TEDRS USER'S GUIDE

OPI'S TRAFFIC EDUCATION DATA & REPORTING SYSTEM

How to fill out and submit your Traffic Education Student List and Program forms in TEDRS.

OFFICE OF PUBLIC INSTRUCTION
EL SIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

WELCOME TO TEDRS!

Use TEDRS to submit these forms and reports online:

- **TE01 Annual District Application** - Due August 1 for fall programs or before TE program begins.

- **TE03 Certification & TE04 Student Lists** – Enter and submit online. Submit to driver exam station with driver license applications within three days after knowledge exam. Then submit completed forms to driver exam station when course completes. Include road test score sheets, if applicable.

- **TE06 Year-End Report** - Due before July 10 for reimbursement to district in August.

Contact   Calendar

Google Custom Search

Home » Programs » DriverEd » Traffic Education

Welcome to ...

- Approved High School Programs
- Montana Teen Driver Curriculum
- Adapted Illustrated Driver Manual
- Traffic Educators
- Forms & Reports
- Montana DRIVE Advanced Driver Education
- Crossing Guards

TE PROGRAM GUIDES

Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.

Traffic Education Data & Reporting System (TEDRS)

TEDRS LOGIN

| Parents/Teens | Distractions | Seat Belts | Share the Road | Montana |

Driving Tips

- Car Safety Features Videos, Graphics and more
- Teens and Trucks– Sharing the Road
- The 60-Second Driver – Driving Tips
- Winter Driving Tips

Keeping Teen Drivers Safe

TALK TO YOUR TEEN ABOUT SAFE DRIVING.
WWW.CDC.GOV/PARENTSARETHEKEY

Check TE Program Approval Online

Check schedule, teachers and CDTP with no login
This is what the public sees

GETTING ACCESS TO TEDRS

To log on to TEDRS, click the TEDRS LOGIN button on the Traffic Education page.

Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.

Traffic Education Data & Reporting System (TEDRS)

TEDRS LOGIN

USERNAMES AND PASSWORDS FOR TEDRS

Passwords expire after 60 days.

USER NAME: TEDRS users need a user name and password to enter Traffic Education forms and reports.

Send an e-mail to Patti Borneman at pborneman@mt.gov to set up the TE account. Include name, email address, phone number, and school district.

PASSWORD: Click on "Forgot Password?" to establish a password for the first time or if forgotten or expired. Go to the log In screen and enter username and email, and a temporary password will be emailed to the user.

Go to Administration/Change Password to change the temporary password to one that is easy to remember. The temporary password shown above is an example of the OPI password emailed to users. For best results, copy and paste, rather than attempting to type this password.

TE01 District Application in TEDRS

Due August 1 or before program begins.

TE programs MUST be approved before the first class starts.

Move through each of these tabs and complete each screen.

Instructor	Program	Vehicles	Organization	Confirmation	Approval

16. Enter the start and completion dates for each program you conduct (must be scheduled so each student receives instruction on at least 2

Program Dates: **Add A New Program Date**

Semester	Start Date	Completion Date		
⌄			Update Cancel	Delete

From Previous Year's Application:

Semester	Start Date	Completion Date
Second	02/22/2011	05/15/2011

17. Indicate when the following will be taught:

	Before School	During School	After School	Summer
Classroom	☐	☐	☐	☐
Behind-the-Wheel	☐	☐	☐	☐
Other	☐	☐	☐	☐

18. Indicate the number of hours of instruction given each student for each of the following (must total 60 hours, 6 of which must be BTW)

Classroom: 0.0   Observation: 0.0   Behind-the-Wheel: 0.0   Simulation: 0.0   Other: 0.0

19. DAYS 0   indicate the number of days of instruction each student will receive

20. Indicate approximate 9th grade population: 0

21. How many students do you expect to enroll over application period?: 0

Save Application   **Cancel**

Print Application

Make sure the District Application is confirmed, so the OPI can approve it.

District Application

School Year: 2011 ∨ District: Drummond H S ∨

| Instructor | Program | Vehicles | Organization | Confirmation | Approval |

STEP 1: Enter Name, E-mail and Phone. Save and Check Comments before you Submit.

District Administrative Official's Name: District Clerk Name

E-mail: DistrictClerkdhs@blackfoot.net   Phone #: (406) 662 - 5555   Date Confirmed: 4/8/2011

STEP 2: After you have checked the confirm box, you will not be able to change anything on the TE01 District Application. (406) 444-4432 if updates or changes are needed.

