



# OPI's TRAFFIC EDUCATION DATA & REPORTING SYSTEM or TEDRS

How to fill out and submit your  
Traffic Education Student List and  
Program forms in TEDRS

[TEDRS LOGIN](#)

# Welcome to TEDRS!

If you are a traffic education (TE) teacher, district clerk, secretary , principal or superintendent, you can submit these forms and reports via TEDRS:

- ❑ **TE01 Program Application-** Due August 1 or before TE program begins.
- ❑ **TE03 Certification & TE04 Student Lists** – Submit online to the OPI when class completes. These forms are combined and build together.
  - ❑ Notices of Participation are printed and submitted to the Driver Examiner with the students' driver license applications within three days after TELL permits are issued.
  - ❑ For non-CDTP programs, submit the Notice of Participation and Student List when the class begins after the TEP is issued.
  - ❑ Notices of Completion are printed and submitted to the Driver Examiner at the end of each TE class with the CDTP road test forms.
  - ❑ Reimbursement Requests are submitted online to the OPI when the TE03 Certification and TE04 Student list forms are finalized in TEDRS.
- ❑ **TE06 Year-End Report** – Due before July 10 with program and budget information for annual August reimbursement. Courses completing after June 30 will be reimbursed in the August of the next fiscal year.

# Getting Access to TEDRS

<http://opi.mt.gov/Programs/DriverEd/Index.html>

## Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.

To log on to TEDRS, click the TEDRS LOGIN button on the Traffic Education page.



### Traffic Education Data & Reporting System (TEDRS)

<https://apps.opi.mt.gov/TrafficEducation/frmLogin.aspx?ReturnUrl=%2fTrafficEducation>

# Getting Access to TEDRS

## OPI Traffic Education Data and Reporting System (TEDRS)

**USER NAME:** TEDRS users need a user name and password to enter Traffic Education forms and reports.

Send an e-mail to Patti Borneman at [pborneman@mt.gov](mailto:pborneman@mt.gov) to set up your TE account. Include your name, email address, phone number, and school district.



The screenshot shows a login interface with a blue header bar containing the text "Log In". Below the header are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a blue button labeled "Log In". Below the input fields is a link that reads "Forgot your password? A new one will be e-mailed to you." At the bottom of the form is another blue button labeled "View Log In Instructions".

**PASSWORD:** Follow the instructions emailed to you with your username. You will need to create a password the first time you login. Go to the login screen and click on "[Forgot Your Password?](#)," enter your username and email address, and a temporary password will be emailed to you. Once in the system, go to Administration, Change Password, and create your own new password. It will remain active for 60 days.

# TE01 District Application

- The TE01 District Application must be submitted every school year for approval of your traffic education program BEFORE it starts.
- Districts with programs that start in the fall should submit their TE01 by August 1. Programs must have OPI approval PRIOR to the start of the first TE class.
- Once you know the program date(s) and the instructor(s) teaching the course, you can submit the form to the OPI.
- Make sure the application is in the correct year. If you offer traffic education only in the summer or your spring course ends after June 30, enter your application for the following school year. An example would be a course that is offered May 15, 2016 and ends July 15, 2016 would be approved for the 2017 school year, since that school year runs July 1, 2016 to June 30, 2017. If you have a year-round program that spans two school years, enter all courses in the current school year.

# TE01 District Application

## Instructor

**District Application**

School Year: 2015 District: Augusta H S

If your scheduled completion date(s) occur between July 1, 2014 and June 30, 2015, enter your TE01 Program Application in School Year 2015.

**Instructor** Program Vehicles Organization Confirmation Approval

Instructor:  **Add Instructor** Click button to add instructor to form.

Instructors:  
No instructors found for the district application.

**Add Last Year's Instructors**

Save Application Back

Print District Application

Find the instructor(s) name(s) in the dropdown box. You MUST click **Add Instructor** to put their names on the form.

If the instructor(s) are the same as those on the prior year's TE01 District Application, click **Add Last Year's Instructors**.

## Program

Program requirements are listed on this screen. Please review the pre-checked items to make sure you're following state rules, and be sure to check #11 if you are participating in the CDTP\*.

**District Application**

School Year: 2015 District: Augusta H S

If your scheduled completion date(s) occur between July 1, 2014 and June 30, 2015, enter your TE01 Program Application in School Year 2015.

**Instructor** Program Vehicles Organization Confirmation Approval

Check box for YES

- 1. Consists of at least sixty (60) hours of instruction six (6) of which must be driving.
- 2. Each student will receive instruction on at least 25 separate days.
- 3. The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the minimum 25 days.
- 4. All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date.
- 5. Each student will possess a proper learner's license or traffic education permit to legally operate a vehicle on Montana roadways.
- 6. All phases of the program will be scheduled so students receive concurrent or integrated classroom and driving instruction.
- 7. The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction.
- 8. Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program.
- 9. The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106.
- 10. A Parent Meeting is required to review the schedule, requirements, and parent role in Graduated Driver Licensing.
- 11. Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes and all instructors are CDTP-certified.

