

Driver and Traffic Safety Education Program

Read the entire website **including each form**. Listed below are the instructions each private high school and its instructors must follow in order to participate in the DTSE Program and Third Party Testing

Instructors must submit the following items:

- DPS-DE-1 form
- Professional Educators Certificate including the DTSE certification for verification prior to participating in the DTSE Program.
- Each private high school administrator must complete and submit a W-9 form to ALEA Accounting Department.
- Signed Memorandum of Understanding
- A letter from the administrator providing the following information:
 - A point of contact for the VPN Account. (DTSE Instructor)
 - Provide the months of service needed for the VPN account.
 - Fiscal year (October - September)
 - Fee is \$300.00
 - Summer only (June - August)
 - Fee is \$90.00

The DTSE Instructor must have the student's Parent Permission form completed and signed.

DTSE Instructors must register online all students participating in the DTSE and Third Party Testing Program, but only approve students who successfully pass the Third Party Skills test.

DTSE Instructors must follow the Administration of the DTSE Program and comply with the Third Party Testing information form.

When a private high school submits a W-9 and the instructor's certifications are verified, the instructor will receive an email with instructions on using the online registration (VPN) system.

Contact Information

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