I CERTIFY that the school district Traffic Education Program for young novice drivers will be established and maintained i Public Instruction; rules 10.13.301-33. ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic b enroll.

☑ I confirm that this District Application is complete and accurate.

Submit Application

Save Application   Cancel

Print Application

OFFICE OF PUBLIC INSTRUCTION
A+
ELSIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

Return to:
Traffic Education Programs
Office of Public Instruction
Denise Juneau, Superintendent
P.O. Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

TE01 Application for Approval
Traffic Education Program for Young Novice Drivers
For 2014-15 School Year
Including 2016 Summer Program

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to the OPI. Keep a copy for your records.

ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.12.308 ARM) and to legally put student drivers behind-the-wheel (61-5-105-106 MCA) **Questions?** Call (888) 231-9393 ext. 4432

District Superintendent's Name: George Linthicum

District Name: Arlee H S

Mailing Address: 72220 Fyant Street

City: Arlee   Zip: 59821

I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval issued by the Office of Public Instruction prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:

	TE Approval Expires	CDTP Certified
CARNEY, SUSAN M.	2019	Yes

II. REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

PROGRAM (Check box for YES)

1. ☑ Consists of at least sixty (60) hours of instruction, six (6) of which must be driving
2. ☑ Each student will receive instruction on at least 25 separate days
3. ☑ The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the minimum 25 days
4. ☑ All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date
5. ☑ Each student will possess a proper learner's license or traffic education permit to legally operate a vehicle on Montana roadways
6. ☑ All phases of the program will be scheduled so students receive concurrent or integrated classroom and driving instruction
7. ☑ The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction
8. ☑ Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program
9. ☑ The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106
10. ☑ A Parent Meeting is required to review the schedule, requirements, and parent role in Graduated Driver Licensing.
11. ☑ Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes and all instructors are CDTP-certified

VEHICLES (Check box for YES)

12. ☑ Do you own your traffic education vehicle(s)?
13. ☐ Does the District lease or borrow any traffic education vehicles and use the TE02 School/Dealer Vehicle Use Agreement or its equivalent to ensure compliance with the vehicle requirements for the traffic education program?
14. The vehicle will be   ☑ properly licensed
    ☑ properly insured to provide adequate protection for all concerned
    ☑ used exclusively for traffic education
15. ☑ Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors,

a fire extinguisher, and an accident report form

16. ☑ The vehicle will be properly identified with a minimum of two exterior signs.

ORGANIZATION

17. Indicate the start and completion dates for each program you conduct: (must be scheduled so each student receives instruction on at least 25 days.)

Semester	Start Date	Completion Date
First	08/14/2014	11/30/2014

18. Indicate when the following will be taught:

	Before school	During school hours	After school	Summer
Classroom:	☑	☐	☑	☐
Behind-the-Wheel:	☐	☐	☑	☐
Other:	☐	☐	☐	☐

19. Indicate the **number of hours** of instruction each student will receive for the following (must be a minimum of 60 hours, of which a minimum of 6 hours must be behind-the-wheel):
Classroom: 42.00   Behind-the-Wheel (BTW): 6.00   Observation: 12.00   Simulation: 0.00   Other: 0.00   **TOTAL HOURS:** 60.00

20. **DAYS: 25** Indicate the number of days of instruction each student will receive. BTW can count as part of the 25 day minimum if scheduled on separate days.

21. Indicate approximate 9th grade population: 38   22. How many students do you expect to enroll over application period?: 16

CERTIFICATION

I certify that the school district Traffic Education Program for young novice drivers will be established and maintained in accordance with current standards outlined by the Office of Public Instruction; rules 10.13.301-313. ARM; and Sections 20-7-501-507, MCA; and **that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.**

Lonnie Morin	04/08/2014	(406) 726-3216 Ext. 4
Signature, District Administrative Official	Date Confirmed	Daytime Phone

OPI USE ONLY

☑ Approved as noted:

☐ Not Approved as noted:

Fran Penner-Ray	04/17/2014
Signature, Director, Traffic Education Program	Date Approved

Validation Approval Comments:

4/17/2014

SUSAN M. CARNEY's approval to teach traffic education expires October 1,2014. This instructor must renew in order for your school to run a program approved by the Office of Public Instruction.