Save Application Back

Print District Application

\* Cooperative Driver Testing Program

# TE01 District Application

## Vehicles

**District Application**

School Year: 2015 ▾ District: Augusta H S ▾

If your scheduled completion date(s) occur between July 1, 2014 and June 30, 2015, enter your TE01 Program Application in School Year 2015.

**Instructor** | **Program** | **Vehicles** | **Organization** | **Confirmation** | **Approval**

Check box for YES

12. Do you own your traffic education vehicle(s)?

13. Does the District lease or borrow any traffic education vehicles and use the TE02 School/Dealer Vehicle Use Agreement or its equivalent to ensure compliance with the vehicle requirements for the traffic education program?

14. The vehicle will be:

- properly licensed.
- properly insured to provide adequate protection for all concerned.
- used exclusively for traffic education.

15. Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors, a fire extinguisher, and an accident report form.

16. The vehicle will be properly identified with a minimum of two exterior signs.

**Save Application** | **Back**

**Print District Application**

**All items should be checked to be in compliance except:**

- **Whether or not you own or lease your vehicles. Some districts both lease and own their vehicles. Please uncheck the items that do not apply to your program.**
- **If you use your traffic education vehicles for other purposes, uncheck #14/c as noted.**

# TE01 District Application

## Organization

**District Application**

School Year: 2015 District: Augusta H S

If your scheduled completion date(s) occur between July 1, 2014 and June 30, 2015, enter your TE01 Program Application in School Year 2015.

Instructor Program Vehicles **Organization** Confirmation Approval

17. Enter the start and completion dates for each program you conduct (must be scheduled so each student receives instruction on at least 25 days)

Program Dates **Add A New Program Date** Enter this year's program dates for first, second and summer semesters.  
~~No program dates found for the district application.~~

From Previous Year's Application:

Semester	Start Date	Completion Date
Second	05/01/2014	07/04/2014

Last year's approved program dates show here automatically.

18. Indicate when the following will be taught:

	Before School	During School	After School	Summer
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behind-the-Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Indicate the number of hours of instruction each student will receive for the following (must be a minimum of 60 hours, of which a minimum of 6 hours must be behind-the-wheel):

Classroom: 0.0 Observation: 0.0 Behind-the-Wheel: 0.0 Simulation: 0.0 Other: 0.0

20. DAYS 0 indicate the number of days of instruction each student will receive

21. Indicate approximate 9th grade population: 0

22. How many students do you expect to enroll over application period?: 0

Save Application Back  
Print District Application

After entering your program dates, include required information in items 18 through 22. Traffic Education Programs must include 60 hours with 6 hours behind-the-wheel for each student over a minimum of 25 days. (ARM 10.13.307-308)

# TE01 District Application

## Confirmation

**District Application**

School Year: 2015 ▾ District: Augusta H S ▾

If your scheduled completion date(s) occur between July 1, 2014 and June 30, 2015, enter your TE01 Program Application in School Year 2015.

**Instructor** **Program** **Vehicles** **Organization** **Confirmation** **Approval**

STEP 1: Enter name, e-mail address and phone number. Save and review Comments before you check the confirm box.

District Administrative Official's Name:

E-mail:  Phone #: (  )  -  Ext:  Date Confirmed:

STEP 2: Check the confirm box and Save. After you have checked the confirm box, you will not be able to change anything on the TE01 District Application.

I CERTIFY that the school district Traffic Education Program for young novice drivers will be established and maintained in accordance with the current standards outlined by the Office of Public Instruction; rules 10.13.301-33. ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.

I confirm that this District Application is complete and accurate. **Don't check this box until you are sure the form is complete and accurate.**

Contact OPI at (406) 444-4432 if updates or changes are needed.

**Save Application** **Back**

**Print District Application**

When all screens have been completed (Instructor, Program, Vehicles and Organization), you are ready to confirm your application. Fill out the district administrative official's contact information and click SAVE. At this point, BEFORE you check the confirmation box, review any comments that pop up. If any required information is missing, you can correct that now.

After you check the box to confirm the report and click SAVE, the form is submitted to the OPI for approval. You cannot change the form. If other changes or corrections are needed, you will need to contact the OPI for assistance.

After submitting the TE01 District Application, the OPI will review and approve it and send your district a signed copy.

You can now enter your TE03 Certification and TE04 Student List forms...



Return to:  
Traffic Education Programs  
Office of Public Instruction  
Denise Juneau, Superintendent  
P.O. Box 202601  
Helena, MT 59620-2601  
www.opi.mt.gov

TE01 Application for Approval  
Traffic Education Program for Young Novice Drivers  
For 2014-15 School Year  
Including 2015 Summer Program

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to the OPI. Keep a copy for your records.  
ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.12.308 ARM) and to legally put student drivers behind-the-wheel (61-5-105-106 MCA). Questions? Call (888) 231-8888 ext. 4492

District Superintendent's Name: George Linthicum  
District Name: Arlee H D  
Mailing Address: 72220 Fyant Street  
City: Arlee Zip: 59821

I. **TRAFFIC EDUCATION TEACHER:** The traffic education teacher must have approval issued by the Office of Public Instruction prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:

