

# Ohio Public Safety



## Resource Sheet

### Adult Remedial Curriculum Approval Criteria

The Ohio Department of Public Safety reserves the right to update this criteria.

#### **For student curriculum (minimum eight-hour course for adult students):**

- ✍ Course overview (table of contents)
- ✍ Course purpose objectives
- ✍ Detailed classroom lesson plans for each unit or module - all topics in OAC included
- ✍ Ohio specific laws and information but not limited to: school bus laws, intersection right-of-way laws, school speed zone laws, current OVI laws, Ohio Driver Licensing Reinstatement Procedures, for example
- ✍ Recommended time frames for each unit or module (identify proposed break times and meal breaks)
- ✍ Learning activities
- ✍ Classroom tests (multiple versions - a minimum of three with different questions - revision dates)
- ✍ Student workbook or study guide - worksheets, activity sheets, quizzes
- ✍ Transparencies, other A/V support
- ✍ Resources - text(s) - not more than 10 years old
- ✍ Resources - supplementary text(s)
- ✍ Additional printed resources
- ✍ Video and/or DVD resources - not more than 10 years old
- ✍ Internet references (must be active sites)

- ✍ What teaching/learning strategies are include in this curriculum (adult learning or learning centered instruction, group facilitation techniques, various student learning styles and personality styles, safety/risk management, accelerated learning or brain-based learning, motor skills development, etc.)
- ✍ Administrative issues - state rules, paperwork and documentation, inspections, etc.
- ✍ Criteria for issuing certificates of completion
- ✍ Scheduling options for eight-hour course
- ✍ Copies of course and administrative forms

#### **For instructor training curriculum (minimum 24 hour course for instructors to learn to teach the eight-hour course to the adult students):**

- ✍ Course overview (table of contents)
- ✍ Course purpose objectives
- ✍ Detailed classroom lesson plans for each unit or module - all topics in OAC included; ORC for traffic laws, points

continued

## Adult Remedial Curriculum Approval Criteria *continued*

and suspensions; dealing with difficult people; adult learning techniques; classroom and time management techniques; motivating violators to learn, etc.

1. How to get students involved in the course (pairing and small group discussions, role-playing, brainstorming, simulation, reflection, situationbased application of skills, etc.)
2. How to use course materials
3. Administrative responsibilities
4. Adult learning needs
5. Developing effective teaching/facilitating skills
6. Traffic safety and highway safety concepts

- ✍ Recommended time frames for each unit or module (identify proposed break times and meal breaks)
- ✍ Learning activities
- ✍ Classroom tests (multiple versions - a minimum of three with different questions - revision dates)
- ✍ Instructor manual or guide - worksheets, activity sheets, quizzes
- ✍ Transparencies, support materials and other A/V support
- ✍ Resources - text(s) - not more than 10 years old
- ✍ Resources - supplementary text(s)
- ✍ Additional printed resources
- ✍ Video and/or DVD resources - not more than 10 years old
- ✍ Internet references (must be an active site).

- ✍ Student workbook or study guide
- ✍ Administrative issues - state rules, paperwork and documentation, inspections, etc.
- ✍ Criteria for issuing certificates of completion
- ✍ Scheduling options for instructor training course (minimum of 24 hours)
- ✍ Copies of course and administrative forms
- ✍ Certificate of completion and/or instructor certification form
- ✍ Instruction to instructor candidates for peer teaching, student teaching, remediation activities
- ✍ Evaluation or assessment forms for instructor candidates
- ✍ Criteria for successful completion of instructor training

### **Organizational Information**

- ✍ Sales and marketing, distribution and shipping, cost and availability of product
- ✍ Plan and timeline for updating or revising the curriculum (all or portions)
- ✍ Application - initial and renewal
- ✍ History and credentials of the organization maintaining the curriculum
- ✍ Credentials of the staff assigned to manage the curriculum development/review process and certification system

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## Adult Remedial Curriculum Approval Criteria continued

### Curriculum and Instructor Certification or Renewal System

- ✍ Continuing education requirements and activities (frequency, length, content)
- ✍ Minimum standards for number of courses taught or teaching completed
- ✍ Plan for monitoring of instructors
- ✍ Policy and procedures for processing complaints against instructors
- ✍ Code of conduct
- ✍ De-certification policy and procedures for instructors
- ✍ Appeal process for de-certified instructors

### Alternative Course Delivery Systems

For an enterprise, which primarily utilizes alternative course delivery systems following rules, apply:

1. Videos may utilize streaming video, flash, or comparable technologies;
2. The video image shall be clear and provide quality that does not detract from the subject matter;
3. The audio shall be clear, provide quality that does not detract from the message, and when applicable, be in synchronization with the video;
4. Videos shall contain appropriate warnings that the entire video program must be viewed and that pausing or restarting will result in the need to restart the entire program;
5. Videos shall display relevant text;
6. Moving animation that distracts from the topic being presented shall be prohibited.

*Rev. 08/05*

