

TSE

Program Approval

Process

Traffic Safety Education

www.TSEK12@k12.wa.us

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Washington Office of Superintendent of
PUBLIC INSTRUCTION

Traffic Safety Education Forms

<https://www.k12.wa.us/student-success/health-safety/traffic-safety-education/traffic-safety-education-forms>



STUDENT SUCCESS

Resources by Subject Area ▶

Learning Standards &
Instructional Materials ▶

Graduation ▶

Testing ▶

Career & Technical Education ▶

Special Education ▶

Support Programs ▶

Access & Opportunity in
Education ▶

Health & Safety ▼

School Safety ▶

Mental, Social, & Behavioral
Health ▶

Traffic Safety Education Forms

- [Program Approval Application Form SPI/TSE M-365 \(DOCX\)](#)
- [OSPI School District/Instructor Registration \(PDF\)](#)
- [OSPI Program Changes \(PDF\)](#)
- [Vehicle Inspection Form 1477 \(PDF\)](#)
- [Request to Conduct BTW Instructor Course \(DOCX\)](#)
- [Driving Record Request for School District Employees \(PDF\)](#)

Contact Information

Student Transportation
360-725-6120
[Staff Contacts](#)

All TSE Certification and Continuing Education forms are now available at OSPI's [Certification website](#) by accessing E-Certification through OSPI's [Education Data System \(EDS\) Portal](#). Or click on the Electronic Certification button to get started.

Complete details, including screen shots, can be found in the E-Certification School District Personnel Administrator User Guide which is also available [here](#).





**OSPI School District/
Instructor Registration**



If your school district is registered under the Office of Superintendent of Public Instruction (OSPI), use this form to register with us to submit student permit waivers and completion certificates electronically. You must have access to a computer to enter certificates electronically.

Return this completed registration to OSPI Traffic Safety Education
 Email: K12TSE@k12.wa.us
 Mail: OSPI Traffic Safety Education, PO Box 47200, Olympia WA 98504-7200



For help completing this registration, call the Department of Licensing Driver Training Program at (360) 902-3703 or email tse@dol.wa.gov

Please allow two weeks for processing

Registration type

- New
- Renewal

School district

TYPE or PRINT School district name		DOL certificate number
Physical address of school district (Address, City, State, ZIP code)		District (Area code) Telephone number
Mailing address of school district, if different (Address, City, State, ZIP code)		
Contact name (Main point of contact for school district)		
Contact title	(Area code) Telephone number	Email
TSE coordinator	(Area code) Telephone number	Email
Superintendent	(Area code) Telephone number	Email

High schools

1	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (Address, City, State, ZIP code)			
Mailing address, if different (Address, City, State, ZIP code)			
Contact name		Contact title	
(Area code) Telephone number	Email		
2	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (Address, City, State, ZIP code)			
Mailing address, if different (Address, City, State, ZIP code)			
Contact name		Contact title	
(Area code) Telephone number	Email		

Continue to page 2 if you need additional space for high schools.
 Continue to page 3, Instructors and staff, if you don't.

OSPI School District/ Instructor Registration

The information on this form
must match the information in
the
TSE Online Program Data


Application for Program Approval

- This form should be filled out after you have updated the online program data and filled out the District/Instructor Registration
- Highlighted areas must be filled out
- Second page are instructions for you, you do not need to send these to OSPI
- Email to: K12TSE@k12.wa.us

- **DUE DATE – AUGUST 14TH**



Washington Office of Superintendent of
PUBLIC INSTRUCTION

 Washington Office of Superintendent of PUBLIC INSTRUCTION		ESD	CO	DIST
		XXX	XXX	XXX
TRAFFIC SAFETY EDUCATION APPLICATION FOR PROGRAM APPROVAL 2021-22				

District/School Name: _____

District Mailing Address: _____

City: _____ State: _____ Zip: _____

TSE Coordinator Name: _____

E-Mail: _____ Phone: _____

Please indicate if contact information is: Work Home

Washington Administrative Code (WAC) 392-153-014 requires each public school district or private school intending to offer Traffic Safety Education (TSE) to apply annually to OSPI for TSE Program Approval.

Please check off each box verifying completion and compliance:

- TSE instructional staff hold appropriate and valid endorsement or conditional certification and meet continuing education requirements under WAC 392-153.
- All TSE instructional staff maintain a "satisfactory driving record" (submitted annually to the district) as defined in WAC 392-153-010.
- Vehicles used for TSE instruction comply with WAC 392-153-025 and have a current safety inspection according to the requirements of WAC 392-143-070.
- District curriculum and course scheduling are in compliance with WAC 392-153-032 and 392-153-035.
- District has completed DOL's OSPI School District/Instructor Registration form DTS 661-026 and sent to OSPI with the Application for Program Approval.
- All requested program data has been verified / entered in the online "TSE Program Data" database.**

Superintendent or Designee Signature / Title _____ Date _____

Please return this application to Student Transportation and Traffic Safety Education, OSPI, PO Box 47200, Olympia, WA 98504-7200 by **August 14, 2021**. If you have questions, please contact the TSE office, at 360-725-6121, or email K12TSE@k12.wa.us.