	TE Approval Expires	CDTP Certified
CARNEY, SUSAN M.	2019	Yes

II. **REQUIREMENTS:** School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

**PROGRAM (Check box for YES)**

1.  Consists of at least sixty (60) hours of instruction, six (6) of which must be driving
2.  Each student will receive instruction on at least 25 separate days
3.  The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the minimum 25 days
4.  All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date
5.  Each student will possess a proper learner's license or traffic education permit to legally operate a vehicle on Montana roadways
6.  All phases of the program will be scheduled so students receive concurrent or integrated classroom and driving instruction
7.  The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction
8.  Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program
9.  The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106
10.  A Parent Meeting is required to review the schedule, requirements, and parent role in Graduated Driver Licensing.
11.  Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes and all instructors are CDTP-certified

**VEHICLES (Check box for YES)**

12.  Do you own your traffic education vehicle(s)?
13.  Does the District lease or borrow any traffic education vehicles and use the TE02 School/Dealer Vehicle Use Agreement or its equivalent to ensure compliance with the vehicle requirements for the traffic education program?
14. The vehicle will be
  - properly licensed
  - properly insured to provide adequate protection for all concerned
  - used exclusively for traffic education
15.  Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, fares or reflectors,

# TE03 Certification & TE04 Student List

## GETTING STARTED

### [TEDRS LOGIN](#)

**Click Data Entry and select Student List**

OPI Traffic Education Data and Reporting System (TEDRS)

Home **Data Entry** Reports Administration Logout

### Traffic Education

School Year: 2013 District:  [Need Help? Download User Guide](#)

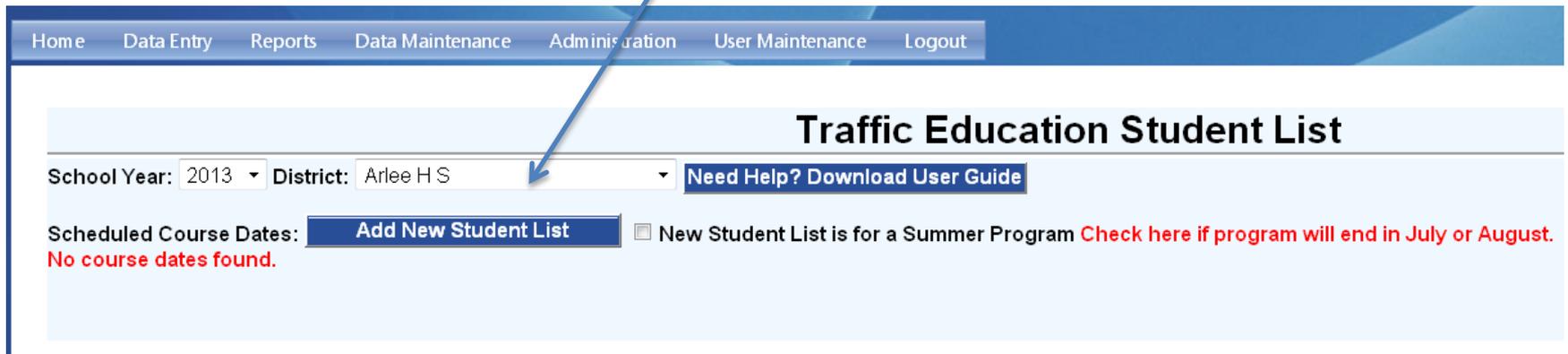
Defaults to current school year. If summer class ends after July 1, choose the next school year.

Find your school in the district dropdown box and select.

# TE03 Certification & TE04 Student List

## Add New Student List

Click on the **Add New Student List** button to start



Home Data Entry Reports Data Maintenance Administration User Maintenance Logout

### Traffic Education Student List

School Year: 2013 District: Arlee HS [Need Help? Download User Guide](#)

Scheduled Course Dates: **Add New Student List**  New Student List is for a Summer Program [Check here if program will end in July or August.](#)  
**No course dates found.**

When the Student List is for a summer course ending in July or August, check the box “New Student List is for a Summer Program”

# TE03 Certification & TE04 Student List

## Enter Start and Completion Dates

The screenshot shows the 'Traffic Education' section of a web application. At the top, there is a navigation bar with links for 'Home', 'Data Entry', 'Reports', 'Administration', and 'Logout'. Below this, the 'Traffic Education' title is displayed. The form includes a 'School Year' dropdown set to '2013' and a 'District' dropdown set to 'Arlee H S'. A button labeled 'Need Help? Download User Guide' is positioned to the right. Under 'Scheduled Course Dates', there is an 'Add New Student List' button and a checked checkbox for 'New Student List is for a Summer Program'. A red message states 'No course dates found.' The main form area contains two date input fields: 'Course Start Date' with the value '07/02/2012' and 'Scheduled Course Completion Date' with the value '08/25/2012'. Below these fields are 'Save' and 'Back' buttons. Two blue arrows point from the text below to the date input boxes.

To begin, enter the **course start date** and the **scheduled course completion date** in the boxes provided. This creates a “name” for your list.

Click **SAVE**, then **BACK**.

If you are unable to add a new Student List your TE program may not be approved for the program dates entered. Go to <http://opi.mt.gov/Programs/DriverEd> and click on School Program Schedule to check your TE program approval status.