PRINTING FORMS: Enable pop-ups for OPI sites in Chrome, Firefox and Safari if INTERNET EXPLORER is not your browser

OPI.MT.GOV

TE06 Year-End Report – Program Data

TE06 Year-End Report - Due before July 10
to report program data and student count for reimbursement in August.

TE06 Year-End Report – Vehicle and Teacher Data

TE06 Year End Report is usually completed by the traffic education instructor and the district clerk or business manager.

TE06 Year-End Report – Budget and Enrollment Data

The TE06 can be submitted anytime after the LAST traffic education course completes for the fiscal year ending June 30.

TE06 Year-End Report – Confirmation

The TE06 must be confirmed to submit to the OPI for TE reimbursement.
Review for data completion before checking the box to confirm.
DUE BEFORE JULY 10.

TRAFFIC EDUCATION STUDENT LIST

GETTING STARTED

Click Data Entry and select Student List

OPI Montana Traffic Education Programs

opi.mt.gov

| Home | Data Entry | Reports | | Administration | | Logout |

Traffic Education Student List

School Year: [2017 ▾] District: [▾] **Need Help? Read User's Guide**

Defaults to current school year. If summer class starts after July 1, choose the next school year.

Find your school in the district dropdown box and select.

TRAFFIC EDUCATION STUDENT LIST

ADD NEW STUDENT LIST

Click on the Add New Student List button to start

- If the Student List is for a Summer course ending in July or August, check the box "New Student List is for a Summer Program"

- If you are unable to add a new Student List, your TE program may not be approved for this school year.
  Go to http://opi.mt.gov/Programs/DriverEd and click on **Approved High School Programs** to check your TE program status.

TRAFFIC EDUCATION STUDENT LIST

ENTER START AND COMPLETION DATES

Enter the **course start date** and the **scheduled course completion date.** Click SAVE then BACK.

TRAFFIC EDUCATION STUDENT LIST

SELECT STUDENT LIST

READY TO ENTER DATA!

This is your school's Student List "home" screen
Click **SELECT** to open the Student List.

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENT LIST

SCHOOL NAME, START DATE, INSTRUCTOR(S) NAME

Select school and verify **Date Course Started** is correct. Check box. Click **SAVE**.

Student List Status:	1. Input Student List	2. Issue TE Learner Permits	3. Input Completion Dates	4. Confirm Final Stu

School: Arlee High School

Date Course Started: 07/02/2012 ☑ Date Course Started is Correct Scheduled Course Completion Date: 08/25/2012 **Save**

Instructor: ▾ **Add Instructor**

Find instructor in dropdown box and click Add Instructor button.

Instructors:

Instructor Name	
CARNEY, SUSAN M	**Delete**

Name appears here.
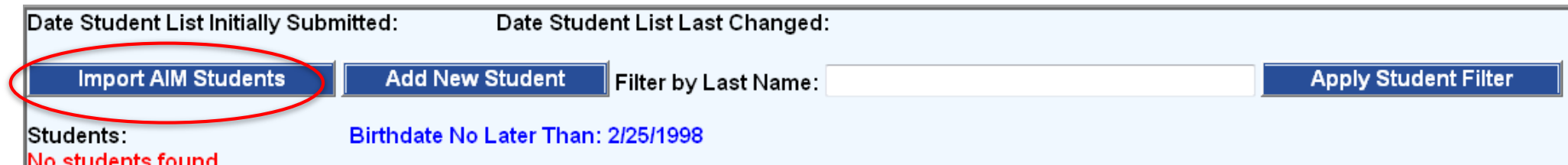
Select teacher(s) and click the **ADD INSTRUCTOR** button.

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENTS

SELECT STUDENTS USING AIM LIST

Import or enter the students enrolled in the class.

Date Student List Initially Submitted:		Date Student List Last Changed:		
Import AIM Students	Add New Student	Filter by Last Name:		Apply Student Filter
Students:		Birthdate No Later Than: 2/25/1998		
No students found				

- To Import AIM Students, click on the button to select students enrolled in the district. All students of eligible age in your district will be listed. Click SELECT to add the student. The Student List will alphabetize automatically.

- To search, type the first 1 - 3 letters of a student's last name in the *Filter by Last Name* field and click Apply Filter.

- You can sort the AIM list by Last Name rather than grade.

