Maryland Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

410-768-7000
1-800-950-1MVA
CUSTOMER SERVICE CENTER

1-800-492-4575
TTY

www.MVA.Maryland.gov
WEB SITE

Motor Vehicle Administration

September 17, 2014

TO: DRIVER EDUCATION SCHOOLS
RE: DRIVER EDUCATION INSTRUCTOR ADVANCED BEHIND THE WHEEL COURSE

Location:
College of Southern Maryland
8730 Mitchell Road
CS Building Room 116
LaPlata, Maryland 20646

Dates/Times

September 30, 2014	6:00pm-9:00pm	October 8, 2014	6:00pm-9:00pm
October 1, 2014	6:00pm-9:00pm	October 11, 2014	9:00am-5:00pm
October 7, 2014	6:00pm-9:00pm	October 12, 2014	9:00am-5:00pm

IN CAR AUDIT AND TRAINING SCHEDULED INDIVIDUALLY

This schedule reflects instructor trainer hours. Instructor candidates must supply a driver education instructional vehicle for behind the wheel sessions.
Every student must have their own copy of the Maryland Standardized Curriculum, resource packet and the Teachers Edition of the Drive Right textbook. These supplies are available from the course sponsor.

Tuition Fee: $360.00

Registration: You are required by the College of Southern Maryland to register in person at the LaPlata campus, and must be approved by MaryBeth McCollum or Mike Whelan prior to registration:

College of Southern Maryland
8730 Mitchell Road
CS Building Room 116
LaPlata, Maryland 20646

Call prior to deadline to verify receipt of enrollment/payment. (301)539-4722
Enrollment Deadline: September 30, 2014
Enrollment is limited to 12 instructor candidates
MVA approved instructor for this course: Mike Whelan

MVA

INSTRUCTOR CERTIFICATION COURSE
REQUEST FOR APPROVAL

To request approval, please complete and fax form to Driver Education Program (410) 424-3676.

Course Sponsor: College of Southern Maryland

Address where classes will meet: 8730 Mitchell Road, La Plata MD, 20646

CS building, room 116

Name of Contact Person: Mike Whelan

Phone Number of Contact Person: 301-539-4722

Fax Number of Contact Person: 301-934-7528
(Confirmation of approval will be faxed)

E-Mail address of Contact Person: mikew@csmd.edu

MVA approved Instructor Trainer: Mike Whelan

MVA approved Assistant Instructor:
(Please provide name and instructor number)

Registration: Begins: September 22, 2014 Closes: September 30, 2014

Send Registration To:

Sponsor: College of Southern Maryland

Attn: Mike Whelan

Address: P.O. Box 910

City, State, Zip: La Plata, MD, 20646

Course Fee: 360.00

Sponsor (please print)	Sponsor Signature	Date
Michael J. Whelan		8/21/14
MVA approval		Date

The following information pertains to the request for Advanced Instructor Behind the Wheel training at the College of Southern Maryland:

What: Advanced Instructor training-Behind the Wheel

Where: College of Southern Maryland

When: Classroom training will be held on the following dates and times:

Tuesdays & Wednesdays - September 30, October 1, 7 & 8, 6 – 9 PM

Saturday & Sunday – October 11 & 12, 9 – 5 PM

Who: All Apprentice Instructors with valid Instructor Apprentice Permits

You are required by the College of Southern Maryland to register in person at the La Plata campus. You must be approved to register by Mary Beth McCollum or Mike Whelan.

Contact Information:

Mary Beth McCollum 301-934-7879 or marybethm@csmd.edu

Mike Whelan 301-539-4722 or mikew@csmd.edu

Outline for Advanced Instructor Behind the Wheel Certification Course
(Approximately 30 hours)

Session I & II 6 hours

- Introductions of staff/students
- Course requirements/expectations
- In-car guidelines/procedures-Maryland Standardized In-car Curriculum lessons 1-6
  - Instructor's position
  - Assuming control-steering & braking
  - Instructor's checklist-Maryland Driver Education Student In-Car Evaluation Progress Record
  - Route Plans
  - Responsibilities
  - Teaching techniques
  - Commentary driving

Session III 4 hours

- Behind the Wheel Modeling session
- Review and explain the use of the Behind the Wheel Advanced Instructor Evaluation Form
- Review and explain the use of In-Car Evaluation Progress Record
- Review and explain BTW Student Record and Completion Form
- Students will begin developing route plans and lesson plans for lesson #1

Session IV Hours (based on number of students)

- Behind the Wheel Performance Audits of Instructor Candidates
- Each individual student session will be 1 hour - 45 minutes of driving and debrief

Session V 4 hours

- Peer teaching (MD Standardized Curriculum lesson # 1)
- Instructor candidates will meet in groups of 3 as scheduled for training/observation

Session VI 4 hours

- Peer teaching (MD Standardized Curriculum lesson # 2)
- Instructor candidates will meet in groups of 3 as scheduled for training/observation

Session VII 4 hours

- Peer teaching (MD Standardized Curriculum lessons # 4 & 5-maneuvers. Parallel parking, etc.)
- Instructor candidates will meet in groups of 3 as scheduled for training/observation
- Summary and conclusion of Advanced Instructor Certification course

To: MVA Driver Educational Services Department

From: Mike Whelan, CSM

Date: September 16, 2014

RE: Requesting approval for Advanced Instructor training at the College of Southern Maryland