# TE03 Certification & TE04 Student List

## Select Student List

Home Data Entry Reports Data Maintenance Administration User Maintenance Logout

### Traffic Education Student List

School Year: 2013 District: Arlee HS [Need Help? Download User Guide](#)

Scheduled Course Dates: [Add New Student List](#)  New Student List is for a Summer Program [Check here if program will end in July or August.](#)

Start Date	Completed Date	Instructor	School	Certified Notice of Participation	Certified TEP/TELL Permits Issued	Certified Notice of Completion	Certified Reimbursement Request	
07/02/2012	08/25/2012			No	No	No	No	<a href="#">Select</a>

After entering the course dates, and clicking SAVE, then BACK, you will be on your school's Student List "home" screen.

Click **SELECT** to open the Student List.

# TE03 Certification & TE04 Student List

## Step 1: Input Student List

### School Name, Start Date, Instructor(s) Name

Select school and verify **Date Course Started** is correct. If not, correct date. Then check box and click **SAVE**.

The screenshot shows a web interface for entering student list information. At the top, a red navigation bar contains four steps: "1. Input Student List", "2. Issue TE Learner Permits", "3. Input Completion Dates", and "4. Confirm Final Stu". Below this, the "School" dropdown menu is set to "Arlee High School". The "Date Course Started" is "07/02/2012", and a checkbox labeled "Date Course Started is Correct" is checked. The "Scheduled Course Completion Date" is "08/25/2012". A "Save" button is located to the right. Below the date fields, there is an "Instructor" dropdown menu and an "Add Instructor" button. A table lists the current instructor: "CARNEY, SUSAN M" with a "Delete" button. A text box on the right provides instructions: "Find instructor in dropdown box and click **Add Instructor** button." and "Name appears here." Blue arrows point from the text box to the "Add Instructor" button and the "Delete" button.

Student List Status: 1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Stu

School: Arlee High School

Date Course Started: 07/02/2012  Date Course Started is Correct Scheduled Course Completion Date: 08/25/2012 Save

Instructor: Add Instructor

Instructors:

Instructor Name	
CARNEY, SUSAN M	Delete

Find instructor in dropdown box and click **Add Instructor** button.

Name appears here.

Select teacher(s) and click the **ADD INSTRUCTOR** button.

# TE03 Certification & TE04 Student List

## Step 1: Input Student List

### Select Students using AIM List

Now you are ready to import or enter the students enrolled in the class.

Date Student List Initially Submitted:      Date Student List Last Changed:

**Import AIM Students**   **Add New Student**   Filter by Last Name:    **Apply Student Filter**

Students:      Birthdate No Later Than: 2/25/1998  
No students found

- To **Import AIM Students**, click on the button to select students enrolled in the district. All students of eligible age will be listed. Click **SELECT** to add the student. The Student List will alphabetize automatically.
- TEDRS allows editing of students' names and birth dates if you need to correct a typo or include middle names. If corrections are necessary, please give the correct information to the clerk who enters your school's student data into AIM.
- To search, type the first 1 - 3 letters of a student's last name in the **Filter by Last Name** field and click **Apply Filter**. You can also sort the AIM list by **Last Name** rather than grade.

# TE03 Certification & TE04 Student List

## Step 1: Input Student List

### Add Students Manually

Students not on the AIM list can be entered manually.  
Click the **Add New Student** button to open the entry screen shown below.

Import AIM Students **Add New Student** Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

Last Name	First Name	Middle Name	Birthdate	Date Course Started		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/02/2012	Update	Cancel Delete

- Refer to the *Birthdate-No-Later-Than* message for the age eligibility of the student. Students must be age 14.5 on or before course completion date.
- Students younger than 14.5 by the completion date cannot be entered.
- Middle Names are optional unless your Driver Examiner requires them.
- Click **UPDATE** to accept the entry.

# TE03 Certification & TE04 Student List

## Step 1: Input Student List

Check *Notice of Participation* for TE03 Certification

<b>Import AIM Students</b>	<b>Add New Student</b>	Filter by Last Name: <input type="text"/>
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Students: Birthdate No Later Than: 2/25/1998

<u>Last Name</u>	<u>First Name</u>	Middle Name	Birthdate	Date Course Started		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	<b>Edit</b>	<b>Delete</b>
Toole	Kenneth	Ross	08/08/1980	07/02/2012	<b>Edit</b>	<b>Delete</b>

**NOTICE OF PARTICIPATION.** I certify that the students listed above are participating in our district's state-approved with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name):  (Last Name):  Title:

Certified:

When all students are entered, scroll down to the Notice of Participation, enter your name, title, and phone number, and check the **Notice of Participation** box. Click **SAVE** at the bottom of the screen.

*You are done with Step 1!*

# TE03 Certification & TE04 Student List

## Step 2: Issue TE Learner Permits

### Enter TEP and TELL Dates

*Only those districts with CDTP\* certification can administer the TELL test and issue permits.*

Date Student List Initially Submitted:      Date Student List Last Changed:

[Import AIM Students](#)   [Add New Student](#)   Filter by Last Name:    [Apply Student Filter](#)   [Clear](#)

Students:      **TEP Issue Date:**       **TELL Issue Date:**       [Assign Date\(s\) to ALL Students](#)      Birthdate No L

Knowledge option will be checked if this is a CDTP Program.

