**Assistance form for filling out the**

**DE-2 and DE-2A**

**DE-2A FORMS –**

**You MUST fill out sections I (General Information), II (Application) and VI (Assurances/Signatures). In addition to these 3 sections, you will fill out whatever item(s) you are amending.**

**Example: Your driver’s license is new and you finished your last 6 credits – You would also fill in sections III and IV in addition to sections I, II and IV.**

**Example: Initial teaching certificate becomes “Professional”. – You would fill out section V in addition to sections I, II and VI.**

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**DE-2 FORMS –**

**Section I:**

* Please make sure to complete this section correctly. If your license reflects an old address, please make sure to rectify that by calling the DMV to have it changed.

**Section 1a -** Please make sure your email address is correct. If handwritten, please make sure letters and numbers are legible.

**Section 1b** – Collecting this data helps us know who our target audience is.

**Section II:**

**All Approved Provisional** – If you currently have a secondary teaching certificate and you have not completed all 12 credits required, you will mark the “All Approved Provisional” box.

**All Approved Permanent** – If you currently have a secondary teaching certificate and you have completed all 12 credits required, you will mark the “All Approved Permanent” box.

**Restricted Provisional** – If you currently do not have a secondary teaching certificate and you have not completed all 12 credits required, you will most likely mark the “Restricted Provisional” box.

**Restricted Permanent** – If you currently do not have a secondary teaching certificate and you have completed all 12 credits required, you will mark the “Restricted Permanent” box.

**Section III:**

* Please make sure to complete this section correctly and legibly. Again, if your license reflects an old address, please make sure to rectify that by calling the DMV to have it changed.

**Section IV:**

* At the very minimum, Basic Driver Education Teacher Preparation (6 credits) must be completed before sending in paperwork. A conversion chart of classes can be found below.

**Course Work Numbers:**

|  |  |  |  |
| --- | --- | --- | --- |
| NYSED | Credits | Broome | Credits/Number |
| Basic Driver’s Ed Teacher Prep Program (6 credit hours) | 6 | Traffic Safety 1: Methods of Classroom Instruction | TSE 450/5503 Credits |
| Traffic Safety 2: Methods of In-car Instruction | TSE 470/5703 Credits |
| General Safety Course (3 credit hours) | 3 | Risk Management: Driving Task Analysis | TSE 440/5403 Credits |
| Trends and Problems in Driver’s Education (3 credit hours) | 3 | Issues/Problems & Trends In Driver Education | TSE 490/5903 Credits |
|  |  | Administration & Study of NY DE Policies(1 Credit for teachers seeking reciprocity) | TSE 430/5301 Credit |

|  |  |  |  |
| --- | --- | --- | --- |
| NYSED | Credits | SUNY Oswego | Credits/Number |
| Basic Driver’s Ed Teacher Prep Program (6 credit hours) | 6 | Driver & Traffic Safety Education | SFE 5516 Credits |
| General Safety Course (3 credit hours) | 3 | Fundamentals of Safety | SFE 5503 Credits |
| Trends and Problems in Driver’s Education (3 credit hours) | 3 | Trends and Problems in Driver’s Education | SFE 5603 Credits |

|  |  |  |  |
| --- | --- | --- | --- |
| NYSED | Credits | New Jersey City University | Credits/Number |
| Basic Driver’s E Teacher Prep Program (6 credit hours) | 6 | Defensive Driving Teach. Tech | HLTH 5033 Credits |
| Cont. Methods Mat & Eval Driver Ed | HLTH 5053 Credits |
| General Safety Course (3 credit hours) | 3 | Principles of Safety & Accident Prevention | HLTH 5073 Credits |
| Trends and Problems in Driver’s Education (3 credit hours) | 3 | Trends & Issues in Driver Ed | HLTH 5063 Credits |

**Section V:**

**All Approved –** If you currently have a secondary teaching certificate (or multiple), they should be listed in this section. A copy of each certification or a print out from your TEACH account must be provided.

**Restricted** – Any person not possessing a secondary teaching certificate may write “N/A” in this section.

**Section VI:**

* Please make sure to complete this section. All questions are to be answered. A signature, printed name and date must be provided as well.

**\*\*Send paperwork and any additional materials, including OFFICIAL transcripts to the address listed on the form.\*\***