



OFFICE OF THE SECRETARY OF STATE  
 DRIVER SERVICES DEPARTMENT

COMMERCIAL DRIVER TRAINING SCHOOL SECTION  
 1800 W. HAWTHORNE LN.  
 WEST CHICAGO, IL 60185  
 630-520-9310  
 ILSOS.GOV

**Commercial Driver Training School Application for  
 Adult Driver Education Course Certification**

Name of Person to contact regarding this application		Email Address	
Name of School		Website/URL	
Street	City	State	ZIP Code

**IF YOU WILL BE PROVIDING THE ADULT DRIVER EDUCATION COURSE IN THE CLASSROOM, PLEASE COMPLETE PART I. IF YOU WILL BE PROVIDING THE ADULT DRIVER EDUCATION COURSE ONLINE, PLEASE COMPLETE PART II.**

The following numbered exhibits must be attached to satisfy the minimum instructional program requirements. If a renewal and exhibits are presently on file, please print OF (on file) and initial.

**PART I: CLASSROOM ADULT DRIVER EDUCATION COURSE**

**SECTION A — Required Course of Instruction:**

- a) Providers must provide six hours of classroom instruction in accordance with Section 1060.72.
- b) Each student must complete the six hours of instruction within 30 days after commencement of the class.
- c) Students must make up any class or portion of a class missed.
- d) No more than 90 minutes of instruction may consist of video instruction or animation.
- e) Providers may use up to 60 minutes of simulators or other interactive modes of instruction.
- f) No course may exceed 30 students unless the size of the classroom exceeds 350 square feet, in which case a maximum of 35 students is allowed.
- g) At the commencement of instruction, the provider must give all students a copy of the current edition of the Illinois Rules of the Road.
- h) Criteria for passing the course shall be provided to the student prior to the commencement of the course.
- i) Each student shall be informed, prior to the collection of any fees and the time instruction begins, of the amount of any and all fees or charges relative to the adult driver education course, including but not limited to enrollment, tuition, equipment, textbooks and instructional materials.
- j) Instruction shall take place at the dates, times and location designated by the school and agreed to by the student as specified on the Secretary of State enrollment form, unless the course is canceled and the student is refunded any fees already paid, and each course shall have definitive start and completion dates.
- k) Students must complete a final examination at the end of the course, which shall consist of 20 questions, from a test bank of a minimum of 40 questions. If the final exam is given by computer, the questions shall be randomized. If the final exam is given by paper, the provider shall have multiple versions of the test, with questions and answers, if multiple choice, shuffled. Students shall not be deemed to have passed the course unless they score a minimum of 75 percent on the final examination. If a student scores less than 75 percent, the student shall be re-tested, using different questions from the test bank, at no additional charge or fee to the student. The student is not required to repeat the course, but may be allowed to review the course materials prior to retaking the examination. If the student fails the comprehensive final examination two times, the student has failed the course.

## **SECTION B — Course Content:**

- A) Course Objectives — The educational objectives of adult driver education shall include, but not be limited to, promoting respect for and encouraging observance of traffic laws and traffic-safety responsibilities of drivers and citizens; reducing traffic violations; reducing traffic-related injuries, deaths and economic losses; and motivating continuing development of traffic-related competencies through education, including, but not limited to, Illinois traffic laws; risk management; driver attitudes; courtesy skills; and the effects of alcohol and other drugs on driving ability.
- B) Course Content — At a minimum, the course content must include the following:
- 1) Familiarization with the process of obtaining an instruction permit and driver's license, and the obligations and responsibilities that exist with holding a license.
  - 2) Instruction on traffic laws.
  - 3) Highway signs.
  - 4) Signals and markings that regulate, warn or direct traffic, including traffic signs and lane marking.
  - 5) Issues commonly associated with motor vehicle accidents, including poor decision-making; risk-taking; distractions; speed; failure to use a safety belt; driving at night; failure to yield the right of way; texting while driving; and using wireless communication devices.
  - 6) How to respond to emergency vehicles.
  - 7) Turning, passing and yielding.
  - 8) Construction and school zones.
  - 9) Stopping distances.
  - 10) Blind spots.
  - 11) Strategy for driving using:
    - a) Smith System.
    - b) IPDE Process.
    - c) Zone Control.
    - d) Any other recognized process for identifying problems, predicting outcomes, deciding action and executing decisions.
  - 12) Right of way for pedestrians, emergency vehicles and school buses.
  - 13) Sharing the road with pedestrians, bicyclists, motorcyclists, trucks and recreational vehicles.
  - 14) Road hazards including visibility, weather and traction.
  - 15) Mental conditions including alertness, awareness and emotion.
  - 16) Alcohol and other drugs, including effects, responsibilities, driving under the influence, zero tolerance, and implied consent laws.
  - 17) Differences in urban and rural driving, including driving on highways and interstate driving.
  - 18) Organ/tissue donation.
  - 19) Secretary of State Emergency Contact Database.
- C) Providers shall group course content into modules or sections to allow for quizzes in accordance with Section 1066.70.