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012			No	<a href="#">Edit</a>	<a href="#">Delete</a>
Toole	Kenneth	Ross	08/08/1980	07/02/2012			No	<a href="#">Edit</a>	<a href="#">Delete</a>

Enter the date(s) the TEP and/or the TELL were issued.

Click **Assign Date(s) to ALL Students**.

[Import AIM Students](#)   [Add New Student](#)   Filter by Last Name:    [Apply Student Filter](#)

Students:      **TEP Issue Date:**       **TELL Issue Date:**       [Assign Date\(s\) to ALL Students](#)      Birthdate No L

Knowledge option will be checked if this is a CDTP Program.

Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
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\* CDTP: Cooperative Driver Testing Program

# TE03 Certification & TE04 Student List

## Step 2: Issue TE Learner Permits

### Certify Permits Issued and Print Student List for Driver Examiner or County Treasurer

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
Toole	Kenneth	Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>

NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is established with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name):  (Last Name):  Title:  Daytime Phone:   
Certified: [8/16/2012](#)

TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above. If I have not issued a permit, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Entered By (First Name):  (Last Name):  Title:  Daytime Phone:   
Date Certified:

Verify that information is correct. Edit individual students as needed.

Check TEP/TELL box and click **SAVE**. *You are done with Step 2!*

***When your class ends, login to complete the Student List.***

# Verifying 14.5 Age for the TELL Exam

## OPI - Age 14.5 before TE completion

Students who will be 14.5 on or before the last day of the course can take driver's education. They can satisfy the required 6-hours of behind-the-wheel training with their instructor using the TEP.

## DOJ/MVD - Age 14.5 Knowledge Exam - CDTP

When students are not yet 14.5 and the knowledge exam is given, TEDRS will show this error message. The system will disable printing a TELL permit for the young student. The test can be rescheduled on or after the date when the student is 14.5.

This TEDRS feature helps districts comply with the DOJ's CDTP testing age rule.

\*\*\*Students must be at least 14½ years old to be issued a TELL

Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completing Course			
					Successful		Waive	
					Yes	No	50%	Knowledge
12/13/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/26/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/19/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07/18/2000	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/03/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/17/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06/22/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/15/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/24/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/12/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/21/2000	06/01/2015	06/01/2015	***	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

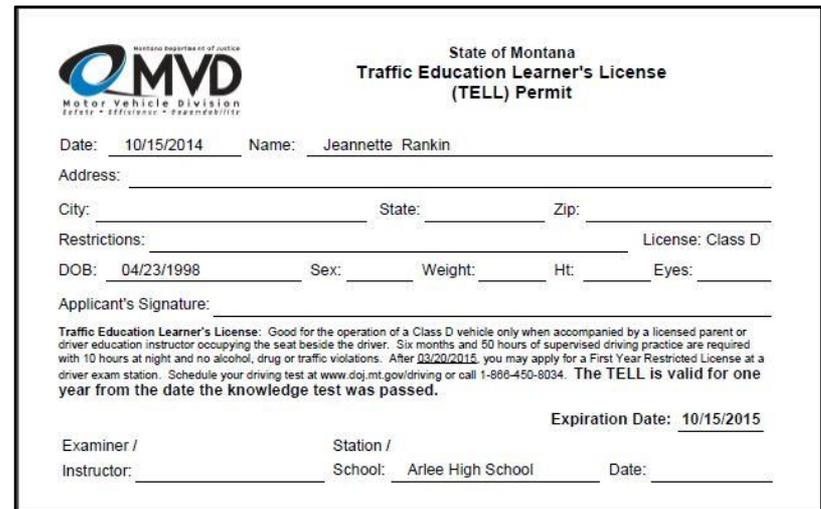
# TE03/TE04 Student List and Road Test

## Step 2: Issue TE Learner License

CDTP-certified districts and instructors can administer the knowledge exam and issue the TELL permit. Districts opting to give the driving exam at the end of the course can print the road test form and waive the driving test for students applying for their restricted license.

Click **Print TELL Permits** to print the permit for students passing the knowledge exam.

Click **Print CDTP Road Test Forms** to score the driving test and to turn into the MVD at the end of the course.



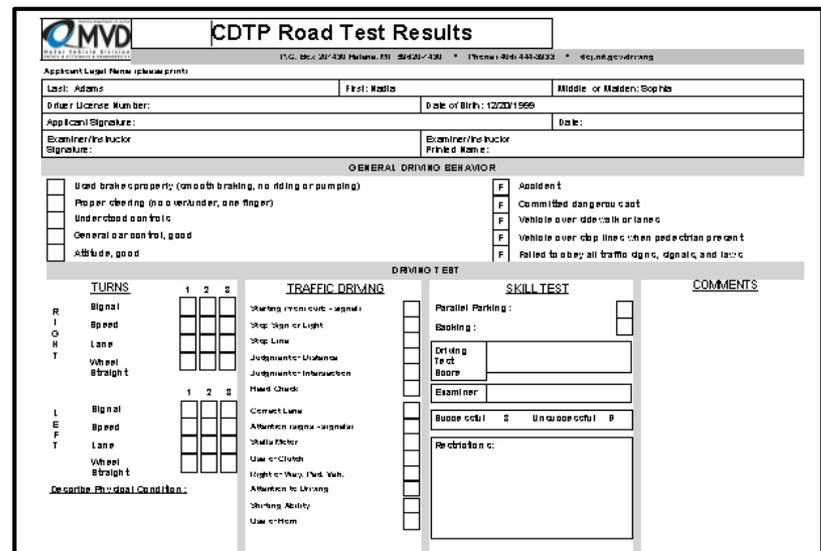
**State of Montana**  
**Traffic Education Learner's License (TELL) Permit**

