a Keene State College Graduate Studies and Extended Education Office. Registration form that can be found at the link below.

- **Mail** to Keene State College, Office of Graduate Studies and Extended Education, 229 Main Street, Keene NH 03435-2605
- **Phone** by calling 603-358-2290 and have your credit card information ready (VISA or MasterCard)

Vermont Applicants: the Vermont Driver and Traffic Safety Education Association, Inc. (VDTSEA) and Keene State College (KSC) have a cooperative agreement which allows Vermont residents to take driver education teacher preparation courses at the New Hampshire in-state rate. This is accomplished by Vermont residents paying their tuition to the Vermont Driver and Traffic Safety Education Association, Inc. (VDTSEA). VDTSEA will make payment to KSC upon invoice.

Vermont residents, wanting to take KSC courses for initial Vermont driver education teacher licensing or relicensing should, **prior to submitting this application or a course registration**, contact Lindsay Townsend, treasurer of VDTSEA, via email at lindsaytownsend@earthlink.net regarding payment for courses. It will be helpful to state, in the email, one's connection to a Vermont high school or a Vermont DMV driver training school. Stating that one is a Vermont resident will also be helpful.

Lindsay can invoice individuals or Vermont schools for payment. Schools issuing purchase orders should email them to Lindsay. Tuition payments will be made via check, payable to VDTSEA and mailed to VDTSEA, P O Box 197, Fairfax, VT 05454. Payments will need to be made at the beginning of each course. Credit cannot be extended by VDTSEA. Non-payments will be reported to KSC for appropriate action regarding course completion and academic credit.

Classroom Location - Manchester, N.H.

Courses are held in Manchester, N.H. at 1050 Perimeter Rd, Suite 202, Manchester, NH 03103.

Purchasing Textbooks

Textbooks are required for most of the courses in the program. Books are available through the Keene State College Bookstore. **Books can be ordered and shipped by calling the KSC Bookstore at 603-358-2137.** Telephone orders must be paid using VISA or MasterCard.

Computer and Internet Access

Since courses for this program are conducted in a blended on-line and face to face delivery it is **expected** that you will have **daily** access to a computer equipped with at least a camera and microphone and Microsoft Office programs including Word, Excel and PowerPoint. Having access to a computer is needed to participate in the on-line sessions of the courses and invaluable for writing papers, accessing curriculum and instructional materials, preparing instructional lessons, and communicating with instructors and the college. While you are enrolled in courses, you will have an individual College account called MScs, accessed via a web browser (e.g. Internet Explorer, Netscape, Mozilla Firefox), providing you with a Keene State email account and access to the College's web-based learning system "Canvas." Many course components (assignments, readings, resources) will be provided by the instructor using "Canvas" and "Zoom."

Web Resources

Keene State College Division of Graduate Studies and Extended Education-Driver Education:

<http://www.keene.edu/academics/conted/safety/driver/>

Vermont Agency of Education, Educator Quality

<https://education.vermont.gov/educator-quality>

Vermont Department of Motor Vehicles, Driver Training Coordinator, Education Unit

<https://dmv.vermont.gov/enforcement-and-safety/driver-training-instructors>



Wisdom to make a difference.

Application to the VT Driver Education Teacher/Instructor Preparation Program

07/27/2021

PERSONAL DATA _____

Name: _____
Last First Initial

Home Address: _____
Street/PO Box
City/Town State Zip Code

Date of Birth: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

EMPLOYMENT _____

Please provide the following information regarding your work experience for the past 5 years.

Occupation	Employer's Name	Dates of Employment

EDUCATION _____

High School Name	Address	Date of Graduation or GED Earned
College Name (if applicable)	Address	Dates of Attendance or Degree Earned

Indicate any training or work experience you have had in the fields of driver education, traffic/fleet safety, or driver risk management:

PERSONAL CERTIFICATIONS

Persons seeking Vermont Driver Education License are required to undergo a certification process through the VT Agency of Education or VT Department of Motor Vehicles. **This application is not a substitution for the records that will be required by either the State of Vermont Agency of Education or Department of Motor Vehicles.**

Approval to the Keene State College Driver Education Instructor Preparation Program requires that you personally attest to each of the following statements by initialing each statement below:

- I have successfully completed a high school diploma or general equivalency diploma (GED). Initial _____
- I am at least 21 years of age. Initial _____
- I possess a valid Vermont Motor Vehicles Operator’s license, or a valid operator’s license from an adjacent state provided the person is a legal resident of that state, with at least five years of driving experience. Initial _____
- I have no more than one moving traffic conviction in the preceding one-year period Initial _____
- I have no more than three moving traffic convictions in the preceding three years Initial _____
- I have no alcohol or drug related traffic convictions within the preceding ten years Initial _____
- I have no driver’s license suspension, cancellation, revocation, or denial within the preceding ten years Initial _____
- I have never been convicted of a misdemeanor for an offense, other than a violation of motor vehicle laws, in any state or jurisdiction. Initial _____
- I have never been convicted of a felony in any state or jurisdiction. Initial _____
- I am not subject to a child support order; OR I am subject to a child support order and am in good standing or in full compliance with a plan to pay Initial _____
- No taxes are due and payable and all required returns have been filed Initial _____
- I do not have any unpaid judgments Initial _____

I certify to the best of my knowledge that the information given in this application is true and complete.

