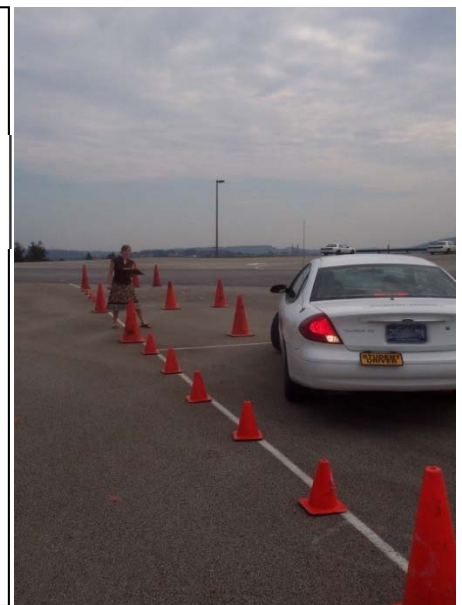




Certified Driver Examiner (CDE) Program Overview



Integrity

Professionalism

Respect

Driver Examiners

DUE DILIGENCE

Proficiency

Equality

Effectiveness



Prepared by:
The American Association
of Motor Vehicle
Administrators

AAMVA INTERNATIONAL DRIVER EXAMINER CERTIFICATION PROGRAM ADMINISTRATIVE SUMMARY

As a result of the growing responsibilities being placed upon driver licensing personnel, the American Association of Motor Vehicle Administrators (AAMVA) membership determined it was necessary to create programs that encouraged driver licensing examiners to increase their knowledge and competence. In 1980, AAMVA and the National Highway Traffic Safety Administration (NHTSA) began development of an examiner certification program. The Certified Driver Examiner (CDE) program was finalized and approved in 1982.

The Certified Commercial Examiner (CCE) component was created in 1997 to assist jurisdictions with training their Commercial Driver License (CDL) examiners. The third component of the program, the Certified Motorcycle Examiner (CME), was developed in cooperation with the Motorcycle Safety Foundation (MSF). The Certified Commercial Third Party Tester (CTT) was established to upgrade the level of training and to provide an avenue for third-party testers to meet the same level of requirements as jurisdictional examiner personnel.

The testing and licensing of drivers requires a high quality of excellence and uniformity amongst driver license examiners. The International Driver Examiner Certification (IDEC) CDE Program assists in ensuring that examiners have met the minimum knowledge and skills training requirements for conducting licensing tests. Quality training and education contributes to the safety of individual drivers on the nation's highways. The IDEC training materials were developed to assist jurisdictions in meeting these goals.

The Certification Program is based on the premise that for driver licensing examiners to be recognized as professionals, there must be an international program to assure the public, the institutions served and the government of the competence and quality of the practitioners in the field.

The specific objectives of the Program are to:

- (1) improve the efficiency and effectiveness of driver examining personnel,
- (2) upgrade the professionalism of driver examiners, and
- (3) establish standards for driver examiner training that will assist individual Jurisdictions in the delivery of their training programs.

The IDEC Board administers the program for AAMVA. The Board consists of a chairperson, a vice chairperson, one member from each AAMVA region, and a Canadian jurisdiction representative. AAMVA serves as program secretariat and provides staff assistance to the Board.

Purposes of the Program:

- Give recognition to driver licensing examiners who have demonstrated adherence to the principles and recommended practices of driver examining.
- Encourage and assist driver examiners in maintaining and increasing their knowledge and competence through continuing education and professional development opportunities.
- Promote highway safety and protect the public interest by accrediting driver licensing examiner training programs and certifying examiners who meet the program's standards.
- Increase public understanding and acceptance of driver licensing professionals as essential personnel in combating fraud.
- Achieve uniformity in training and driver licensing examination practices in accredited jurisdictions.

Benefits to a participating jurisdiction:

- Recognition of a standardized training program that meets internationally established practices and could assist in reducing jurisdictional examiner liability.
- Encouraging examining personnel to increase their knowledge and competence.
- Provides a tool for professional development; requiring examiner to successfully complete and pass additional training qualifications.
- Protecting public interest by providing consistent examiner training.
- Providing support in fraud reduction.
- Endorsing the concept of examiners as highway safety experts.
- Recognition of examining personnel as professionals in their field.
- Increasing operational efficiency through the use of better trained examiners.

