



**Department of
Public Safety**

Abbreviated Adult Split Licensing: A Resource Guide for Enterprises and Instructors

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What is *Split Licensing*?

Split licensing, put simply, is a split of the two parts that make up full Abbreviated Adult licensure in Driver Training. If you wish to become a Split Licensed instructor, you must choose to teach Classroom only *or* Behind-the-Wheel only, and will receive a Classroom-Restricted or Behind-the-Wheel-Restricted license. This means that once you receive your probationary license (and beyond) you are **only** allowed to teach what your license states.

Split licensing also exists for Class D instructors. If you are already a split licensed, Class D instructor, you may also become a split licensed Abbreviated Adult instructor. Whatever split license you hold for Class D will correlate to whatever split license you train for in Abbreviated Adult. For example, if you hold a Classroom restricted license in Class D, then you may only be licensed as a Classroom restricted Instructor for Abbreviated Adult.

If you do have a restricted license and want to go to a full license, you may do so. To go from a restricted license to a full license, additional training is needed, and is covered on page 8.

I'm a Regular Citizen Inquiring about Abbreviated Adult Split Licensing

If I want to become an Abbreviated Adult Driver Training instructor for both Classroom and Behind-the-Wheel (Full Licensure) I need...

- ▶ 8 hour online Basic Instructor Course.
- ▶ 1 hour of classroom training on policies, procedures, and paperwork.
- ▶ 8 hours of theory completed in-person or virtually. Theory consists of: observation and review of instructional methods covering all classes in the required minimum topics, and includes assessment.
- ▶ 1 hour of Behind-the-Wheel administrative training on policies, procedures, and paperwork.
- ▶ 8 hours of Behind-the-Wheel training while I observe and/or teach.
- ▶ 2 hours (minimum) of assessment while teaching a student Behind-the-Wheel.

This equates to 28 hours of training for a probationary license. After I receive my probationary license, I will be required to go through a 180 day probationary period.

If I want to become a classroom-restricted Abbreviated Adult Driver Training Instructor I need...

- ▶ 8 hour online Basic Instructor Course.
- ▶ 1 hour of classroom administrative training on policies, procedures, and paperwork.
- ▶ 8 hours of theory completed in-person or virtually. Theory consists of: observation and review of instructional methods covering all classes in the required minimum topics, and includes assessment.
- ▶ 1 hour (minimum) of assessment while teaching a class session virtually or in person.
- ▶ 4 hours of Behind-the-Wheel observation.

This equates to 22 hours of training for a probationary license. After I receive my probationary license, I will be required to go through a 180 day probationary period.

If I want to become a Behind-the-Wheel-Restricted Driver Training Instructor I need...

- ▶ 8 hour online Basic Instructor Course.
- ▶ 4 hours of theory completed in-person, virtually, or online. Theory consists of: observation and review of instructional methods covering all classes in the required minimum topics.
- ▶ 1 hour of Behind-the-Wheel administrative training on policies, procedures, and paperwork.
- ▶ 8 hours of Behind-the-Wheel training.
- ▶ 1 hour (minimum) of assessment while teaching a student Behind-the-Wheel.

This equates to 22 hours of training for a probationary license. After I receive my probationary license, I will be required to go through a 180 day probationary period.

Relevant Links & Form Numbers

- ▶ **Online Basic Instructor Course (Class D, Online, Disability)**
 - › Course ID: WBT658
- ▶ **DTO 0128** (Documentation of New Abbreviated Adult Restricted Instructor Training)
- ▶ Split Licensing Training Requirements at a Glance (see page 7)

Abbreviated Adult Split Licensing Training Requirements at a Glance

Full Licensure <i>28 hours total</i> ▶ 8 hour Basic Instructor Course ▶ 1 hour Classroom Administrative Topic Training ▶ 8 hours Classroom observation & co-instruction; including Assessment ▶ 1 hour Behind-the-Wheel Administrative Training ▶ 8 hours Behind-the-Wheel observation & co-instruction ▶ 2 hours Behind-the-Wheel assessment	Restricted Classroom Only <i>22 hours total</i> ▶ 8 hour Basic Instructor Course ▶ 1 hour Classroom Administrative Training ▶ 8 hours Classroom Theory* ▶ 4 hours Behind-the-Wheel observation ▶ 1 hour Classroom assessment <i>*Theory can be completed in-person or virtually.</i>
Restricted Behind-the-Wheel Only <i>22 hours total</i> ▶ 8 hour Basic Instructor Course ▶ 4 hours Theory* ▶ 1 hour Behind-the-Wheel Administrative Training ▶ 8 hours Behind-the-Wheel training ▶ 2 hours assessment Behind-the-Wheel <i>*Theory can be completed online, in person, or virtually.</i>	Restricted Licensure to Full Licensure <i>6 hours total</i> ▶ Required Behind-the-Wheel ✦ 4 hours observation or instruction Behind-the-Wheel ✦ 1 hour Behind-the-Wheel assessment ✦ 1 hour Behind-the-Wheel form review ▶ Required Classroom ✦ 4 hours co-teaching classroom, in person or virtual ✦ 1 hour Classroom assessment ✦ 1 hour Classroom form review

