

Excepted by John W. Palmer, Ph.D. Lobbyist for the
Minnesota Driver and Traffic Safety Education Association
from the

Novice Teen Driver Education and Training
Administrative Standards
(NTDETAS) 2017 Revision

[http://www.anstse.info/Resources%20PDF's/
2019%20Resources/001%20-
%202017%20NTDETAS%20FINAL%203-14-19.pdf](http://www.anstse.info/Resources%20PDF's/2019%20Resources/001%20-%202017%20NTDETAS%20FINAL%203-14-19.pdf)

Attention is drawn to the, over 10, references to the presumed role of an instructor in the delivery of online driver education by a **dark red** and slightly larger font.

2.4 Online Delivery Methods

2.4.1 **States shall establish requirements for the instructional design of online delivery of driver education**, if permitted, that establishes how to organize, standardize, communicate and examine the instructional content/curriculum. At a minimum:

NOTE: In addition to these standards, State's shall establish requirements for content standards as identified in Section 2.1.

a) An online course syllabus is provided that clearly states the learning objectives, expectations of learners, grading policy, privacy and legal policies, **and also includes contact information for the online course provider, online instructor, and technical troubleshooting.**

Contact information **includes hours** of availability and expected response time.

Contact information for online instructors and the **online instructor's hours of availability** are clearly posted on the course website.

b) Course timeline, important dates, and deadlines are clearly described in the syllabus and on the website.

c) The syllabus and curriculum both outline any required parent participation and monitoring.

d) For parent-taught driver education, the course curriculum has a specific component requiring regular parent participation, in addition to conducting the behind-the-wheel portion of the course.

e) The course is organized into units and lessons, each of which follows a knowledge map and, where appropriate, builds upon previous units and/or concepts.

f) The curriculum must be up-to-date, accurate, and meet state-specified driver education content standards as described in Section 2.1.1.

g) The curriculum uses active learning and incorporates higher-order/critical thinking skills.

h) The instructional design provides the learner an opportunity to reflect upon what they have learned as a means to improve retention of concepts.

i) The curriculum is culturally competent and accommodates the multicultural educational needs of learners.

NOTE: see definitions of culturally competent and multicultural education principles in Definitions of Key Terms.

j) Content uses appropriate readability levels and language use for learners.

k) All content and learning materials respect copyright laws.

l) There is no commercial marketing or advertising within the actual course content and lessons other than the course provider's labeling/branding.

m) A glossary of driver education and any other relevant terms is provided on the site.

n) Resources and materials that are supplemental to the course are clearly indicated as such and are supplied through links, downloadable documents, software, an online resource center, or other means that are easily accessible to the learner.

o) Courses are **facilitated by state-approved online instructors who meet Section 3.0 of these Standards** as well as the re-certification/re-approval process as outlined in Standard 3.5 of these Novice Teen Driver Education and Training Administrative Standards.

p) **Online instructors facilitate the course** using one of two models. Instructor-led: the online instructor leads the course through face-to-face or synchronous methods, interacts with learners regularly, actively monitors learner progress, and reviews assignments or tests as necessary. Instructor-monitored/supported: an online instructor monitors the online course, monitors each learner's progress, reviews and assesses learner submissions as required, and answers questions or concerns in a reasonable and timely manner.

q) In addition to the basic instructor training program, online instructors who facilitate and personnel who manage the online driver education

system are trained in the effective use of online-based driver education learning systems and methodologies by means of state-approved training.

2.4.2 States shall establish requirements for the structural design of online delivery of driver education, if permitted, that describes how the course will be implemented in order to meet the learning and course requirements. At a minimum:

a) The online course uses a variety of multimedia in various combinations to deliver the curriculum. These may include, but are not limited to, videos, written materials, activities, testing, animation, interactive media, and simulations.

b) The course structure employs one of three models:
Hybrid/Blended: the course delivery combines online (virtual) and classroom (face-to-face) instruction and meets the relevant delivery standards for both online and classroom settings. **The overall course is instructor-led.**

Fully Online, **Instructor-Led**: the course is delivered online and the majority of learning is synchronous.

Fully Online, **Instructor-Monitored/Supported**: the course is delivered online and involves asynchronous or synchronous interaction.

c) In online **instructor-led** synchronous courses, state standards should inform the maximum number of classes per day and learners per session enrolled in a course at any given time. If the state does not have such standards, the maximum number of classes per day should not exceed five classes per day and 30 learners per course.

d) The structure of the course should facilitate learner-learner interaction, which allows learners to benefit from the questions and experiences of others, through either:

synchronous mode(s) (e.g., webcam, Skype, video conference, phone conversations); or,

asynchronous mode(s) (e.g., blogs, emails, forums, message boards, podcasts, etc.).

e) The curriculum is designed to provide at least the minimum number of hours of instruction as set in Section 2.1.3 and is of sufficient rigor, depth, and breadth to meet the learning outcomes. This is exclusive of supplemental material or learner time spent online (i.e., time is measured by the length of time it takes to teach an instructional component, not including extra information, or how long it takes learners to complete the component).

f) Online instruction does not exceed time limits as set by Section 2.1.4 of the Standards. The entire online course adheres to the concept of

distributive learning, and is completed according to the time requirements set in the Section 2.1.3.

g) The online course presents information in various formats, providing supplemental material and resources, and demonstrating instructor capacity to adapt instruction to learner needs.

h) Online providers encourage learners to begin behind-the-wheel training, according to State licensing, after beginning the online course or as soon as possible after completing the online course.