Accreditation and Certification of a Program

- As outlined in the International Driver Examiner Certification (IDEC) Program Manual, a jurisdiction may be accredited by the Board to administer training, conduct examinations and recommend applicants for certification designations.
- An examiner may be certified after successfully completing the program requirements and being recommended by the accredited jurisdiction.
- Failure to comply with or satisfy any provisions of the program requirements may result in the withdrawal of a jurisdiction's accreditation.
- Failure to comply with the established Code of Ethics may result in loss of individual examiner certification.
- Reinstatement of a jurisdiction's accreditation is subject to satisfactory review and approval of the program by the IDEC Board.
- Reinstatement of an individual certification is placed with the accredited jurisdiction but subject to review by the IDEC Board.

To apply for accreditation, the jurisdiction must complete the enclosed forms and provide documentation that supports the driver examiner training program.

Please include all details about the training program and refresher training conducted. This information is necessary for the IDEC Board to determine whether a jurisdiction's training program meets the requirements and will become accredited. All decisions are made by the IDEC Board.

Please enclose the following information when applying for accreditation:

- Cover letter
- Contact person for the program
- Course syllabus / agenda (outlining all topics covered and hours of instruction)
- A copy of all training materials
- Description or outline of all refresher training conducted over a four 4-year certification period (includes any training that applies to testing, i.e., conferences, workshops, refresher training courses, update training sessions, dealing with the public, sensitivity training, monitoring, etc.)

Accreditation of a jurisdiction is based upon an in-place examiner training program that includes but is not limited to:

- Principles and standards for driver licensing
- Driver Licensing Compact, Non-Resident Violator Compact, Driver's License Agreement and Canadian Driver's License Agreement
- Privacy laws, Highway Traffic Act (Canada) or Uniform Vehicle Code (US)
- Examiner duties and conduct
- The licensing process
- Driver licensing systems (PDPS, SSOLV, NDR, etc.)
- Public relations and communications
- Driver license laws in the individual jurisdiction
- Conducting examinations

Requirements for accreditation:

- **Must** be a member jurisdiction in good standing with AAMVA
- **Must** successfully complete accreditation requirements
- **Must** meet all requirements of the core check list
- **Must** provide all examiners with refresher training

To qualify for **Certification**, an examiner must:

- Meet jurisdictional education requirements
- Hold a valid driver license
- Have no loss of driving privileges within one (1) year prior to application
- Satisfactorily complete forty (40) hours of an approved training program
- Successfully administer the skills/road test(s)
- Pass an end of course examination with 80% or better
- Complete the application

To qualify for **Recertification**, an examiner must:

- Have no loss of driving privileges over the previous four (4) years
- Successfully complete forty (40) hours of refresher training over the four (4) year certification period
- Conduct at a minimum, ten (10) skills/road tests per year
- Meet jurisdictional requirements

To submit examiners for **Recertification**, the jurisdiction's contact person must:

- Receive from AAMVA a list of active / eligible certified examiners who's certifications are due to expire
- Review and confirm the status of each certified examiner
- Provide AAMVA with changes and updated information for each certified examiner
- Complete and submit the CDE Examiner Certification Renewal Form for all eligible examiners

**CERTIFIED DRIVER EXAMINER
(CDE)
ACCREDITATION APPLICATION**

Accreditation Application for Certified Driver Examiner

Person completing application form:

Name:
Title:
Address:
Telephone:
Fax:

CDE Contact Person:

Name:
Title:
Address:
Telephone:
Fax:

Total hours of initial training for driver examiners: _____ hours

Total hours of refresher training for examiners: _____ hours

Please provide a description of the refresher training conducted:

Please enclose the following items:

- Application for Accreditation
- Course Outline / Agenda
- Checklist of Knowledge Requirements
- Copy of training curriculum

(Signature of person completing application)

(Date)

(CDE)
CHECKLIST OF KNOWLEDGE
REQUIREMENTS

CHECKLIST OF KNOWLEDGE REQUIREMENTS FOR PROGRAM EVALUATION

The information and materials requested in this document are intended to assist in the evaluation of jurisdictional programs and training curriculums. Please compile the requested information and materials (exhibits, agendas, copies of documents, examples, lists, etc.) as defined in this document and forward to AAMVA for the IDEC Board's review.

