

Training Instructors Using Virtual Classrooms F.A.Q.

The Driver Training Program Office has received several inquiries in regard to training new instructor candidates via virtual classrooms. Instructor candidates have always been able to be trained at other driving schools (i.e. not the driving school the candidate is working for). While this has not been a popular way for new instructors to be trained in the past, the utilization of virtual classrooms have opened this option up for more opportunities. Driving schools may train instructor candidates from other schools using their virtual classroom. Below are some F.A.Q. that have come up during this process.

Is this to train instructors on the content or on how to teach virtually? Or both?

- The training provided in the virtual environment is the same as the training mandated in the instructor training documentation. The instructor trainee observes, co-instructs, and teaches a session while being assessed. The school providing the training shall be responsible for assessing and signing off on the training.

Who performs the assessment; our training manager or the home school training manager?

- The training manager of the school providing the virtual training will assess and sign off on the assessment.

Would the other school write a lesson plan for classroom for us under our direction and training or would the home school teach them how to write a lesson plan?

- Writing a lesson plan is not mandatory for the training as defined in the documentation of new instructor training.

What training manager signs off on the lesson plan?

- The signature of a training manager is not required on a lesson plan.

How would we sign off on that on the training documentation?

- The same form, DTO 0118 is used and initialed by the person providing the training.

Are we allowed to charge a fee for instructor training?

- That is your business decision.

Do we have to do the in car training as well for other school instructors?

- Not unless they are your instructor trainees.

Do we have the option to do the training for our instructors only?

- Yes

How many instructors can be trained at once?

- For a school to train instructor trainees, they shall follow the requirements for number of trainees for a session:
 - Multiple trainees may observe a competent instructor teaching a session;
 - A maximum of four (4) trainees may observe a co-instructed class with only a maximum of two (2) trainees co-instructing

Our training involves visual slides that we provide to the students; would the instructor be responsible in receiving their workbook from our office? We also provide worksheets/quizzes within the workbook.

- Any and all resources, training guides, access, etc. needed to successfully train the instructor shall be provided to them.

As a team we choose our dates for the next D class to be offered, how should we communicate our class dates to ensure other candidates know about the training?

- Your method of communicating the dates and times is your decision.

Will we need to put their names on the student rosters as documentation that they received the training?

- Per the training program requirements, the instructor trainee shall be included on the rosters.

Can probationary instructors be assessed using the virtual classroom?

- The assessment portion of the probationary license cannot be completed at another school, even virtually. Per the rules, the probationary instructor may only be associated with one school. Teaching for another school does not comply with this rule.