# TSE Program Approval Process Traffic Safety Education

www.TSEK12@k12.wa.us

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## **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 <u>Certification website</u> by accessing E-Certification through OSPI's <u>Education Data System (EDS) Portal</u>. 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**

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



Click here to START or CLEAR, then hit the TAB button



#### 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.



K12TSE@k12.wa.us

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

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Renewal							
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ontact name (Main point of contact for scho	ol district)						
ontact title		(Area code) Telephone number		Email			
SE coordinator		(Area code) Telephone number		Email			
perintendent		(Area code) Telephone number		Email			
gh schools							
High school name				Status Add	Delete		DOL certificate number
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Continue to page 2 if you need additional space for high schools. Continue to page 3, Instructors and staff, if you don't.

copy this page if you will need additional space for instructors and stall. Instructors and staff-Required for new and renewal applications. All classroom and behind-the-wheel instructors and staff must register for access to our portal. Attach additional pages if needed. Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type ☐ Staff ☐ Examiner support ☐ Instructor ☐ Examiner ☐ Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type Staff Examiner support Instructor Examiner Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type Staff Examiner support Instructor Examiner Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type Staff Examiner support Instructor Examiner Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type Staff ☐ Examiner support ☐ Instructor ☐ Examiner ☐ Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only ☐ Approved DOL certificate number (Area code) Telephone number Email Registration type Staff Examiner support Instructor Examiner Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only Approved DOL certificate number (Area code) Telephone number Registration type Staff Examiner support Instructor Examiner Knowledge only Name exactly as it appears on their driver license/ID card (Last, First, Middle initial/name) Date of birth (mm/dd/yyyy) OSPI use only



(Area code) Telephone number

DOL certificate number

#### Certification

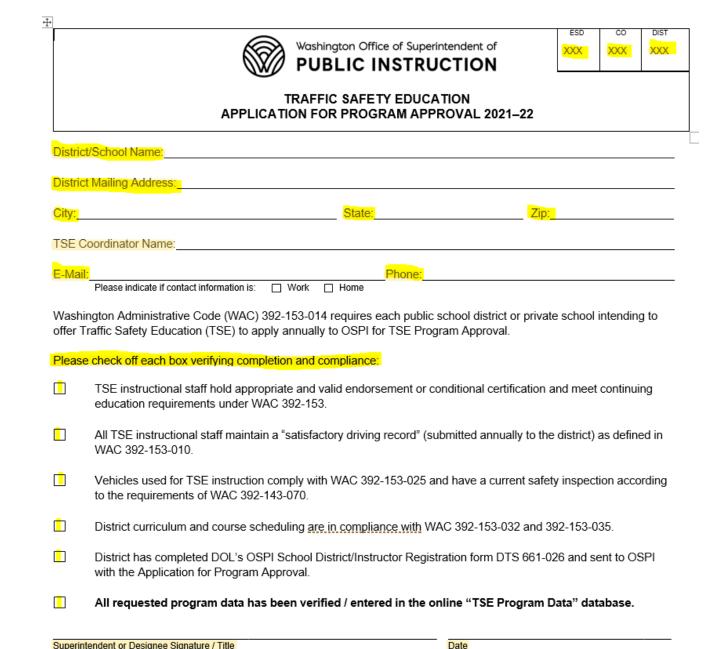
☐ Approved

	education program that follows the approved/ of the Superintendent of Public Instruction and	□ No
2. Does the program meet the course delivery s		□ No
3. Does the program have a record retention po RCW 28A.220.030(5)?	licy in place to meet the requirements of	■ No
Has the school district verified that all instruct Superintendent of Public Instruction to teach	tors are authorized by the Office of the a driver training education course.?	■ No
I certify under penalty of perjury under the laws o	of the state of Washington that the foregoing is true and correct.	
	TYPE or PRINT Name of Superintendent	
	X When you have completed this form, please print it out and sign here.	
Date and place signed	Superintendent signature	

## **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





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 <u>TSEK12@k12.wa.us</u>
- 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 <a href="mailto:TSE@dol.wa.gov">TSE@dol.wa.gov</a>
- 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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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

Program Data	<u>Personnel</u>	<u>Vehicles</u>	TSE Schools	Logout
Traffic Safety Education Program Data for 2021-2022 Last	t Modified: 4/13/2021 5:00:04 PM View Printable Version			
Coordinator		Summer Program		Select V
Coordinator Email		Credit Given		Select V
Coordinator Phone		Grade Given		Select V
Phases (BTW/Classroom)	Range	Pass/Fail		Select 🗸
Course Length (weeks)	0	Student Fee		\$ 0
Classroom Hours	0	Student Fee Low Income		\$ 0
BTW Hours	0	Contracted		Select ✓
Simulation Hours	0	Registered with DOL		Select 🗸
		Contracted With		
		Last year's TSE completing stude	ents (total)	0
		TSE Last year's TSE completing	Low-Income students	0
		Save Changes		
		Application for Program Approval		



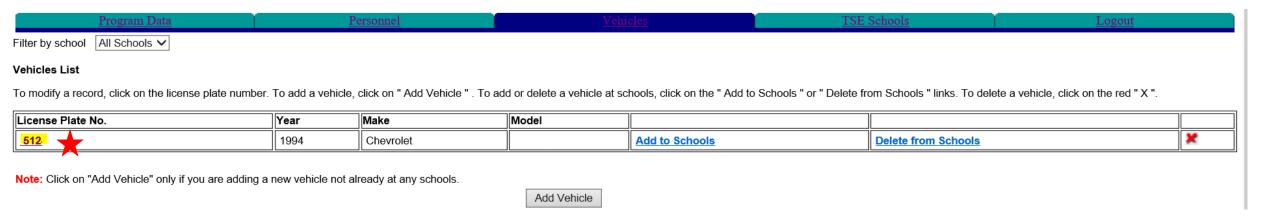
Select District

OSPI Home TSE Home Help

CoDistID:

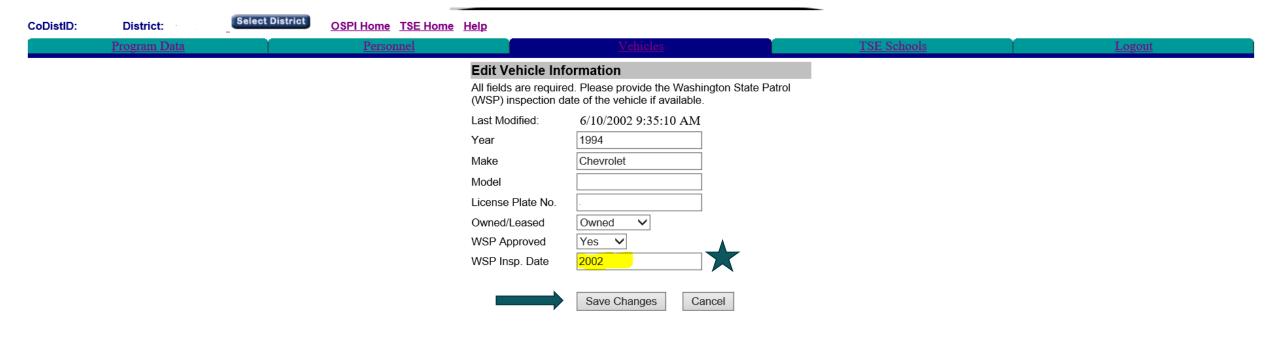
District:

## Update Vehicle Inspection Information









- 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

