**Assistance for Filling out the**

**DE-1 and DE-1A Forms**

**DE-1A FORMS –**

**You only MUST fill out sections 1b (school info) and section 9 (signatures). In addition to these 2 sections, you will fill out whatever item you are amending.**

**Example: Lecture teacher’s driver’s license - This would be listed in section 6, so you would fill out sections 1b, 6 and 9.**

**Example: Driving school contract – This is sections 8, so you will fill out sections 1b, 8 and 9.**

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**DE-1 FORMS –**

**Section Ia:**

For use by BOCES programs ONLY.  Please include BOCES name and BOCES BEDS Code in correct boxes

**Section Ib:**

**Line 1 -** Please make sure your FULL School, School District, College or BOCES name appears in the first box, along with the BEDS code for the listed School, District, College or BOCES.  The BEDS Code listed here will usually end in a "0" for Public schools. Private schools, Colleges and BOCES may not. (Not sure what your code is, or how your school name should appear?  Link to page or Call for assistance)

**Example:  Elizabeth P. Johnson High School (Not "EPJ HS") or Marytown City School District (Not "Marytown")**

**Line 2** - Indicate the Building where the instruction will occur.  Writing only, “High School” is incorrect.

The location where the instruction takes place must have its own BEDS Code if it takes place at a different location.  This is the case for **Public Schools and BOCES**. Some Private schools and Colleges will need to enter a different BEDS code if the instruction is taking place at a different location. The location must have a BEDS code. This code should look similar to the above number with the exception of the last number.  This particular BEDS Code will usually end in a number such as 1, 2, 3, 4, 5, 6, 7, 8, 9 or 10.

**Example: Public or Different location**

|  |  |  |
| --- | --- | --- |
|  | Name | BEDS Code |
| School, District, College or BOCES | Acorn Central School District | 123456780000 |
| Building where classes take place | Acorn Hall Elementary School | 123456780001 |

**Example: Private or Same location**

|  |  |  |
| --- | --- | --- |
|  | Name | BEDS Code |
| School, District, College or BOCES | Starburst Senior Academy | 123456780023 |
| Building where classes take place | Starburst Senior Academy | 123456780023 |

**Line 3** - Please indicate school type.  If the program won't let you insert a dot, please mark it in blue ink after printing.

**Lines 4 and 5** - Please enter the entire mailing address of the location where the person in charge of the driving program will receive it.

**Lines 6-10** - Please indicate all information asked for on these lines.  It is imperative that names, titles, email address and phone numbers are correct. The DTSE office contacts schools/programs via this information on a regular basis.  A secondary administrator's information is welcome but not necessary.

**Section II:**

Please indicate the dates of instruction for each session to be held.  Information must be listed under the correct area.  Exact dates need not be known.  You may use month/year as indicators of class session.  Please make sure that if the program is Credit Bearing the dates are written on the “Credit Bearing” lines for each semester. Likewise, information should be written on the “Non-Credit Bearing” lines if your program is Non-Credit Bearing.

**Example:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Start Date | End Date | Start Date | End Date | Start Date | End Date |
| 2015-2016 | Credit Bearing | 9/15 | 12/15 | 1/16 | 6/16 |  |  |
| Non-Credit Bearing |  |  |  |  |  |  |

**Example:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Start Date | End Date | Start Date | End Date | Start Date | End Date |
| 2016-2017 | Credit Bearing |  |  |  |  |  |  | |
| Non-Credit Bearing | Sept. 12 | Dec. 20 |  |  | June 24 | Aug. 10 | |

**Section IIa:** Please indicate approximately how many students will be participating in the program each semester.

**Section III:**

**Summer** - THIS SECTION SHOULD BE FILLED OUT ONLY IF YOU WILL BE HAVING SUMMER INSTRUCTION.

**Line 1** - Due to limits on the length of classes, the smallest number of periods must be **at least 16**.  Classes may only be taught for a maximum of **90 minutes**.  Total instructional minutes must equal or exceed 1440 minutes (or 24 hours).

