**APPLICATION FOR APPROVAL AS A DRIVER EDUCATION CORRESPONDENCE COURSE PROVIDER FOR HOME SCHOOL STUDENTS**

**PART III – Program Requirements**

1. Accreditation

The correspondence course provider’s program is accredited by:

A regional or national accrediting body recognized by U.S. Department of Education.

Provide name:

The correspondence course provider is approved, licensed, certified (or other applicable term) by the appropriate governmental agency in its state of domicile. Please attach verification of your approval or exemption from regulation from the appropriate government agency in the school’s state of domicile.

Department of Education – State

Department of Motor Vehicles – State

Department of Transportation – State

2. Curriculum and Instruction

Students with special needs, including students with disabilities, students with limited English proficiency, students with financial limitations, students from traditionally underrepresented groups, and others, are not excluded from participating in the online driver education course. The provider must comply with all state and federal regulations specific to students with disabilities and work to ensure student individualized education programs (IEP) are implemented.

Please provide evidence that no students are excluded based on special needs (300 characters):

3. Technology

The system used to support course delivery and management is effective and reliable.

Please provide written documentation to support provider compliance.

Description of the chosen course delivery and management system (300 characters):

Technical support is consistently available on a timely basis for students and parents:

Please provide written documentation to support provider compliance.

Description of technical support mechanisms in place (200 characters):

4. Provide evidence that at least two subject matter experts have reviewed and validated the accuracy of online content and textbook materials (500 characters).

5. Access to the program

Virginia Department of Education must have access to the Virginia specific version of the driver education correspondence course program. Please supply information needed to access the program below.

**ADDITIONAL DOCUMENTATION THAT MUST BE SUBMITTED:**

A copy of the completed Driver Education Correspondence Correlation with *The 2022 Virginia Driver Education Standards of Learning* aligning content and assessments with the SOL (Attachment E).

A printed copy of all textbooks, instructional, and supplemental teaching materials.

A printed copy of all assessments (i.e., quizzes, tests, worksheets, and the final exam).

A list of all tuition and fees, including the school’s refund policy.

Copies of all application forms and enrollment agreements used by the school.

Methods used to identify students residing in District 8 (Counties of Arlington, Fairfax,

Loudoun, and Prince William – Cities of Alexandria, Fairfax, Falls Church, Manassas, and

Manassas Park) (Attachment 6).

Procedures used for verification of student completion of a 90-Minute Parent/Teen

Program (Attachment 6).

Separate Certificate of Completion for District 8 students verifying completion of this

Requirement (Attachment 6).