## **SECTION C — Records:**

A provider shall provide for the creation and maintenance of the records documenting student enrollment, verification of the student's identity, and testing of the student's mastery of the course material. The provider shall also ensure that the student record is readily, securely and reliably available for inspection by a representative of the Secretary of State's office. The records shall be maintained for a minimum period of three (3) years. A student's records must contain the following information:

- 1) Student's first, middle and last name.
- 2) Student's residence and email addresses.

- 3) Student's date of birth and gender.
- 4) Record of all questions asked and the student's responses.
- 5) Record of the date and time the student spent in each section, and the total instructional time the student spent in the course.
- 6) Record of all verification of the student's identity (i.e., if voice biometrics is used, a copy of each voice recording must be maintained).

**NOTE: Driver education participation records are required to be kept and readily available for a period of not less than three years.**

**SCHOOLS MAY NOT REQUEST THE SOCIAL SECURITY NUMBER OF STUDENTS.**

**SECTION D — Notification Requirements:**

Within two (2) business days of successful completion of an adult driver education course, providers shall electronically transmit to the Secretary of State's office the student's full name (first, middle, last), address, date of birth, gender and email address, accompanied by the statutory fee of \$5.

**Applications must be signed by officers of the school.**

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of President/Owner

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

## **PART II: ONLINE ADULT DRIVER EDUCATION COURSE**

### **SECTION A — Required Course of Instruction:**

- A) Providers must provide six hours of online driver education instruction in accordance with the course content set forth in Section 1066.45.
  - 1) A minimum of 360 minutes of instruction must be provided.
  - 2) Each student must complete the instruction within 30 days of commencement of instruction.
  - 3) The material presented in the course shall be edited for grammar, punctuation and spelling, and be of such quality that it does not detract from the subject matter.
  - 4) Advertisement of goods and services shall not appear during instructional time. Material not related to the topic being presented shall not appear during instructional time.
  - 5) To demonstrate that the course contains a minimum 360 minutes of instruction, the following calculations shall be used:
    - a) For written material that is read by the student, count the total number of words in the written sections of the course. Divide the word count by 180 (the average number of words that a typical student reads per minute). The result equals the time associated with the material for the written sections.
    - b) For multimedia presentation including simulators, calculate the total amount of time it takes for all multimedia presentations to play, not to exceed 120 minutes.
    - c) Assign one minute for each chart or graph.
    - d) If the sum of the time associated with written course material, multimedia presentations and graphs equals or exceeds 360 minutes, the course has met the minimum content time.
- B) In lieu of the time calculation method set forth in paragraph (a)(5) of this Section, a provider may submit alternate methodology to demonstrate that the course contains a minimum of 360 minutes of instruction.
- C) All material appearing on screen to be read by the student shall also be spoken aloud to the student, unless this function is manually disabled by the student.
- D) Providers must monitor the Illinois General Assembly and update their course content to include any new laws regarding the rules of the road or operation of motor vehicles. This update shall be submitted to the Secretary of State Driver Services Department for review and approval within 60 days of the effective date of the law change.
- E) Criteria for passing the course in accordance with Section 1066.70 of this Part shall be provided to the student prior to the commencement of the course.
- F) The course must be designed and well-suited for students with minimal keyboarding and/or computer skills.
- G) Prior to certification, each applicant shall provide the Driver Services Department all necessary information to allow the department to participate in a complete online adult driver education course, without fee to the department, so the department may determine if the course satisfies the requirements of this Part. If the proposed course content meets the requirements of this Part, the content will be approved by the department.
- H) Providers must follow the classroom course content submitted to and approved by the Driver Services Department at the time of application for certification. To determine compliance with this provision, the provider shall provide the department with all necessary information to allow the department to participate in a complete online adult driver education course, without fee to the department.
- I) If a provider wishes to substantially change the course content, a copy of the proposed revisions must be sent to the Driver Services Department for approval. The provider shall also provide the department with all necessary information to allow the department to participate in a complete adult driver education course, with the proposed revisions included in the course. After review, the Driver Services Department will send a letter to the provider either approving or rejecting the proposed changes.

### **SECTION B — Required Course Content:**

- A) Course Objectives — The educational objectives of adult driver education shall include, but not be limited to, promoting respect for and encouraging observance of traffic laws and traffic-safety responsibilities of drivers and citizens; reducing traffic violations; reducing traffic-related injuries, deaths and economic losses; and motivating continuing development of traffic-related competencies through education, including, but not limited to, Illinois traffic laws; risk management; driver attitudes; courtesy skills; and the effects of alcohol and other drugs on driving ability.

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Name of School

\_\_\_\_\_  
Signature of President/Owner

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.