MVD Motor Vehicle Division  
Safety • Efficiency • Reliability

Date: 10/15/2014 Name: Jeannette Rankin  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Restrictions: \_\_\_\_\_ License: Class D  
DOB: 04/23/1998 Sex: \_\_\_\_\_ Weight: \_\_\_\_\_ Ht: \_\_\_\_\_ Eyes: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_

Traffic Education Learner's License: Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. Six months and 50 hours of supervised driving practice are required with 10 hours at night and no alcohol, drug or traffic violations. After 03/20/2015, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test at [www.doj.mt.gov/driving](http://www.doj.mt.gov/driving) or call 1-866-450-8034. **The TELL is valid for one year from the date the knowledge test was passed.**

Expiration Date: 10/15/2015  
Examiner / Station /  
Instructor: \_\_\_\_\_ School: Arlee High School Date: \_\_\_\_\_



**CDTP Road Test Results**

MVD Motor Vehicle Division  
1100 S. 24th Avenue, Missoula, MT 59802-4301 Phone: 406.543.8033 doj.mt.gov/driving

Applicant Legal Name (please print): \_\_\_\_\_  
Last: Adams First: Kadia Middle or Maiden: Sophia  
Driver License Number: \_\_\_\_\_ Date of Birth: 12/20/1999  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Examiner/Instructor Signature: \_\_\_\_\_ Examiner/Instructor Printed Name: \_\_\_\_\_

**GENERAL DRIVING BEHAVIOR**

<input type="checkbox"/> Used brakes properly (smooth braking, no fading or pumping)	<input type="checkbox"/> Absorbent
<input type="checkbox"/> Proper clearing (no overtake, one finger)	<input type="checkbox"/> Committed dangerous cast
<input type="checkbox"/> Understood controls	<input type="checkbox"/> Vehicle over side walk or lane
<input type="checkbox"/> General car control, good	<input type="checkbox"/> Vehicle over curb line or pedestrian present
<input type="checkbox"/> Ability, good	<input type="checkbox"/> Failed to obey all traffic signs, signals, and laws

**DRIVING TEST**

	1	2	3			
<b>RIGHT TURN</b>				<b>TRAFFIC DRIVING</b>	<b>SKILL TEST</b>	<b>COMMENTS</b>
R Signal				Starting from curb - signals	Parallel Parking:	
R Speed				Stop Sign or Light	Backing:	
R Lane				Stop Line	Driving Test Score	
T Wheel Straight				Judgment: Unbalance	Examiner	
				Judgment: Instruction	Score side   Score total   P	
				Hand Check	Restriction:	
<b>LEFT TURN</b>				Correct Lane		
L Signal				Attention signs - signals		
L Speed				Shift/Clutch		
L Lane				Use of Clutch		
T Wheel Straight				Light or Wipe, Use, Veh.		
				Attention to Driving		
				Shifting Ability		
				Use of Horn		

Describe Physical Condition: \_\_\_\_\_



Save Back

Print Student List Print Certificates of Completion **Print TELL Permits** Print CDTP Road Test Forms

Reassign Student List to Year: 2015

# TE03/04 Certification & Student List

## Ready for Driver Examiner or County Treasurer

Page 2

District Name:  
Article H S  
Name of Person Completing Form:  
Daytime Phone:  
Title:

**MONTANA OFFICE OF PUBLIC INSTRUCTION**

**TE03 CERTIFICATION**  
For Traffic Education Programs  
July 1, 2012 to June 30, 2013

**ATTENTION:**  
Submit TE03 CERTIFICATION with the TE04 STUDENT LIST to Driver's License Examiner and OPI

**TE03 CERTIFICATION**  
 Non-CDTP Program  CDTP Program Notice of TELL (Traffic Education Learner License)

**A. NOTICE OF PARTICIPATION**  
When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students listed in **Section A, TE04 Student List**, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official \_\_\_\_\_

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on **TE04 Student List**.

Susan Carney Instructor (406) 444-4432 08/16/2012

Signature, District Administrative Official \_\_\_\_\_

**B. NOTICE OF COMPLETION**  
When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students with completion dates indicated in **Section B**, and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Signature, District Administrative Official \_\_\_\_\_

**C. REIMBURSEMENT REQUEST**  
When class is completed, submit TE03 and TE04 to the OPI Traffic Education Office.

I certify that the students checked successful or unsuccessful in **Section C, TE04 Student List**, have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of the class, and so checked on the form, is ineligible for state reimbursement.