**Example:  16 sessions x 90 min = 1440 min.**

**Example 2: 24 sessions x 60 min = 1440 min.**

**Line 2** - Please indicate whether you will be using the 5 Hour Licensing Course content within your program's 24 hours of classroom instruction.  If you indicate "yes" you will need to purchase the 5-hour Pre-licensing cards for each student. If the program won't let you insert a dot, please mark it in ink after printing.

Please note the 5 Hour Pre-Licensing Instructor’s Manual (required content under this option) is located at <http://www.dmv.ny.gov/forms/mv277.pdf>.

**Lines 3-8** – **Behind-the-Wheel** - Each student must have at least 360 minutes (6 hours) of Behind-the-Wheel instruction.

The maximum length of any given session is **90 minutes**.  The most common model places 4 students in the vehicle: each student drives for ¼ of the 90 minute period (or 22.5 minutes).   A DTSE program would need at least 16 sessions to equal or exceed the required 360 minutes of Behind-the-Wheel driving time.

**Example: 4 Students and an instructor go out for 60 minutes.  60 min. divided by 4 students = 15 min. each.  Those students would need at least 24 sessions of Behind-the-Wheel driving to equal the required 360 minutes.**

**In-Car Observation** - Each student must have at least 360 minutes (6 hours) of In-Car Observation.  An additional 720 minutes (12 hours) of In-Car Observation may be used to fulfill the remaining 720 minutes (12 hours) of Laboratory Instruction requirement. This is the typical model (e.g. 18 hours of In-Car Observation).

The maximum length of any given session is **90 minutes**. Using the example from above, if there are 4 students in the vehicle and each has an equal turn to drive, they would each have 22.5 minutes of Behind-the-Wheel driving time, leaving the remaining 67.5 minutes for In-Car Observation.   The most common model would offer students 18 hours (1080 minutes) of In-Car Observation, which is attained via 67.5 minutes of In-Car Observation X’s 16 sessions.

**Simulation** - Time spent on the simulator many be substituted for up to 720 minutes (12 hours) of Laboratory (In-Car) Instruction, but may not supplant the required 360 minutes (6 hours) of Behind-the-Wheel instruction.  Simulation time may only be delivered under the direct supervision of the approved DTSE program’s lecture teacher.

**Range** - Time spent on a Range many be substituted for up to 720 minutes (12 hours) of Laboratory (In-Car) Instruction, but may not supplant the required 360 minutes (6 hours) of Behind-the-Wheel instruction.  Range time may only be delivered under the direct supervision of the approved DTSE program’s lecture teacher.

**CLASSROOM LECTURE HOURS MUST EQUAL OR EXCEED 24 HOURS!**

**LABORATORY INSTRUCTION HOURS MUST EQUAL OR EXCEED 24 HOURS!**

**NYS-DTSE PROGRAM TOTAL HOURS MUST EQUAL OR EXCEED 48 HOURS!**

**Fall/Spring** - THIS SECTION SHOULD BE FILLED OUT ONLY IF YOU WILL BE HAVING FALL/SPRING INSTRUCTION.

**Line 1** - Due to limits on the length of classes, the smallest number of periods must be **at least 16**.  Classes may only be taught for a maximum of **90 minutes**.  Total instructional minutes must equal or exceed 1440 minutes (or 24 hours).

**Example:  16 sessions x 90 min = 1440 min.**

**Example 2: 24 sessions x 60 min = 1440 min.**

**Line 2** - Please indicate whether you will be using the 5 Hour Licensing Course content within your program's 24 hours of classroom instruction.  If you indicate "yes" you will need to purchase the 5-hour Pre-licensing cards for each student. If the program won't let you insert a dot, please mark it in ink after printing.

Please note the 5 Hour Pre-Licensing Instructor’s Manual (required content under this option) is located at <http://www.dmv.ny.gov/forms/mv277.pdf>.