- Click DONE to return to Student List

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENTS

ADD STUDENTS MANUALLY

Homeschooled and out-of-district students not on the AIM list can be entered manually. Click the Add New Student button to open the entry screen shown below.

- Refer to the *Birthdate-No-Later-Than* date for the student's age eligibility.
- Students must be age 14.5 before the scheduled completion date and to take the CDTP knowledge exam to receive their TELL permit.
- Middle Names are optional unless your Driver Examiner requires them.
- Click UPDATE to accept the entry.

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENT LIST

CHECK *NOTICE OF PARTICIPATION* FOR TE03 CERTIFICATION

| Import AIM Students | Add New Student | Filter by Last Name: | | | | | |

Students: **Birthdate No Later Than: 2/25/1998**

Last Name	First Name	Middle Name	Birthdate	Date Course Started		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	Edit	Delete

Names and birth dates can be edited for accuracy.

☑ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): Susan   (Last Name): Carney   Title: Instructor
Certified:

When the list is done, enter your name, title, and phone number, and check the **Notice of Participation** box.
Click SAVE at the bottom of the screen. *You are done with Step 1!*

TRAFFIC EDUCATION STUDENT LIST

STEP 2: ISSUE TE LEARNER LICENSES

ENTER TEP AND/OR TELL DATES

Only those districts with CDTP* certification can administer the TELL test and issue permits.

Enter the date(s) the TEP and/or the TELL were issued.

Click Assign Date(s) to ALL Students.

* CDTP: Cooperative Driver Testing Program

VERIFYING AGE 14.5 FOR THE TELL EXAM

OPI - Age 14.5 before TE completion

Students who will be 14.5 on or before the last day of the course can take driver's education. They can satisfy the required 6-hours of behind-the-wheel training with their instructor using the TEP.

DOJ/MVD - Age 14.5 Knowledge Exam - CDTP

When students are not yet 14.5 and the knowledge exam is given, TEDRS will show this **error message**. The system will disable printing a TELL permit for the young student. The test can be rescheduled on or after the date when the student is 14.5.

This TEDRS feature helps districts comply with the DOJ's CDTP testing age rule.

***Students must be at least 14½ years old to be issued a TELL

Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Yes	No	50%	Knowledge
			GDL	SECTION B	SECTION C			
					Students Completi Course			
					Successful			Waive
12/13/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
10/26/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
11/19/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	☑	☐	☑	☑
07/18/2000	06/01/2015	06/01/2015	06/24/2015	07/10/2015	☑	☐	☑	☑
10/03/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
12/17/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	☑	☐	☑	☑
06/22/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
04/15/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
05/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
04/24/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
07/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
12/12/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	☑	☐	☑	☑
12/21/2000	06/01/2015	06/01/2015	***	07/10/2015	☑	☐	☑	☐

TRAFFIC EDUCATION STUDENT LIST (AFTER TEP OR TELL)

NEW STUDENT LIST SUBMITTED WITH NOTICE OF PARTICIPATION

Page 1	MONTANA OFFICE OF PUBLIC INSTRUCTION	ATTENTION:
District Name: Arlee H S **Name of Person Completing Form:** **Daytime Phone:** **Title:** Instructor	**TE04 STUDENT LIST** **For Traffic Education Programs** **July 1, 2012 to June 30, 2013**	**Submit TE04 STUDENT LIST** with the **TE03 CERTIFICATION** to Driver's License Examiner and OPI

Teacher(s):

CARNEY, SUSAN M.

SECTION A					GDL	SECTION B	SECTION C				
Name of Students Participating	**Birthdate**	**Date Course Started**	**Issue Date Traffic Education Permit (TEP)**	**Issue Date TE Learner's License (TELL)**	**Date Course Completed**	**Students Completing Course**					
							Successful			**Waive Test**	
							Yes	No	> 50 %	Knowledge	Driving
1	05/27/1997	08/12/2012	08/20/2012	08/22/2012		☐	☐	☐	☑	☐
2	12/03/1997	08/12/2012	08/20/2012	08/22/2012		☐	☐	☐	☑	☐
3	02/04/1998	08/12/2012	08/20/2012	08/22/2012		☐	☐	☐	☑	☐

Completion Date and Successful columns are blank.
Waive Knowledge Test column is completed.