Signature, District Administrative Official \_\_\_\_\_

Questions? call OPI Traffic Education (406) 444-4432 or (888) 231-9393 ext. 4432

Office of Public Instruction, Denise Juneau, Superintendent, PO Box 203501, Helena, MT 59620-3501 www.opi.mt.gov

Page 1

District Name:  
Article H S  
Name of Person Completing Form:  
Daytime Phone:  
Title:

**MONTANA OFFICE OF PUBLIC INSTRUCTION**

**TE04 STUDENT LIST**  
For Traffic Education Programs  
July 1, 2012 to June 30, 2013

**ATTENTION:**  
Submit TE04 STUDENT LIST with the TE03 CERTIFICATION to Driver's License Examiner and OPI

**Teacher(s):**  
CARNEY, SUSAN M.

	Name of Students Participating	Birthdate	Date Course Started	GDL		Date Course Completed	SECTION C		
				Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)		Students Completing Course		
							Successful	Waive	Test
Yes	No	%	Pass/Fail	Score					
1	Rankin, Jeannette Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Toole, Kenneth Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Students Eligible for Reimbursement: 0

To create a pdf copy of your TE03 and TE04, click the **PRINT STUDENT LIST** button at the bottom of the screen.

If nothing happens, you are likely using a non-Internet Explorer browser and need to **enable popups** so documents will open on the screen.

Save Back

**Print Student List**    Print Certificates of Completion    Print TELL Permits    Print CDTP Road Test Forms

reassign Student List to Year: 2015 ▼

# TE03 Certification & TE04 Student List

## Step 3: Input Completion Dates

### Finalize Student List showing Student Progress

If the **Course Completion Date** has changed, enter final date and verify by clicking box and then **SAVE**. Then, click Complete Date to automatically enter the date into the form's **Date Course Completed** column (see next slide).

Actual Course Completion Date:   Actual Course Completion Date is Correct

Click to assign date and YES for ALL students. Edit and Update for exceptions.

Click to assign YES for ALL students. Edit and Update for exceptions.

If your district gives the driving test to students, you can click the **Waive Driving Test** button to change the no's in this column to yes.

Then, individually edit those students not getting a passing score on the road test, by unchecking the box in the Waive Driving Test column.

Ten percent of the waived students will still have to take the driving test at the MVD when they apply for their GDL restricted license.

Date Course Completed	Successful Completion	More Than 50%	Waive Driving Test		
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
08/08/2014	Yes	Yes	Yes	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

# TE03 Certification & TE04 Student List

## Step 3: Edit Individual Students

### Finalize Student List showing Student Progress

Date Course Completed	Successful Completion	More Than 50%	Waive Driving Test			
<input type="text" value="08/08/2014"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

Change the completion date if the student completed the course on a different date.

Click no if the student did not successfully complete the course.

If the student dropped the course before he or she could complete 50% of the classroom instruction and 50% of the drives, uncheck the **More Than 50%** box.

Uncheck this box if the student did not pass the driving test.

When done editing, click UPDATE.

# TE03 Certification & TE04 Student List

## Step 4: Confirm Final Student List

### Check the last two certifications to finalize the list

District Authorized Representative (AR) needed for this approval.

NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing minimum age.

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: ( 406  
Date Certified: 8/17/2012

District Authorized Representative (AR) needed for this approval.

REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I am completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: 2

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: ( 406  
Date Certified: 8/17/2012

- When all the student data is updated and final, check the **Notice of Completion**, then the **Reimbursement Request**, electronically sign the certification (anyone with a TEDRS login) and click **SAVE**. *You're done with Step 4!*
  - You can now print the form for the Driver Examiner or County Treasurer.
- AND
- You can print Certificates of Completion for the students.

# TE03 Certification & TE04 Student List

## Print Certificates of Completion

Save Back

Print Student List **Print Certificates of Completion** Print TELL Permits Print CDTF Road Test Forms

Reassign Student List to Year: 2015 ▼



**Montana Traffic Education**  
*Certificate of Completion*

Jeannette Pickering Rankin, Birthdate 06/11/1980, successfully completed the Arlee High School Traffic Education Program which was conducted from 07/02/2012 through 08/25/2012.

An approved Montana Traffic Education program consists of:

- a minimum of **25 instructional student-contact days for each student**,
- at least **60 hours** of structured **Traffic Education learning experiences**,
- including **6 hours of in-traffic Behind-The-Wheel (BTW) training**,
- all provided by a Montana Office of Public Instruction approved Traffic Education instructor.

\_\_\_\_\_  
Traffic Education Teacher Signature  
Arlee High School

08/25/2012  
\_\_\_\_\_  
Date

# Traffic Ed Student List Best Practices

- Create the student list at the start of your traffic education class and use ONLY this list to manage your class. Login and finalize the list at the end.
- If you need to edit the student names and/or birth dates selected from the AIM list, please give those same corrections to the school clerk who enters enrollment data into AIM.
- Fill out the form completely and check off all certifications to make sure the list is submitted electronically to the OPI. All stages will be green at the top of the screen, when the student list is ready to submit.

