

# NEW ALBERTA CLASS 5 PROGRAM

## INTRODUCTION

Alberta Transportation has a mandate to ensure the safety of all those who share the highways of our province. Part of this commitment is accomplished by updating driver education and training programs, like the Alberta Class 5 Program.

## DRIVER EDUCATION PROGRAM PROCESS OVERVIEW

### Current Program

Currently, the Class 5 program consists of classroom and in-vehicle training sessions. For the classroom component, schools must implement their own Driver Programs and Licensing Standards (DPLS)-approved curricula. Only C-endorsed instructors are licensed to teach the classroom curriculum. Upon completion of the classroom session, a 30-minute classroom knowledge exam with 25 questions is administered and students must score a minimum of 80% to pass. For the in-vehicle component, students must score a minimum of 75% to pass. Upon successful completion of the Class 5 program, each student is issued a Course Completion Certificate to be presented to their insurance provider.

### New Program

In the new program, C-endorsed Class 5 schools are mandated to implement the Alberta Class 5 Curriculum, or an alternate curriculum that must be approved prior to use. All Class 5 classroom curriculum must consist of an electronic presentation, an instructor's guide and a student's guide that follow the new guidelines in the Licensed Driver Training Schools Policies and Procedures Manual. After the classroom training, a 45-minute exam with 30 questions is administered and students must score at least 80% to pass. Requirements for passing the in-vehicle training remain the same.

When driver training has been completed at one school, student's records will be entered onto one D.R.I.V.E.R. (DPLS0068) report card. When more than one school is involved, the school providing classroom training will complete the Class 5 Driver Education Student Classroom Record form (DPLS0025) and the in-vehicle school will complete the D.R.I.V.E.R. report card. The school issuing the Course Completion Certificate must ensure that the Student Classroom Record form is attached to the D.R.I.V.E.R. report card for record-keeping.

## PROGRAM MATERIALS

In the new Class 5 program, C-endorsed schools must have the following materials:

- In each classroom:
  - Computer
    - Adobe Reader - download at: <http://get.adobe.com/uk/reader/>
    - Operating System: **PC** – Windows XP, Vista, or 7; **Mac** – OS X 10.5+

- Projector
- Speakers
- Screen
- Driver's Guide to Operation, Safety and Licensing
- Class 5 Driver Education Curriculum: A Guide for Students
- Class 5 Driver Education Curriculum: A Guide for Instructors
- Class 5 Driver Education Electronic Presentation
- Documents:
  - Driving In-Vehicle Evaluation Report (DPLS0068)
  - Class 5 Driver Education Student Classroom Record (DPLS0025)
  - Classroom Curriculum Outline and Approval Checklist (DPLS0026)
  - Licensed Driving Instructor Record of Instruction (DPLS0027)

A tutorial on how to purchase the Class 5 Driver Education Curriculum: A Guide for Students, the new forms and instructions will be provided to attendees at the Class 5 professional development workshops in November 2012.

## **PROGRAM STRUCTURE**

The structures of the classroom session and classroom knowledge exam have also been updated to align with the best educational and training practices.

### **Classroom Component**

- The classroom presentation must use the Alberta Class 5 Curriculum's Class 5 Driver Education electronic presentation, unless an alternate has been approved for use.
- Additional required equipment: computer, projector, screen and software for presenting the electronic presentation.
- Students must receive their own copies of the following to keep for future reference:
  - Class 5 Driver Education Curriculum: A Guide for Students,
  - Driver's Guide to Operation, Safety and Licensing, and
  - Graduated Driver Licensing Program pamphlet.
- Class 5 Driver Education Curriculum: A Guide for Instructors must be used, unless an alternate has been approved for use.

### **Classroom Knowledge Exam**

- The exam will continue to be in English and will have 30 multiple-choice questions. There are NO electronic or translated tests provided by Alberta Transportation.
- Students will have a maximum of 45 minutes to complete the exam.
- Students have three attempts at the classroom knowledge exam. Only one exam attempt is permitted per student per day. Students who fail to pass the

written exam after the third attempt are required to take the Class 5 classroom portion of the course again.

### **CLASS 5 PROGRAM RENEWALS**

All Class 5 instructors will be required to meet minimum requirements to renew instructor's licences to ensure that every instructor becomes familiarized with the current Class 5 Program information and educational practices.

#### **C-Endorsed Instructor Renewal**

- A licensed C-endorsed instructor must submit verification of having delivered a minimum of 60 hours over the 24-month licensing period using the Licensed Driving Instructor Record of Instruction form (DPSL0027).
- The exact hours of instruction must be recorded; estimates are not acceptable.
- A licensed C-endorsed instructor must also submit a completed and verified Driver Training Instructor Licence Application form (DPLS0006).

#### **5-Endorsed Instructor Renewal**

- A licensed 5-endorsed instructor must submit verification of having delivered a minimum of 200 hours over the 24-month licensing period using the Licensed Driving Instructor Record of Instruction form (DPSL0027).
- The exact hours of instruction must be recorded; estimates are not acceptable.
- A licensed 5-endorsed instructor must also submit a completed and verified Driver Training Instructor Licence Application form (DPLS0006).

#### **Instructor Licence Renewal for Senior Instructors**

- A senior instructor must submit verification of having delivered the requirement number of hours over the 24-month licensing period using the Licensed Driving Instructor Record of Instruction form (DPSL0027).
- The minimum requirements for Class 5 classroom is a minimum of 60 hours over the 24-month licensing period. Classroom hours can be a combination of classroom instruction and instructor classroom training and monitoring hours.
- The minimum requirements for Class 5 in-vehicle training is 200 hours of instruction over the 24-month licensing period. In-vehicle training hours can be a combination of in-vehicle instruction and instructor in-vehicle training and monitoring hours.
- The exact hours of instruction must be recorded for each month; estimates are not acceptable.
- A senior instructor must also submit a completed and verified Driver Training Instructor Licence Application form (DPLS0006).

## **CLASS 5 PROGRAM TRANSITION PERIOD**

Authorized Class 5 schools must deliver all components of the new Class 5 Program in accordance with the Licensed Driver Training School Policies and Procedures Manual as of March 4, 2013.

### **Class 5 Curriculum Transition**

- By January 7, 2013, school owners must decide to use the Alberta Class 5 Curriculum or submit a curriculum for review under the new guidelines.
- School owners that decline to implement the Alberta Class 5 Curriculum and fail to submit their alternate curriculum by the **January 7, 2013** deadline will have the classroom endorsement on their driver training school licence cancelled.
- Failure to use an approved Class 5 curriculum by **March 4, 2013** will result in the cancellation of the Class 5 classroom instruction qualification from the school's licence.

### **Class 5 School Opening Postponement**

- During the curriculum implementation process, no applications for new Class 5 driving schools will be accepted.
- There is no date at this time for when new applications will be accepted. At this time, our efforts are focused on the successful rollout of the new curriculum.
- The website has been updated to indicate that no new Class 5 applications will be accepted: <http://transportation.alberta.ca/4936.htm>.
- More information, such as the process for current in-vehicle schools to obtain a classroom 'C' endorsement, will be available on the website in the future.