VIRGINIA DEPARTMENT OF EDUCATION
2003-2004 APPLICATION FOR DRIVER EDUCATION PROGRAM APPROVAL

DIVISION: _____ SCHOOL: _____

PHONE: ( ) _____ FAX: ( ) _____

I. This program approval form must be submitted prior to offering driver education instruction during the 2003-2004 school year. Please list all classroom and in-car driver education teachers. Place an asterisk (*) adjacent to paraprofessionals' names. In the first column, use a "C" to designate classroom only teachers; an "I" if they teach in-car only; or a "B" if they teach both classroom and in-car instruction. In the fourth column, place the date and college/university where they successfully completed the course-work endorsement. In the last column indicate the date and location the teacher completed the Level I or Level II curriculum implementation training.

C-I-B	Last First Middle	Social Security Number	Date and Location of Endorsement Course Work	Date, Location and Level of Curriculum Training

II. *I certify the proposed driver education program meets all requirements for a state-approved program as specified by the Code of Virginia and in the 2001 Curriculum and Administrative Guide for Driver Education in Virginia. I understand that only teachers with a valid Virginia teaching license and an endorsement in driver education may deliver classroom and in-car instruction. Approved paraprofessionals may conduct in-car instruction when supervised by properly endorsed staff.* ***I understand that students who receive instruction from a teacher without proper endorsement will not be eligible for a Virginia driver's license.***

_____

Principal / Headmaster Signature Date E-Mail Address

_____

Division Superintendent or Designee Signature Date

Please return this form to Vanessa C. Wigand, specialist, health, physical education, and driver education, Virginia Department of Education, PO Box 2120, Richmond, Virginia, 23218-2120; or fax to (804) 786-1597.