Audit of the Driver Education Program

Preparing for the audit of your performance-based program -

1. Do you have your assessment documentation in your school district available for audit? This includes **classroom** test **answer sheets** and behind-the-wheel **mastery dates**.

2. Do you have access to all forms of student records (on-line or individual student folders from classroom and behind-the-wheel) available for audit?

3. Do you have evidence (**assessment sheets**) of your course competency requirements for **classroom** and **in-car instruction**? These must have mastery requirements noted. **Both classroom and in-car must have an instructor's signature. (even if it is an on-line spreadsheet)**

4. Does each student have a folder with documentation information? **IMPORTANT:** Include copies of successfully completed tests taken.

5. Has no more than ¼ credit for driver education been provided to only those students who successfully complete an approved course?

6. Did all students meet or exceed the minimum age of 14 that has been established for behind-the-wheel instruction?

7. Did all of your summer driver education courses contain the required minimum number (no fewer than seven days) of instructional days?

8. Were all instructors prior to and during the course fully endorsed to teach driver education? Such evidence must be on file with the Department of Education prior to the beginning of instruction. ***Emporia now offers an on-line instructor course for endorsement**.

9. Did students who successfully completed the course meet all minimum required course competencies? Reimbursement is provided only for students who successfully complete all course competencies.

Non-compliance can invalidate your claim for reimbursement and the certificates issued by your instructor, which serve as the basis for awarding Kansas driver's licenses to your students.

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If you are not sure that your driver education instructor is keeping adequate driver education records, you should be aware of the requirements for conducting an "approved program."

Requirements have been distributed in "Administrative Procedures for Driver Education Programs" and Article 5, Board of Education (Agency 91) Kansas Administrative Regulations.

We suggest that you visit with your driver education instructor to ensure that your school district receives its full driver education state aid entitlement.