The checklist outlines and defines the knowledge requirements that comprise the major body of information needed for the IDEC Board to evaluate the jurisdiction's examiner-training program and curriculum.

This document is made up of four major program areas:

- I. Training Structure
- II. Core Curriculum
- III. Evaluation Process
- IV. Refresher Training

Provide the following information when submitting your materials for accreditation:

I. TRAINING STRUCTURE

This checklist outlines and defines the basic units of instruction containing the minimum knowledge requirements identified by the IDEC Board for driver licensing examiners to be certified. Please check the appropriate space corresponding to the requirements that are existing elements of the jurisdiction's training program. **Please provide documentation.**

A. Instructional/Examiner Materials

- _____ 1. Identify, by listing, major materials, devices and aids available for instructor use in classroom and on-the-job training.
- _____ 2. Identify, by listing, instructional materials used by the examiner trainee in classroom and on-the-job instructional settings.

B. Training Time

- _____ 1. Provide a schedule of time (clock hours) spent for each applicable instructional format (classroom/online, lab, on-the-job, etc.).
- _____ 2. Provide a schedule of time spent for each of the 12 basic units of instruction as defined in Section II (Core Curriculum) of this document.

II. CORE CURRICULUM

Please check the appropriate space corresponding to the requirements that are existing elements of the jurisdiction's training program:

A. Orientation

- 1. Functions of the department
- 2. Overview of traffic safety
- 3. History and background of driver licensing

B. Principles and Standards

- 4. Purpose of driver licensing
- 5. Legal aspects of driver licensing
- 6. Driver License Laws and Regulations
- 7. Driver Testing Standards

C. Compacts, driver systems, privacy acts, and safety agencies

- 8. Compacts; DLC/NRVC/DLA/CDLA
- 9. Highway Safety Organizations; DMV, MVA, NHTSA, FMCSA, FHWA
- 10. Driver Licensing Systems; CDLIS, SSA, SSOLV, FIPPA, DPPA

D. Professional Conduct

- 11. Public relations and communications
- 12. Handling complaints
- 13. Professional appearance and demeanor
- 14. Examiner code of ethics

E. Duties of the Examiner

- 15. Professional pride and public service
- 16. Duties performed

F. Driver License Laws

- 17. Familiarization with laws relating to driver licensing
- 18. Administrative procedures and rules
- 19. Identifying and handling a problem driver

G. Conducting Examinations

- _____ 20. Vision screening
- _____ 21. Medical screening
- _____ 22. Knowledge and road sign tests
- _____ 23. Skills/Road tests
- _____ 24. Handling special cases

H. Licensing Procedures

- _____ 25. Receiving the applicant
- _____ 26. Identification of applicant
- _____ 27. Minor's signature/certification
- _____ 28. Instruction permit
- _____ 29. Original license
- _____ 30. Duplicate license
- _____ 31. Renewal
- _____ 32. State/provincial identification card
- _____ 33. Handling applicants with language barriers
- _____ 34. Photographing applicants
- _____ 35. Concluding services

III. EVALUATION PROCESS

Define your program's current methods of evaluating examiner trainees. Provide a description, explanation or copy of the following:

A. Knowledge/Practical Examinations

- _____ 1. Written Knowledge Tests used to measure trainee's fulfillment of knowledge requirements.
- _____ 2. On-the-Job Practical Hands-On Tests used to assess trainee's skill in giving directions, observation techniques, and overall ability to administer and score each component of the skill/road test.
- _____ 3. Method of Evaluation for a typical trainee -- describe when and how a typical trainee is evaluated.