TRAFFIC EDUCATION STUDENT LIST
STEP 2: ISSUE TE LEARNER PERMITS

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete

☑ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education pro accordance with the current standards outlined by the Superintendent of Public Instruction.

Entered By:

First Name: Susan   Last Name: Carney   Title: TEacher   Daytime Phone:

Date Certified: 8/26/2016

☑ TEP: TRAFFIC EDUCATION PERMIT - I certify that TEP permits have been issued to the students on the date(s) specified above, which a teaching this course.   Date TEP Certified: 11/9/2016

☑ TELL: TRAFFIC EDUCATION LEARNER LICENSE - I certify that learner licenses have been issued to the students on the date(s) specifie Driver Testing Program of the Montana Department of Justice. 61-5-110 MCA.   Date TELL Certified: 11/9/2016

Entered By:

First Name: Susan   Last Name: Carney   Title: Teacher   Daytime Phone:

Email:

Verify that information is correct. Edit individual students as needed.
Check TEP TELL boxes and click SAVE.

Certify Permits Issued and Print Student List.
Send with Driver License Applications to Driver Examiner or County Treasurer

TRAFFIC EDUCATION STUDENT LIST

STEP 2: ISSUE TE LEARNER LICENSE

Districts with CDTP* certification can administer the TELL test and issue permits. They can also print the CDTP Road Test Forms (added 2014).

Click the **Print TELL Permits** under the Certification sections

* CDTP: COOPERATIVE DRIVER TESTING PROGRAM

Traffic Education Learner License

State of Montana
Traffic Education Learner's License
(TELL) Permit

Montana Department of Justice
MVD
Motor Vehicle Division
Safety • Efficiency • Dependability

Date: ___09/03/2014___   Name: _____

Address: _____

City: _____   State: _____   Zip: _____

Restrictions: _____   License: Class D

DOB: ___07/21/1999___   Sex: _____   Weight: _____   Ht: _____   Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License: Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. ==Six months and 50 hours of supervised driving practice are required with 10 hours at night and no alcohol, drug or traffic violations.== After 02/15/2015, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test at www.doj.mt.gov/driving or call 1-866-450-8034. **The TELL is valid for one year from the date the knowledge test was passed.**

Expiration Date: ___09/03/2015___

Examiner /
Instructor: _____

Station /
School: ___My High School___   Date: _____

The TELL is effective for one year. The date shown here is six months from the TEP date. MVD Driver Examiners can login to TEDRS and view/print all districts' Student Lists.

CDTP Road Test Forms

TRAFFIC EDUCATION STUDENT LIST
STEP 3: INPUT COMPLETION DATES

If the **Course Completion Date** has changed, enter final date and verify by clicking box and then SAVE.

Student List Status: **1. Input Student List** | **2. Issue TE Learner Permits** | **3. Input Completion Dates** | **4. Confirm Final Student List**

School: Dawson High School

Date Course Started: 01/30/2017   Actual Course Completion Date: 04/18/2017   ☐ Actual Course Completion Date is Correct   **Save**

Use Edit and Update on individual student rows for exceptions.

WAIVE DRIVING TEST   Click to assign YES for ALL students. Edit and Update for exceptions.

- Then, check the **Actual Course Completion Date box** to automatically enter the date into the form's **Date of Completion** column.

- If you <u>give the CDTP Road Test</u>, click the **Waive Driving Test** button.

- Edit any students you will not waive on the form.

- Remember, the Driver Examiner will retest about 10% of the students on this form as a way to monitor the CDTP. So, a student you waive may be required to retake the driving test.

TRAFFIC EDUCATION STUDENT LIST
READY FOR DRIVER EXAMINER OR COUNTY TREASURER

To create a pdf copy of your TE03 and TE04, click the **PRINT STUDENT LIST** button at the bottom of the screen.

If you are not using Internet Explorer, you need to enable pop-ups in your browser.

TRAFFIC EDUCATION STUDENT LIST

STEP 3: EDIT INDIVIDUAL STUDENTS

FINALIZE STUDENT LIST SHOWING STUDENT PROGRESS

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge	Date Course Completed	Successful Completion	More Than 50%	Waive Test Driving	
07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit
07/02/2012	07/02/2012	08/01/2012	☑	08/25/2012	⦿ Yes ◯ No	☑	☐	Upd

If a student fails the Knowledge Test, uncheck this box.

