



# CDTP QUICK REFERENCE GUIDE

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## Become Certified for CDTP

1. Must be an OPI-approved Traffic Education Instructor
2. Successfully complete CDTP Certification Training from DOJ
3. Submit original signed certification forms to DOJ (available on TEDRS)
  - School District Intent to Participate, form 26-0100
  - CDTP Instructor Compliance Affidavit, form 26-0200DOJ will verify eligibility and update TEDRS with certification
4. CDTP Instructor will receive certification letter and test overlays from DOJ
5. CDTP Instructor contacts local driver exam station to pick up supplies such as:
  - Driver license manuals
  - TEP (Traffic Education Permit)
  - Driver license applications
  - Knowledge tests
  - Driving test forms
  - Optional: Learner License – can also be printed via the OPI's TEDRS

**NOTE:** Please call your local exam station to arrange a pick up time and introduce yourself

## Next Steps for Class

1. Students complete the driver license application in blue or black ink
    - Parent must sign in front of CDTP instructor or have their signature notarized
  2. Instructor reviews application for signatures and completeness
    - Student, parent & instructor signatures (**cannot test without all signatures**)
    - Student presents birth certificate or U.S. passport
      - Instructor must compare name on the birth certificate to the name on DL application (names must match unless legally changed)
      - Photo copy is acceptable for instructor; however student will need a certified birth certificate when appearing at the exam station.
    - Instructor records on the application that they have seen the birth certificate and returns the birth certificate to the student
  3. Vision screening - All students **MUST** be screened for vision prior to issuance of a learner license
    - Record vision results on the application
    - Record whether student completed screening with/without corrective lens
  4. Instructor administers the written CDTP Montana Operator Test
    - Collect and score the test
    - Student may review the test but cannot keep it
    - Record the test score on application
    - Instructor/School must store written test results for at least five years.
  5. Instructor completes the Notice of Participation on the OPI Certification form (TE03, must be signed) and Student List (TE04)
    - Instructor marks an "X" in the appropriate column those students who were successful and are waived from taking the written test at the driver exam station
- Note:** If these forms are completed via TEDRS they do not need to be mailed

6. Instructor issues learner license to students that passed CDTP Montana Operator Test
  - Students must be at least 14½ years old
7. **Instructor mails or delivers all driver license applications to the appropriate driver exam station within 3 days of learner license issuance.**
  - Refer to CDTP training manual instructions if you want to administer the knowledge test again

## Steps for Class Completion

1. Instructor administers the DOJ road test to all students
2. Instructor completes the Notice of Completion on the TE03 Certification and TE04 Student List
  - CDTP instructor mails or delivers the road test form, 21-1800 CDTP Test Results, to the driver exam station for those that are waived from taking the road test
  - CDTP instructor/school retains the road test results for at least five years

**Note:** If these forms are completed via TEDRS, they do not need to be mailed

## Additional Items

1. Student must successfully complete CDTP course, hold their permit for 6 months and be 15 years of age or older, to obtain a Montana driver license.
2. When student goes to the local driver exam station they will need:
  - Certified birth certificate and/or valid passport (plus INS documents for foreign nationals)
  - 2<sup>nd</sup> form of identification (see list on MVD website)
  - Provide their social security number
  - Provide proof of residential address
  - Parent/legal guardian certification
  - Vision screening will be done again
  - Students who had the road test certified to be waived may still be chosen at random to take the DOJ road test
    - *(Note: Unless there is an ADA accommodation request, passengers other than the student and examiner will not be permitted on the DOJ road test.)*
  - Students who did not have any test certified to be waived must take the related DOJ tests
  - Student pays the driver license fee
  - Student's license is processed with restriction "First year restricted GDL" and student is given temporary license

If you have not had the opportunity to meet the driver examiner and or regional manager in your area, please do so . . . They greatly appreciate hearing from you!

For assistance from the Driver Services Bureau, please contact your local driver license examiner, regional manager, or Tammy Stefanik [tstefanik@mt.gov](mailto:tstefanik@mt.gov)

For more information on the OPI's Traffic Education Data & Reporting System (TEDRS), contact the Traffic Education Program at (406) 444-4432 or visit <http://opi.mt.gov/Programs/DriverEd/Index.html>