IADLEST / NHTSA Curriculum Submittal to States - Template Project 2009

The following template represents the most stringent requirements for state agency approval of courses and instructors. States that are known to NOT accept outside content for certification are California, Pennsylvania, Rhode Island, and Alaska at the present time.

This form may be completed on your computer, but it must be printed and mailed to the state POST authority. POST addresses are available at www.iadlest.org/portal.htm.

A. Classroom and Practical Courses

NHTSA MUST SUBMIT: The state's application form and the following attachments for the State to review within 60 days in ADVANCE of course to be offered.
Some states do not provide a standard application form and will accept the **final page** of this template. Please complete it as necessary.

Some states also require a Sponsor process for curriculum to be delivered: MN, TN

1. **Curriculum Submittal Checklist:**

☐ **a.** Lesson Plan – submit the instructor guide and participant guide for the course.

☐ **b.** Objectives - List competencies and hours for every course because the class size will affect the actual hours – yet competencies must always be demonstrated. For every course NHTSA prepares, tell us what Competency you want or expect for that course. Identify how the course will get students to that competency. Court testimony pieces are critical in a curriculum – "getting them safely off the road is one thing, and getting court convictions is another."

☐ **c.** Length of course: HOURS – minimum course length ranges from 1 to 8 hours (or even 24 hours in Illinois, 1 Day in New York) depending on the state. Every course has to have hours assigned.

☐ **d.** Course Schedule or agenda.

☐ **e.** Presentation materials – videos, PowerPoint, handouts, etc.

☐ **f.** Submit the Bibliography for the course. Include references, resources, and any suggested readings.

☐ **g.** Test items - Provide the test(s) that will ascertain that level of competency.
    i. Rigorous testing in the curriculum – includes cognitive and demonstrable tests.
    ii. Practical skills check-sheets.
    iii. Pre-test model is used so that officers can opt out or test-out for what is already known.
    iv. Course Credit for passing scores on pre-tests is available in some states.
    v. 75% or better is a passing score for written exams. PASSED is the recorded score.

☐ **h.** Copyright compliance is demonstrated

☐ **i.** Relevance of materials to within 2 years must be demonstrated

☐ **j.** Identify the instructor to student ratio: Instructor/student ratios. Be advised that each course has a recommended ratio depending on the level of liability of the course. The higher the liability, the more instructors per class of students.

2. Instructor Qualifications or Certifications

Submittal Checklist:

☐ **a.** Instructor Biography and Resume

☐ **b.** Include what work experience instructor has that is relevant to the instruction

☐ **c.** Indicate what instructor certifications are held

☐ **d.** Indicate any State-specific Instructor Certifications held.

☐ **e.** If your organization is not providing an instructor(s), list what qualifications an instructor must have to teach this course.

3. End of Course Requirements:

MUST SUBMIT to Officers who use these items as Attachments for State Records after the course:

☐ **a.** Roster of course attendees will be submitted at the end of the course.

☐ **b.** Student attendance in hours – Note: Attendance requirements vary by state: 90 to 95 to 100%. 100% is the preferred.

☐ **c.** Evaluations from all attendees

☐ **d.** Certificate to Officer. Provide Certificates for students who pass. Include on the certificate the attended hours out of the total hours; identify tests given and whether the student passed. Include the DATE of the course and the NAME of the student and instructor(s). Prefer certificates embossed with a seal to prove valid training.

B. ONLINE/MEDIA Courses

Same submittal process as for Classroom courses PLUS

☐ **1.** Monitoring/Tracking the said-student IS the student at the computer.

☐ **2.** Quizzes built into every learning module. Remediation must occur to get students to 100%

☐ **3.** Proctoring Tests.

☐ **4.** Certificate of completion. Preferred: certificates embossed with a seal to prove valid training has occurred.

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SUBMISSION FROM: **(Use when State does not have their own form)**

Entity/Organization Name: _____

_____

Point of Contact Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Submission: _____

Date of Planned Course: _____

Location of Planned Course: _____

Sponsor, if any, of Planned Course: _____

Sponsor Contact Person: _____ Phone: _____