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Please use the following process in writing your Performance Based Driver Education curriculum. You can have your curriculum approved by the State Department of Education prior to offering driver education. Here are some key items to include in your curriculum:

- A policy and procedures page. (Include information on grading, attendance requirements, etc.)
- A resource page. (Include name and year of textbook and supplemental materials to be used).
- A scope and sequence page to show the correlation between classroom and in-car instruction (flow chart).
- Classroom objectives (must include an alcohol awareness section).
- A classroom assessment sheet with 80% mastery level noted and a place for the instructor signature and date to be filled out by classroom instructor.
- In-car (behind-the-wheel) objectives.
- An in-car assessment sheet with mastery level defined and a date assigned to each competency to be filled out by instructor at time of drive. A place for the instructor signature at bottom of page is also required to be signed off by the in-car instructor.

These guidelines should also be used in re-evaluating your currently approved curriculum. Keeping good records and having the necessary paperwork available for auditing is essential for reimbursement of your program.

Thank you,

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