**Lines 3-8** – **Behind-the-Wheel** - Each student must have at least 360 minutes (6 hours) of Behind-the-Wheel instruction.

The maximum length of any given session is **90 minutes**.  The most common model places 4 students in the vehicle: each student drives for ¼ of the 90 minute period (or 22.5 minutes).   A DTSE program would need at least 16 sessions to equal or exceed the required 360 minutes of Behind-the-Wheel driving time.

**Example: 4 Students and an instructor go out for 60 minutes.  60 min. divided by 4 students = 15 min. each.  Those students would need at least 24 sessions of Behind-the-Wheel driving to equal the required 360 minutes.**

**In-Car Observation** - Each student must have at least 360 minutes (6 hours) of In-Car Observation.  An additional 720 minutes (12 hours) of In-Car Observation may be used to fulfill the remaining 720 minutes (12 hours) of Laboratory Instruction requirement. This is the typical model (e.g. 18 hours of In-Car Observation).

The maximum length of any given session is **90 minutes**. Using the example from above, if there are 4 students in the vehicle and each has an equal turn to drive, they would each have 22.5 minutes of Behind-the-Wheel driving time, leaving the remaining 67.5 minutes for In-Car Observation.   The most common model would offer students 18 hours (1080 minutes) of In-Car Observation, which is attained via 67.5 minutes of In-Car Observation X’s 16 sessions.

**Simulation** - Time spent on the simulator many be substituted for up to 720 minutes (12 hours) of Laboratory (In-Car) Instruction, but may not supplant the required 360 minutes (6 hours) of Behind-the-Wheel instruction.  Simulation time may only be delivered under the direct supervision of the approved DTSE program’s lecture teacher.

**Range** - Time spent on a Range many be substituted for up to 720 minutes (12 hours) of Laboratory (In-Car) Instruction, but may not supplant the required 360 minutes (6 hours) of Behind-the-Wheel instruction.  Range time may only be delivered under the direct supervision of the approved DTSE program’s lecture teacher.

**CLASSROOM LECTURE HOURS MUST EQUAL OR EXCEED 24 HOURS!**

**LABORATORY INSTRUCTION HOURS MUST EQUAL OR EXCEED 24 HOURS!**

**NYS-DTSE PROGRAM TOTAL HOURS MUST EQUAL OR EXCEED 48 HOURS!**

**Section IV**:

**Public Schools:** Students may only be charged for Non-Credit Bearing instruction.  Money may not be collected for Credit Bearing instruction.    Please indicate the amount charged per students residing within your district under "Resident" and amount charged for students not residing within your district under "Non-Resident".  If you have no Non-Residents, please indicate "$0" in the space provided.

**Private schools, BOCES and Colleges:** Students may be charged for Non-Credit Bearing instruction.  Money may be collected for Credit Bearing instruction.    Please indicate the amount charged per students residing within your district under "Resident" and amount charged for students not residing within your district under "Non-Resident".  If you have no Non-Residents, please indicate "$0" in the space provided.

**Example:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Summer | | Fall | | Spring | |
| Resident | Non-Resident | Resident | Non-Resident | Resident | Non-Resident |
| Credit Bearing (½) | $ | $ | $ | $ | $ | $ |
| Non-Credit Bearing | $ | $ | $ | $ | $ | $ |

**Section V -** Please read and indicate whether your School, District, College or BOCES has an insurance policy in place, should there ever be an accident or injury.

**Section VI -** Each adult holding an MV-283 Card must be listed along with their information here. **Helpful information** – MV-283 cards have the person’s name and address, and indicate a “Permanent” or “Provisional” credential.

**Column 1** – Name of person holding the MV-283 card

**Column 2** – If this person will be teaching **in class**, put a “Y” if not please mark “N”.

**Column 3** – Write MV-283 card number and expiration date in the boxes provided. If the holder’s card is Permanent, it will be listed on the card.