Restricted Licensure to Full Licensure

The Ohio Driver Training Program is aware that current restricted Abbreviated Adult licensed instructors are accustomed to instructing students in either classroom or Behind-the-Wheel. If restricted instructors wish to expand their licensure to *full* licensure, a brief training in either classroom or Behind-the-Wheel will be required. The Adult Coordinator will be responsible for oversight of this training. A competent instructor may assist. Either a 1-hour classroom or 1-hour behind-the-wheel assessment, whichever is applicable, is required after completion of the training. The Adult Coordinator shall complete the assessment portions.

Below are the required topics and hourly breakdown for going from restricted licensure to full licensure. Each training equates to six hours, and should be completed with a fully licensed instructor or Adult Coordinator:

► Required Behind-the-Wheel

- › 4 hours teaching Behind-the-Wheel
- › 1 hour Training Manager assessment Required Classroom
- › 1 hour Training Manager assessment

► Required Classroom

- › 4 hours teaching classroom
- › 1 hour Training Manager assessment
- › 1 hour Classroom form review

Please see form number **DTO 0127** (Abbreviated Adult Restricted Instructor Training for Full Licensure) for more information.

Current Class D Instructors Adding Abbreviated Adult

Current licensed Class D instructors are accustomed to instructing students, filling out required forms, and teaching from the curriculum. Due to this existing experience, a brief training of the Abbreviated Adult program and curriculum will be required in order for a currently licensed Class D instructor to become licensed to be an Abbreviated Adult instructor. The below two hour training breakdown is required:

- ▶ 15 minutes Abbreviated Adult Program overview
- ▶ 45 minutes instructing adults vs. teens
- ▶ 20 minutes requirements for instructors
- ▶ 40 minutes Abbreviated Adult curriculum

Please see form number **DTO 0220** (Abbreviated Adult Instructor Training for Currently Licensed Class D Instruct) for more information.

Instructors Taking Online Programs

If you are an instructor that has elected to do your **Behind-the-Wheel-Restricted licensure**, please see the guidelines below for completing the theory portion of the license. These guidelines are specifically geared towards those who elect to do the theory portion **through an online provider**.

- ▶ In order to complete the theory via an online class, each instructor must reach out to the online provider themselves to enroll in the course.
- ▶ Each instructor may be charged a fee to take the course through the online provider.
- ▶ The instructor will take the online course as if they were a student themselves.
- ▶ Since the instructor is taking the course as a student, the course will not be modified. This means that all restrictions- such as breaks, timing, and final exams- will not change.
- ▶ After completion of the course, the instructor must be issued a certificate of completion. This certificate will then be uploaded with their application.

FAQs

If I choose to restrict my license, can I later decide to upgrade to a full license?

- ▶ Yes! See page 6 for information.

Is the probationary time frame different for split licenses?

- ▶ No, the probationary time frame remains the same for all licenses, split or otherwise.

If I am moving from a restricted instructor to full licensure, do I have to go back on probation?

- ▶ No, the probationary period was already served. Once the application to move to full licensure is approved, the instructor's license will reflect full licensure.

If I have a restricted license, am I able to teach beyond my restriction?

- ▶ No! You are only able to instruct in what you are licensed for.

What does it mean to observe or teach Behind-the-Wheel during training?

- ▶ There are three ways that you can observe or teach behind-the-wheel: In all of these situations, you, the probationary instructor, are the trainee.
 - › Instructor driving, trainee in the front seat. (Drive Time)
 - › Trainee driving, instructor in the front seat. (Teach)
 - › Student driving, instructor in the front seat, trainee in the back seat. (Observe)

What happens if my probationary period is interrupted?

- ▶ The same probationary rules apply. If your probation is extended or frozen, your school will still be required to submit the appropriate assessment to the Driver Training Program Office to pass probation.

What if I need to pause my probationary period?

- ▶ Communication needs to be made with the Driver Training Program Office. Please contact Driver Training at drivertraining@dps.ohio.gov and communicate the need and reasoning.

If I'm currently a Class D instructor who is adding Abbreviated Adult, will I have to go back on probation?

- ▶ No! If you are currently on probation from when you were licensed as Class D you will finish that probationary period. No additional time will be added.