1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Student List

- Make sure your District Office has a copy of all forms printed out and submitted to the Driver Examiner or County Treasurer. They must be kept on file for at least five years.
- Submit the form twice to the Driver Examiner/County Treasurer: first when the class begins and the TEP or TELL is issued (Notice of Participation), second when the class completes (Notice of Completion).
- For assistance, call the Traffic Education Office at (406) 444-4432 or email [pborneman@mt.gov](mailto:pborneman@mt.gov).

# Age Requirements for Traffic Education in Montana

- Montana's young driver rules have not changed since the Cooperative Driver Testing Program (CDTP) was established in 1995 MCA 61-5-110 and Graduated Driver Licensing (GDL) in 2006.
- Students must be age 14½ to take the driver license knowledge test and receive a Traffic Education Learners License (TELL) and must be age 14½ by the completion date of the state-approved traffic education course for the school district to receive TE reimbursement.
- TEP – Traffic Education Permit :
  - Valid only during driver education class to drive only with the TE teacher.
  - GDL requires a 6-month learner permit holding period with a minimum 50 hours supervised driving practice. ***The 6-month period begins on the date the TEP is issued.***
- TELL - Traffic Education Learner License:
  - Minimum age is 14½ to take the DOJ/MVD knowledge test. Expires in one year.
  - Vision screening required
  - Students must pass TELL knowledge test while enrolled in a driver education class. If the class has concluded and the student has not passed the TELL knowledge test, they receive no credit toward their required 6-month learner holding period; the 6-month learner holding period will start over when they pass the knowledge test with the MVD.

# TE06 Year-End Reports are due before July 10

The final report to close out the traffic year program year is the district's TE06 Year-End Report. Submit the TE06 Year-End Report before July 10 to receive the annual Traffic Ed reimbursement for eligible students who took traffic education.

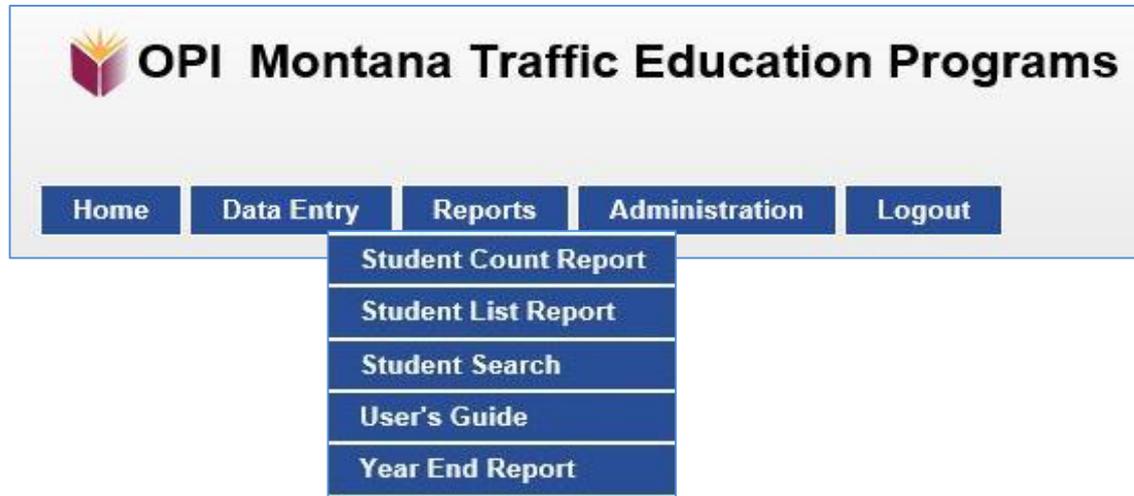
Program cost, total student count and budget expenditures are required.

Without the TE06, the OPI cannot reimburse the district for eligible students taking traffic education. The reimbursement averages \$100 per student.

Students must be age 14.5 on or before the last day of the class to be eligible for reimbursement. Only students completing at least 50% of the classroom instruction and 50% of the behind-the-wheel drives can be reimbursed. A student does not need to successfully complete traffic education to be eligible for reimbursement.

Submit your **TE06 Year-End Report** in TEDRS! Enter the report in the Data Entry section of TEDRS. Contact the OPI for assistance if needed.

# Check out Reports in TEDRS!



- Generate a report of the **Student Counts** entered by the OPI for each student list submitted in a school year.
- See which **Student Lists** are in the system.
- One of the newest functions in TEDRS is the **Student Search** feature. You can search for any student in the system from 2012 to the present and print a completion certificate.
- Read and download the **TEDRS User's Guide**.
- View and print the district's submitted **Year-End Reports**.

# TE06 Year End Reports are due before July 10



Submit the TE06 *Year-End Report* before July 10 to receive the annual Traffic Ed reimbursement for eligible students who took traffic education. Program cost, student counts and budget information are required.

**Thank you for submitting your forms via the OPI's  
TRAFFIC EDUCATION DATA AND REPORTING  
SYSTEM (TEDRS)!**

**We are here to help!**

**Call or e-mail the OPI-Traffic Education Office with any questions.**

**[pborneman@mt.gov](mailto:pborneman@mt.gov) (406) 444-4432**