If a student has a different completion date, change it here.

If a student did not successfully complete the course, click No.

If a student passes the Driving Test, check this box.

When done editing, click UPDATE.

If a student dropped the course before they could complete 50% of the classroom instruction and 50% of the drives, uncheck the More Than 50% box.

VALIDATIONS TEDRS STUDENT LISTS

AGE 14.5 AND SUCCESSFUL COMPLETION AGE 16

*** Students must be at least 14.5 years old to be issued a TELL.
**TELL permits are no longer valid for students under age 16 who do not successfully the course.

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Knowledge Test	Date Course Completed	Successful Completion	More Than 50%	Waive Driving Test		
05/31/2016	06/07/2016	***	No	08/15/2016	Yes	Yes	Yes	Edit	Delete
05/31/2016	06/07/2016	**	No	08/15/2016	No	Yes	No	Edit	Delete
05/31/2016	06/07/2016	06/23/2016	Yes	08/15/2016	Yes	Yes	Yes	Edit	Delete
05/31/2016	06/07/2016	06/10/2016	Yes	08/15/2016	Yes	Yes	No	Edit	Delete

TRAFFIC EDUCATION STUDENT LIST

STEP 4: CONFIRM FINAL STUDENT LIST

CHECK THE LAST TWO CERTIFICATIONS TO FINALIZE THE LIST

- When all the student data is updated and final, check the **Notice of Completion** and **Reimbursement Request**, electronically sign the certification and click SAVE.
- *You're done with Step 4!*
- You can now print the form for the Driver Examiner or County Treasurer.
  AND
- You can print Certificates of Completion for the students.

PRINT CERTIFICATES OF COMPLETION

Montana Traffic Education
Certificate of Completion

Jeannette Pickering Rankin, Birthdate 06/11/1880, successfully completed the Belgrade H S Traffic Education Program which was conducted from 05/11/2016 through 06/19/2016.

Belgrade H S offers an approved Montana Traffic Education program which meets or exceeds state requirements including:

- a minimum of **25** instructional student-contact **days for each student**,
- at least **60 hours** of structured **Traffic Education learning experiences**,
- including at least **6 hours of in-traffic Behind-The-Wheel (BTW) training**,
- all provided by a Montana Office of Public Instruction-approved Traffic Education teacher.

_____

Traffic Education Teacher/
School District Official

Belgrade H S
Belgrade, MT

06/19/2016
_____
Date

Save Back

Print Student List   Print Certificates of Completion   Print TELL Permits   Print CDTP Road Test Forms

Reassign Student List to Year   2014

Traffic Education Student List Done!

All certifications are checked and the form is saved. Print for the driver examiner or county treasurer. Always submit TE03 and TE04 together.

Do not mail Student Lists to OPI. When all certifications are checked, it has been submitted online via TEDRS.

Next page shows the printed form.

TE03 CERTIFICATION

CDTP Program Notice of TELL

Notice of Participation

TEP and/or TELL permits issued

Notice of Completion

The OPI accepts electronic signatures on the TE03

Page 2

District Name:
Great Falls H S

Name of Person Completing Form:
Lorrie Mayer

Daytime Phone: (406) 268-6015

Title: Administrative Assistant

MONTANA OFFICE OF PUBLIC INSTRUCTION

TE03 CERTIFICATION
For Traffic Education Programs

July 1, 2011 to June 30, 2012

ATTENTION:

Submit TE03 CERTIFICATION with the
TE04 STUDENT LIST
to Driver's License Examiner and OPI

TE03 CERTIFICATION

☐ Non-CDTP Program   ☑ CDTP Program Notice of TELL (Traffic Education Learner License)

A. NOTICE OF PARTICIPATION

When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students listed in **Section A, TE04 Student List**, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Lorrie Mayer   Administrative Assistant   (406) 268-6015   03/22/2012

_____
Signature, District Administrative Official

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on TE04 Student List.

Lorrie Mayer   Administrative Assistant   (406) 268-6015   04/10/2012

_____
Signature, District Administrative Official

B. NOTICE OF COMPLETION

When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students with completion dates indicated in **Section B**, and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Lorrie Mayer   Administrative Assistant   (406) 268-6015   04/10/2012

TEDRS REPORTS
STUDENT SEARCH

Find Student Search in TEDRS Reports Tab
New December 2015

TRAFFIC ED STUDENT LIST BEST PRACTICES

Create the student list at the start of your traffic education class and use ONLY this list to manage your class. Login and finalize the list at the end.