2.4.3 States shall establish requirements for the evaluation/testing/assessment of online delivery of driver education, if permitted, that refers to how and what type of evaluation will be carried out for learners, the course, and online instructors. At a minimum:

a) Evaluations and assessments of learners are consistent with the concepts, lessons, and course objectives. The methods for evaluation are clearly stated in the course.

b) Evaluations and assessments are conducted in a variety of formats (such as quizzes, electronically submitted assignments, questions regarding video segments, responses in blog/online discussions, random questions, or other means).

c) The course contains a pool of quiz and test questions that are randomly selected and distributed across learners and across individual lessons, in order to prevent learners from copying and/or sharing test information.

d) Evaluation of learners is conducted on an ongoing and varied basis. May occur following the teaching of major concepts; and, Shall occur at the end of each unit.

e) Feedback on evaluations or assessments is constructive, informative, and frequently provided.

f) Course quizzes, activities, and any other assessment techniques are graded and tracked by the program and/or the online instructor.

g) Learners are able to see their grades as they progress through the course.

h) Where applicable, the learner's progress and performance are communicated to parents/guardians (e.g., for minors).

i) For the final test, the identity of each learner should be verified as required by the State.

j) The online course provider frequently and in various ways assesses the delivery of the course and the curriculum (i.e., learners are given the opportunity to provide feedback on the course).

2.4.4 States shall establish requirements for the technological design and capabilities of online delivery of driver education, if permitted, that refers to minimum technological tools and/or capabilities required by online driving educators in order to be able to provide online education and requirements needed by learners to take online driver education. At a minimum:

a) The technological requirements such as hardware, web browser, software, internet connection speed, and other required components to take the course are clearly described on the website, prior to the opportunity to purchase the course.

b) The web pages and components are clearly organized. A site map, contact page, and orientation section that explain how to use the course are provided.

Contact information for technical support is provided and technical support hours of availability are clearly posted on the website.

c) The course and the website are user-friendly, easy to navigate, and accessible to learners.

d) Courses must require learners to complete all required elements prior to completing the course.

e) Learner time in the course is tracked by learner activity and work successfully completed on the course and not just the amount of time the learner is “logged in.” Computer system support, downloading videos, and other non-course related support shall not count toward learner time.

f) Learners are required to use a username and password to enroll in and to access the course at all times.

g) Learners are logged out of the course after a specified amount of inactivity established by the State or the online provider. The learner is required to login again to resume the course.

h) The identity of each learner is verified on a random basis throughout the course to ensure the learner who is signed in is the individual completing the course (e.g., the learner is prompted with security questions upon login and at random during the course).

i) When learners log back into the course, they are able to resume from their last verified activity.

2.4.5 States shall establish legal requirements for the delivery of online driver education, if permitted, to ensure that online providers protect learner privacy, verify learner participation and test taking and comply with state/federal requirements for driver education and certification. At a minimum:

a) The course and the online provider shall be authorized by the state-regulating authority to operate within the State and to provide online driver education instruction for the purpose of meeting state certification requirements.

If the State requires online providers to re-apply for approval to operate, the online provider shall meet the State requirements.

b) In states which regulate online driver education providers, the State authorization to operate and the agency issuing the authorization to operate are clearly communicated on the online provider website. Online providers clearly indicate on their website if they are currently approved by the state regulatory agency.

c) The State should list on the appropriate public State website all approved providers, as well as those online providers who previously held State approval but which are no longer approved.

d) The online provider's website describes how the course meets state and/or federal accessibility standards (e.g., conforms to US Sections 504 and 508 of the Rehabilitation Act in connection to information technology) to ensure equal access to all users. The online provider's website provides alternative options for users with special needs to access web content.

e) Learner information is kept confidential, protected, and securely stored in all electronic or non-electronic formats. The online provider meets all privacy and confidentiality requirements as set out by state laws, by the Family Educational Rights and Privacy Act (FERPA), and by any other federal laws.

f) Online providers follow state and/or federal legal requirements for the transmission of personal and/or confidential information electronically or in hard copy format.

g) The online provider's privacy policy is clearly stated on the website.

h) Those individuals who have access to personal identification information (PII) within learner files meet state and/or federal legal requirements for working with youth (e.g. background checks or fingerprinting).

i) **Online instructors meet professional and legal requirements as set in Section 3.0** of these Novice Teen Driver Education and Training Administrative Standards and/or by the State.

j) Identification of learners is verified by random checks and as specified by the State throughout the online course and for the final test.

k) Successful or unsuccessful completion of the course and results of learners are recorded and kept in a secure file/location as required by the state regulating authority.

l) Results of performance are reported to learners immediately and, if the course is passed successfully, the certificate of completion is issued as specified by the State.

m) Course completion certificates are issued in a secure manner to the learner and/or the appropriate state authority.

n) All technological hardware and software meets state and/or federal requirements concerning the use of technology for professional or instructional purposes.

o) For minors, parental/guardian authorization to participate in the course is required in order to verify that the learner has not enrolled in driver education without parental consent.