IV. REFRESHER TRAINING

Please check the appropriate space corresponding to the requirements that are current elements of the jurisdiction's refresher training program. **Please provide documentation.**

A. Format

- 1. Formal classroom instruction.
- 2. In-service training (hands-on experience away from the actual job location, such as annual session at a centralized training facility.)
- 3. Combination classroom and in-service training.
- 4. Other (please provide specific details).

B. Training Time/Subject Matter

- 1. Provide a schedule of time (clock hours) spent each year (per examiner) for each applicable instructional format (classroom, in-service, etc.).
- 2. Provide a breakdown of the subject matter areas and the amount of time devoted to each, on a yearly basis.

C. Method of Evaluation

- 1. Provide a description and/or explanation of the way examiners are evaluated during refresher training sessions.

PROCEDURES FOR (CDE) EXAMINER CERTIFICATION AND APPLICATION FORM

PROCEDURES FOR EXAMINER CERTIFICATION

Each Examiner will be required to complete the following five steps:

- (1) Training - Each applicant must successfully complete their jurisdiction's accredited training program as a driver examiner.
 - a. This requirement limits applications strictly to driver examiners who are authorized to conduct skills/road tests for the licensing of drivers.
 - b. Examiners are not eligible for certification until they successfully complete the forty hours of instruction of an accredited training program.

- (2) Examination - Each applicant must pass the end of course certification examination.
 - a. A copy of the certification examination and answer sheet will be provided to the jurisdiction's contact person upon approval of the accreditation application. It will be necessary to make sufficient copies of the examination and provide one for each applicant. Please keep copies of the examinations in a secure location.
 - b. You may utilize other personnel, such as supervisors, to assist in conducting the examinations as you see fit. Protect the integrity of the examination at all times. Provide copies **only** to applicants taking the examination and collect them upon completion.
 - c. Applicants should not be allowed the use of reference material during the end of course examination.
 - d. Use of the answer sheet must be strictly limited to scoring examinations. Do not provide copies to anyone. A **passing score of 80%** is required for IDEC Certification (you must answer forty (40) out of fifty (50) questions correctly) to successfully complete the examination.
 - e. It is permissible to review incorrect answers with an applicant. **Do not** allow the applicant to retain a copy of the examination.
 - f. Applicants that do not pass the examination should be advised to go back and study the training materials and information to prepare for re-examination. A second disqualification on the certification examination is considered indicative of a training problem and one that must be assessed. Further examination would not be allowed until you indicate such training has been conducted and the applicant is better prepared.

- (3) Application - After having attained a passing score on the examination, each certification applicant must complete an individual application form.
- a. Enclosed is a copy of the application form. It will be necessary to produce sufficient copies to provide one to each applicant.
 - b. Please review applications before submission. Make sure names are legibly printed or typed and the application is completed in full.
 - c. Enter the name of your jurisdiction and the applicants' examination score, the person designated by your jurisdiction, as responsible for approving applications in the space provided.
 - d. Follow the processing instructions on the application form. If the jurisdiction is paying the application fees, a single payment is acceptable to cover all applications being submitted.

(4) Awards - Approved applicants will be issued a certificate.

- a. Certificates will be mailed to your jurisdiction's motor vehicle administrator for signature and presentation. Please allow 30 days for delivery.
- b. Award certificates will have an expiration date. Certification requires renewal within four years. Renewal will be based upon meeting in-service training programs/re-fresher training requirements. Motor vehicle administrators will be notified of the renewal procedure prior to expiration. **Examiners must at a minimum, conduct 10 skills/road tests per year to be eligible for renewal.**
- c. Optional items are available (pins & patches) for purchase by certified driver examiners.
- d. All active certified examiners are eligible for nomination of the IDEC Jurisdictional Examiner of the Year Award and the International IDEC Outstanding Examiner of the Year Award.

