



CDTP Instructor Compliance Affidavit

P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-1779 • Fax (406) 444-2086 • dojmt.gov/driving

I am currently employed as a high school Traffic Education Instructor by the school listed below*, and agree to comply with the provisions of the Cooperative Driver Testing Program (CDTP). I agree to the following:

- Periodically review the CDTP procedures** outlined by the Montana Department of Justice (DOJ) and the Office of Public Instruction (OPI).
- Administer the DOJ tests** only to students actively enrolled in an OPI-approved high school Traffic Education Course.
- Certify the waiver of the knowledge test** based on a student correctly answering 82% of the test questions contained in the DOJ knowledge test. Testing will be administered: (a) in written form; and, (b) in a supervised setting. The DOJ knowledge test will not be used for a study guide or quizzes.
- Certify the waiver of the driving test** only for students who demonstrate skills and judgment sufficient for responsible safe driving and only for those students who have successfully completed the course.
- Administer a vision screening test** verifying that a student's visual acuity is at least 20/40 in both eyes.
- Maintain the records of the DOJ "tests" and OPI "student list" forms** in a secure location for a minimum period of five years.
- Submit to the DOJ, on the OPI "student list" form (TE04),** the names of all students certified to be waived from the DOJ test(s).
- Adhere to the current OPI curriculum guidelines.**

I understand that failure to meet the above criteria may disqualify me from program participation. I further understand that the school CDTP contact person will be notified in writing of program approval or disapproval.

Signature of Instructor: _____ Date: _____

Printed Name: _____

School District Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Mail completed forms to:
 Montana Department of Justice
 Motor Vehicle Division - DLB
 P.O. Box 201430
 Helena, MT 59620-1430

Note: You may fax forms to the number above; however, you must still mail the original document.

Email questions to:
 Tammy Stefanik, Deputy Bureau Chief
TStefanik@mt.gov

***Note:** If you intend to instruct classes for more than one school district, this form must be completed for each individual school district.