SIGNATURE *Signed under penalty of unsworn falsification pursuant to 23 V.S.A. §202.* DATE

CHECKLIST

The materials listed below are required to complete your application:

- This application with all personal certifications initialed and original signature.
- Three (3) completed Reference forms
- Non-refundable application fee of \$25.00. Please make check payable to **Keene State College.**

When all materials have been received you will be contacted by the Program Coordinator. The coordinator will review the application with you and schedule a date to conduct a driving skills assessment. You will be notified about your acceptance into the program. **Upon acceptance into the program you can submit a course registration and tuition payment for the first course (Introduction to Traffic Safety).**

Send this application and \$25 application fee to: Office of Graduate Studies and Extended Education
Keene State College, 229 Main Street, Keene NH 03435-2605

If you have any questions regarding this application, please call the Keene State College Office of Extended Education at 603-358-2290.

Keene State College GSEE Office use only:	
RECEIVED	DATE
APPROVED (Director of Graduate Studies and Extended Education)	DATE
APPROVED (Driver education program coordinator)	DATE

Keene State College

Office of Grad Studies and Extended Education
Driver Education Instructor Preparation Program
229 Main Street, Keene, NH 03435-2605
Phone: 603-358-2290
continuing-ed@keene.edu
<http://www.keene.edu/ce>

Recommendation for the VT Driver Education Instructor Preparation Program

DIRECTIONS FOR APPLICANT

1. Please complete the APPLICANT INFORMATION section below and submit it, along with page 2 of this recommendation form, to three (3) different **professional references**. At least one reference must be from an individual who is not affiliated with Keene State College. A **professional reference** may include college or university professors, technical school instructors, military unit leaders, employers or supervisors, professional staff members or colleagues. Members of your family and friends are not considered to be professional references.
2. Letters of recommendation written for employment are not acceptable.

APPLICANT INFORMATION

Name of applicant _____
Street, city, state, zip _____
Date of birth _____
Home Phone _____ E-mail _____
Applicant signature _____ Date _____

DIRECTIONS FOR REFERENCE

1. Please complete the REFERENCE INFORMATION section at the bottom of this page.
2. On page two of this form, please rate the applicants Professional Dispositions. Please include comments pertinent to your appraisal of the applicant's potential to be an effective driver education instructor.
3. If you prefer, your appraisal may be included in a letter of recommendation or on a separate sheet of paper.
4. Return the completed recommendation forms (two pages) and any additional letter of appraisal to:

Director of Graduate Studies and Extended Education, Keene State College, 229 Main St., Keene, NH 03435-2605

REFERENCE INFORMATION

Name of reference _____ Job title _____
Street, city, state, zip _____
Phone _____ E-mail _____
How long have you known the applicant? _____ In what capacity? _____
Reference signature _____ Date _____

**Recommendation for the VT Driver Education
Instructor Preparation Program**

Please evaluate the applicant’s professional dispositions by circling the appropriate number using the scale below. Include comments pertinent to your appraisal of the applicant’s potential to be an effective driver education instructor.

Scale: Strongly Disagree 1 2 3 4 5 Strongly Agree NA – not applicable

Professional Dispositions	Scale	Comments – please elaborate
The applicant exhibits clear and accurate communication skills (e.g., listening, writing, speaking).	1 2 3 4 5 NA	
The applicant works cooperatively and collaboratively.	1 2 3 4 5 NA	
The applicant presents appropriate professional appearance and demeanor.	1 2 3 4 5 NA	
The applicant exhibits enthusiasm and passion for students and teaching.	1 2 3 4 5 NA	
The applicant is committed to lifelong learning and service to the community.	1 2 3 4 5 NA	
The applicant demonstrates clear understanding of legal and moral obligations of the profession.	1 2 3 4 5 NA	
The applicant demonstrates understanding of and is open to diverse perspectives.	1 2 3 4 5 NA	
The applicant demonstrates respect, empathy, and caring for others.	1 2 3 4 5 NA	
The applicant accepts responsibility for his or her own actions.	1 2 3 4 5 NA	
The applicant is present, punctual, and prepared.	1 2 3 4 5 NA	
The applicant demonstrates consistent integrity and honesty.	1 2 3 4 5 NA	
The applicant exhibits willingness to work diligently to achieve success.	1 2 3 4 5 NA	

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