INTERNATIONAL CERTIFIED DRIVER EXAMINER APPLICATION

NAME _____
(First) (Middle) (Last)

Title _____

Email _____

Employed By: (Division/Department) _____

(Mailing Address) _____

I am authorized, by my jurisdiction to conduct Driver Examiner tests for the licensing of drivers. I hereby am making application and attest to the following for International Certified Driver Examiner Certification:

	Yes	No
1. I currently hold a valid driver license.	___	___
2. I have met my jurisdictions educational requirements	___	___
3. Within the one (1) year prior to my submitting this application, my driver license has neither been suspended nor revoked	___	___
4. I have satisfactorily completed the Certified Driver Examiner training program	___	___
5. I pledge that my examiner activities will be conducted in accordance with the International Driver Examiner Certification (IDEC) Program's Code of Ethics	___	___

I understand and agree that I may be decertified by my said jurisdiction and AAMVA for loss of my driving privileges or if I am convicted of a felony.

DATE _____ Signature of Applicant _____

ADMINISTRATIVE ACTION:

I, the administrator of the driver license program for the state/province of _____ have reviewed this application and by my signature, attest to the individual's eligibility and satisfactory performance for Certified Driver Examiner testing.

TEST SCORE _____ CERTIFICATE # _____

SIGNATURE _____

TITLE _____

JURISDICTIONAL PROCESSING FOR EXAMINER CERTIFICATIONS

Each jurisdiction submitting individuals to be certified into the International Driver Examiner Certification Program must forward to the AAMVA Secretariat, the following:

1. Completed applications, including the final grade. Only those passing the exam need to be forwarded to AAMVA.
2. Payment covering the processing of applications (**\$15 per original application**), postage and handling fees (see below) and optional purchase of lapel pins or patches. Checks or money orders must be in U.S. dollars and made payable to AAMVA.

REMINDER

1. A score of **80%** (correctly answer 40 out of 50 questions) or better is a passing score.
2. Applications must be forwarded to the AAMVA IDEC Secretariat.
3. Certification is valid for four (4) years. Each jurisdiction will be notified of renewal procedures.

Mail all applications, examinations and payments to:

AAMVA
IDEC Secretariat
Attn: IDEC Program
4401 Wilson Boulevard
Suite 700
Arlington, VA 22203

POSTAGE AND HANDLING FEES

Postage and handling fees are assessed when returning certificates, pins or patches.

Up to 10 Items	= \$ 5.00
11 - 40 Items	= \$ 7.00
41 - 60 Items	= \$ 9.00
61 - 100 Items	= \$11.00

**AAMVA IDEC
CDE / CME / CCE / CTT Fees**

Initial **CDE** Certification - \$15
Renewal **CDE** Certification - \$5
(4 year renewal period)

Initial **CME** Certification - \$15
Renewal **CME** Certification - \$5
(4 year renewal period)

Initial **CCE** Certification - \$15
Renewal **CCE** Certification - \$5
(4 year renewal period)

Initial **CTT** Certification - \$100
Renewal **CTT** Certification - \$50
(4 year renewal period)

Initial **CCKE** Certification - \$5
Renewal **CCKE** Certification - \$5
(4 year renewal period)

Replacement Certification - \$5

IDEC lapel pin - \$5.00

IDEC Patch - \$5.00

AAMVA IDEC PROFESSIONAL CODE OF ETHICS

It shall be the guiding purpose and the individual duty of every International Driver Examiner:

P ***Professionalism***

Examiners should model exemplary personal and professional behaviors. Customers should be met with prompt and courteous service. Staying informed of organizational changes and developments in the traffic safety related field increases an examiners proficiency and effectiveness when performing their job.

R ***Respect***

Respect others as you would want them to respect you. Listen actively to each individual's problem or question; customers are seeking your assistance to help solve a request for assistance. Do your best to exhibit a patient, upbeat and positive attitude with everyone.

I ***Integrity***

The success of a driver examiner is driven by personal integrity. Uphold the honor of your profession by abiding to the professional guidelines and examining standards. Review your work performance standards and code of ethics periodically.

D ***Due Diligence***

Exercise due diligence with all examinations and practice only such authority that has been duly entrusted for the position. Handle all interactions with diplomacy and tact.

E ***Equality***

Use your professional expertise and experience to evaluate each applicant equally and fairly. Your job is to make sure the minimum requirements to operate a motor vehicle safely are met. Most importantly, remember you are a Certified Driver Examiner (CDE) and are the first line of defense to ensuring the safety of our roads.