**Column 4** – Write person’s Driver License number and expiration date in the boxes provided

**Column 5** – A LENS account is an account that allows the person in charge of the Driving program to see what infractions his or her teachers/lecturers may have on their driving record. **Public Schools and Public Colleges are required to have a LENS account**. Private Colleges, BOCES and Private schools are not required to have a LENS account, but many decide to have one, anyway. Having a LENS account adds an extra layer of safety to the Driving program.

If the person listed in column 1 is not already input into the school’s LENS account, and are working in a Public School, they must be added.

**Column 6** – The OSPRA Criminal History Check is just that—it shows anything in a person’s history that may impact their ability to work with students. **Public Schools are required to have their employees fingerprinted with OSPRA**. Many Private, BOCES and Colleges opt to have their employees fingerprinted with OSPRA as well to ensure the safety of their students.

**\*\*\*As listed on the DE-1 form, MV-283 card holders must submit copies of: a valid MV-283 card and Driver’s License. Public Schools must also submit a Secondary Teaching Certificate\*\*\***

**\*\*\*Don’t forget to include a screenshot of your LENS program\*\*\***

**Section VII** - Each adult holding an MV-524 Card must be listed along with their information here. **Helpful information** – MV-524 cards have the person’s name, driving school affiliation, and an expiration date (Ex: 09/30/18 or 2019-01-31).

**Column 1** – Name of person holding the MV-524 card

**Column 2** – Write person’s Driver License number and expiration date in the boxes provided

**Column 3** – Write MV-524 card number and expiration date in the boxes provided.

**Column 4** – If the person listed in column 1 has completed the 30 hour Basic Driving Course, you will indicate “Y”. If they have not completed the course, you will write “N”.

**Column 5** - A LENS account is an account that allows the person in charge of the Driving program to see what infractions his or her teachers/lecturers may have on their driving record. **Public Schools and Public Colleges are required to have a LENS account**. Private Colleges, BOCES and Private schools are not required to have a LENS account, but many decide to have one, anyway. Having a LENS account adds an extra layer of safety to the Driving program.

If the person listed in column 1 is not already input into the school’s LENS account, and are working in a Public School, they must be added.

**Column 6** – The OSPRA Criminal History Check is just that—it shows anything in a person’s history that may impact their ability to work with students. **Public Schools are required to have their employees fingerprinted with OSPRA**. Many Private, BOCES and Colleges opt to have their employees fingerprinted with OSPRA as well to ensure the safety of their students.

**\*\*\*As listed on the DE-1 form, MV-524 card holders must submit copies of: a valid MV-524 card, Driver’s License and 30 Hour Basic Driving Course\*\*\***

**\*\*\*Don’t forget to include a screenshot of your LENS program\*\*\***

**Section VIII –** If you have a contract with a driving school, the Driving School’s Name and contract start and end dates need to be written in the appropriate boxes. The Driving school’s License expiration date needs to be listed as well. (Include copies of contract & DS license, too!)

**Section IX –** The information in this box must be read.

**Section IXa - The person who primarily filled out this form must sign his or her name on the signature line**. We ask that you use blue ink to sign with. Date, printed name and title must also be filled in.

**Section IXb – The person who owns the LENS account must sign his or her name on the signature line**. We ask that you use blue ink to sign with. Date, printed name and title must also be filled in. DOES NOT PERTAIN TO NONPUBLIC SCHOOLS

**Section IXc –** Administration must sign to affirm their knowledge of this program.The first box must be filled out by the person whose name is listed on the first page of the application.We ask that you use blue ink to sign with. Date, printed name, title and certificate # must also be filled in. This certification number is your personal administration number. For example, a School Building Leader or School Building Administrator.

CERTIFICATION NUMBER DOES NOT PERTAIN TO NONPUBLIC SCHOOLS

The second box must be signed by the superintendent or highest administrator of the District, School, etc. We ask that you use blue ink to sign with. Date, printed name, title and certificate # must also be filled in. This certification number is your personal administration number. For example, a School District Leader or School District Administrator.

CERTIFICATION NUMBER DOES NOT PERTAIN TO NONPUBLIC SCHOOLS