

Procedural Policy for Training Manager Courses:

Any provider who would like to offer the 40 hour Training Manager course must follow these steps for prior approval. No class shall be given until approval has been granted.

- A. The course curriculum must be first approved by the Director prior to submitting a request to hold a class.
 1. Training Manager Courses must be at least 40 hours in duration.
 2. Course curriculum includes, but is not limited to, the course outline and support materials (i.e. videos, handouts, etc.).
 3. Curriculum submissions must include, but are not limited to, topics that are pertinent to the functions of a training manager and current topics within the field of driver training.
 4. Training Manager Courses may include both Class D and CDL participants. At least four hours of the forty must be specific to CDL topics. If the class must split to accomplish this, this must be noted. Only individuals qualified in such CDL topics may teach these four hours.
 5. Continuing education classes may not be conducted concurrently with the training manager course.

- B. Each course shall be approved on an annual basis. For this each provider must do the following:
 1. Submit an updated course syllabus, list of facilitators and dates for the proposed course. This must be received six months in advance of the course.
 2. Submit a registration form with contact information.
 3. Upon course completion of the course registration, a complete list of participants must be submitted to the Ohio Driver Training Manager. This must be received prior to the first date of class.
 4. The course must have at least eight participants to hold the class. The maximum will be based on the capacity of the individual classrooms.
 5. Upon course completion, individual student assessments/evaluations of the course must be submitted to Ohio Driver Training Manager within two weeks of the class completion date.
 6. Upon course completion, a complete and final class roster must be submitted to Ohio Driver Training Manager within two weeks of the class completion date.

- C. Any changes to the syllabus or curriculum outside of the annual review must be made in writing to the Department for prior approval.

- D. Any changes to facilitators or guest speakers must be made in writing to the Department prior to the class.

- E. Failure to adhere to or follow procedures will result in automatic withdrawal of prior course approval status.