If you need to edit the student names and/or birth dates selected from the AIM list, please give those same corrections to the school clerk who enters enrollment data into AIM.

Fill out the form completely and check off all certifications to make sure the list is submitted electronically to the OPI. All stages will be green at the top of the screen, when the student list is ready to submit.

1. Input Student List	2. Issue TE Learner Permits	3. Input Completion Dates	4. Confirm Final Student List

Make sure your District Office has a copy of all forms printed out and submitted to the Driver Examiner or County Treasurer. They must be kept on file for at least five years.

Submit the form twice to the Driver Examiner/County Treasurer: first when the class begins and the TEP or TELL is issued (Notice of Participation), second when the class completes (Notice of Completion).

For assistance, call the Traffic Education Office at (406) 444-4432 or

email Patti Borneman pborneman@mt.gov.

GDL First-Year Restricted License

Seatbelts required –
for everyone – all the time

Passengers –
First 6 months – only one
Second 6 months – up to 3
Best Practices:
No passengers

Night restrictions
11:00 PM – 5:00 AM
Best Practices:
The real risk is darkness

**Parents are the Key to
Teen Driver Safety**

GRADUATED DRIVER LICENSING

Montana Graduated Driver Licensing (GDL) is a 3-step program to reduce risk and help teen drivers gain driving experience. All new drivers under age 18 must follow these conditions to get a driver license in Montana.

THE GDL STEPS

1. LEARNER LICENSE
- Pass the written test.
- Drive with adult supervision: 50 hours (10 hours at night) for at least 6 months.
- NO alcohol, drugs or traffic tickets.
- MUST WEAR SEAT BELT.

2. GDL RESTRICTED LICENSE
- Limits passengers and night driving.
- NO alcohol, drugs or traffic tickets.
- MUST WEAR SEAT BELT.

3. FULL DRIVER LICENSE
- After one year on the GDL Restricted License with NO alcohol, drugs or traffic violations.

The more the merrier?
The more the scarier.

The risk of a fatal crash goes up in direct relation to the number of teens in the car.
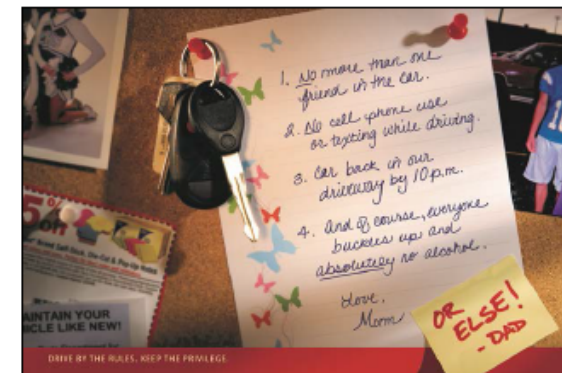
Highest lifetime crash risk is in the first year of independent driving.

Lowest risk is when driving with your parent or guardian.

Montana Department of Justice

Graduated Driver Licensing
Parent/Legal Guardian
Certification

Instructions: Parent/Legal Guardian - complete this form and submit it to the Driver Examination Station **after** the applicant, who is under 18 years of age, has completed the minimum six-month period for holding an instruction permit, traffic education learner license, or traffic education permit.

**Full Legal Name of
Minor Applicant:** _____ **Date of Birth:** _____

I certify, under penalty of law, that as the parent or legal guardian of the above-named minor applicant, the applicant:

- has completed 50 hours of supervised driving experience, 10 of which were at night;
- has not been convicted of a traffic violation or convicted or adjudicated for any offenses involving alcohol or drugs during the six-month period immediately preceding this application; and
- has no pending traffic alcohol or drug citations.

_____   _____

Parent or Legal Guardian Signature   **Parent/L. Guardian Driver License No.**

_____   _____

Printed Name of Parent or Legal Guardian   **Date**

21-1600 (8/12)

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TRAFFIC EDUCATION DATA AND REPORTING SYSTEM (TEDRS)

Thank you for submitting your Student List and Certifications via the OPI's TRAFFIC EDUCATION DATA AND REPORTING SYSTEM (TEDRS)!

Questions – call OPI-Traffic Education (406) 444-4432