- **OSPI Program Change form** doesn't need to be submitted with your Program Approval. The Program Change form is used if something changes after you have received your approval for the year.
- Scan and email the completed application to OSPI at TSEK12@k12.wa.us
- Once approved, the Program Approval Application, School District/Instructor registration and the program approval letter will be emailed to the Superintendent and the TSE Coordinator.
- The School District must submit the approved School District/Instructor Registration form to DOL through the Professional and Business Licensing System. If you have questions, contact DOL at TSE@dol.wa.gov
- If this is not done by August 31st, you will not have access to your account.



TSE Online Program Data

STUDENT SUCCESS

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Support Programs ▶

Access & Opportunity in Education ▶

Health & Safety ▼

School Safety ▶

Mental, Social, & Behavioral Health ▶

Sexual Abuse Prevention ▶

Physical Health & Nursing Services ▶

Healthy Youth Survey

Healthy Schools Washington

Traffic Safety Education

The Office of **Traffic Safety Education** (TSE) at OSPI oversees all traffic safety programs that are administered by public school districts in Washington state. The Washington state regulations that govern traffic safety education are [RCW 28A-220](#) and [WAC 392-153](#).

Our goal is to ensure that all public school traffic safety programs provide students with the skills and instruction necessary to build a lifetime of good driving habits. To accomplish this, the office provides an approval process to verify that the Traffic Safety Education program for each participating school district is in compliance with standards.

TSE Online Program Data

School districts can update their TSE program data using this online tool.

Forms for Download

Forms for download include Vehicle Inspection, Program Approval Application, Traffic Safety Endorsement Application, and more.

Guidance and Helpful Links

Our guidance includes publications from OSPI and the Department of Licensing, and links to other agencies.

[Washington State Driver Training: Required Curriculum \(PDF\)](#)

Contact Information

Traffic Safety

Mindy Smith

360-725-6121

mindy.smith@k12.wa.us



Traffic Safety Education Program Data

CoDistID: District: [Select District](#) [OSPI Home](#) [TSE Home](#) [Help](#)

[Program Data](#) [Personnel](#) **[Vehicles](#)** [TSE Schools](#) [Logout](#)

Traffic Safety Education Program Data for 2021-2022 Last Modified: 4/13/2021 5:00:04 PM [View Printable Version](#)

Coordinator

Coordinator Email

Coordinator Phone

Phases (BTW/Classroom) ▼

Course Length (weeks)

Classroom Hours

BTW Hours

Simulation Hours

Summer Program ▼

Credit Given ▼

Grade Given ▼

Pass/Fail ▼

Student Fee \$

Student Fee Low Income \$

Contracted ▼

Registered with DOL ▼

Contracted With

Last year's TSE completing students (total)

TSE Last year's TSE completing Low-Income students

[Application for Program Approval](#)

Update Vehicle Inspection Information

[Program Data](#)

[Personnel](#)

[Vehicles](#)

[TSE Schools](#)

[Logout](#)

Filter by school

Vehicles List

To modify a record, click on the license plate number. To add a vehicle, click on "Add Vehicle". To add or delete a vehicle at schools, click on the "Add to Schools" or "Delete from Schools" links. To delete a vehicle, click on the red "X".

License Plate No.	Year	Make	Model			
512 	1994	Chevrolet		Add to Schools	Delete from Schools	

Note: Click on "Add Vehicle" only if you are adding a new vehicle not already at any schools.

Add Vehicle

 Click on the License Plate No. 

CoDistID:

District:

Select District

[OSPI Home](#) [TSE Home](#) [Help](#)

[Program Data](#)

[Personnel](#)

[Vehicles](#)

[TSE Schools](#)

[Logout](#)

Edit Vehicle Information

All fields are required. Please provide the Washington State Patrol (WSP) inspection date of the vehicle if available.

Last Modified: 6/10/2002 9:35:10 AM

Year:

Make:

Model:

License Plate No.:

Owned/Leased:

WSP Approved:

WSP Insp. Date:



Save Changes

Cancel

- WAC 392-153-025 (4) Pass a safety inspection according to the requirements of WAC 392-143-070
- This is required to be done yearly before August 31st. It is usually done with the school bus inspections.
- Ask for a copy of the inspection recap- Make sure the vehicle passed the inspection- Update the Online Program with the **correct date.**



Thank you

