

Dear Driving School Owners:

The following document explains the process for scheduling and administering apprentice testing. All apprentice testing will be conducted by the Driver Education Compliance Inspectors (DECI's) at your approved school location. Attached to this email is the classroom evaluation form for prospective apprentice instructors and a lesson plan template, a study guide for COMAR, and a copy of the behind the wheel evaluation. The important points for testing are:

- 1) To schedule testing, please continue to contact Yohanna Keeling at ykeeling@mdot.state.md.us or Renee Nadreau at rnadreau@mdot.state.md.us to insure that all prerequisites for the prospective instructor apprentice have been met. Either Yohanna or Renee will forward a confirmation to the appropriate driver education compliance inspector (DECI).
- 2) Once completion of the prerequisites has been confirmed, the DECI (driver education compliance inspector) will then contact the school to set up the testing.
- 3) **PLEASE DO NOT CONTACT THE COMPLIANCE INSPECTOR DIRECTLY to schedule testing.**
- 4) You must insure the appropriate resources are available for the testing. You will need to have a driver education classroom to complete the written test and the classroom presentation, and a driver education vehicle for the duration of the test.
- 5) The DECI (driver education compliance inspector) will conduct all three components of the testing at the same time. The apprentice instructor must pass the test in the following order: written knowledge test, classroom presentation, and behind the test.
- 6) If a prospective apprentice instructor fails any part, the DECI will immediately stop the testing process. When the testing is rescheduled, it will begin at the point where the apprentice candidate failed.
- 7) The written test focuses on COMAR and basic traffic safety information. It is a fifty question multiple choice test.
 - a. Apprentice candidates have 60 minutes to complete the test.
 - b. Please use the attached COMAR study guide.
 - c. Copies of the pertinent sections of COMAR can be found at <http://www.mva.maryland.gov/Driver-Education/>) and the Maryland Drivers Handbook which can be found at <http://www.mva.maryland.gov/Maryland-Drivers-Handbook/> .
 - d. All of these documents are references to help your apprentice successfully pass the written test.
- 8) The classroom presentation is designed to test an apprentice instructor candidate's basic knowledge of classroom skills and basic understanding of the MVA approved curriculum.
 - a. The prospective apprentice instructor should plan to complete an approximately 15 minute presentation from the approved driver education curriculum and must submit a lesson plan before beginning the lesson.
 - b. A copy of that lesson plan will be scanned into the apprentice instructor's file.

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- c. Please make sure the document is legible.
 - d. A sample of a lesson plan is attached to this email.
- 9) The behind the wheel testing is designed to audit the apprentice instructor's driving skills and basic ability to teach driver education in the car.
- a. You will need to be sure there is a driver education vehicle available for the duration of the test.
 - b. The apprentice instructor candidate should have a basic understanding of commentary driving, use of the instructor brake, and the appropriate times to assist the new driver with steering.
- 10) All apprentice instructor testing should be completed within 2 weeks of confirmation of their eligibility by the Driver Instructional Services office.

Attached to this email are several documents:

- A copy of the Apprentice Instructor In Class Evaluation with Notes. This document explains exactly what the compliance inspectors will be looking for when they come to observe the apprentice's in class presentation.
- A copy of the checklist the compliance inspector will be completing in class.
- A sample lesson plan, one completed and one blank. Please remember that these are only **samples**. **You may either use the attached blank form or create your own form with the same categories, but your apprentice MUST have a lesson plan.**
- A copy of the Behind the Wheel checklist.
- A copy of the COMAR study guide.

If you have any questions or concerns about this process, please respond to this email or contact me at 410-787-7863. You may also contact your DECI (driver education compliance inspector) for any questions.

With regards,