

Provisional Certification:

Candidate instructors who successfully complete the course will be issued a provisional certification which will allow them to co-teach in classroom and teach restricted In-vehicle coursework for a period of one year within your organization.

Once all of the candidate instructor requirements are met (within one year), your instructor will be able to apply for full certification.

The provisional certification does not transfer to another provider and is not renewable.

Company Name
Street Address
City, ST ZIP Code

Recipient Name
Address
City, ST ZIP Code

Instructor Training – The Provider Model

The Provider Model Training Program is an alternate training method for Traffic Safety Education in Oregon.



The Provider Model

Benefits:

1. Gets a candidate instructor “on the ground” faster than the standard training model. Candidate instructors begin co-teaching sooner.
2. The standard course schedule doesn’t always meet a provider’s needs. As a provider, this model allows you to train your candidate instructors on your timeline.
3. As a provider, you will be able to evaluate your candidate instructor throughout the training program and provide the necessary guidance and feedback to ensure they are the right fit for this profession and your program.
4. Provider's philosophy understood by student. Providers can include their standard new employee orientation into the training program.
5. The Provider Model relies heavily on co-teaching experience under the supervision of a mentor. Therefore, the Candidate Instructor receives much more practice and opportunity for improvement than the standard model.

Submit your Proposal and Candidate Instructor (CI) documentation:

Be in good standing with ODOT-TSD Compliance Program

Identify and enlist a Trainer of Trainers (ToT). As a provider, you are responsible for compensation for the ToT training time.

Each proposal must include:

1. Training Approach - overall training plan explaining how you will use / adjust the approved ODOT curriculum.
2. Training Schedule for each day of training.
3. How will you test and evaluate your candidate instructors, how will you ensure that the candidate instructor meets any additional requirements (if any) and applies for permanent certification before the end of the training year.
4. Co-Teaching: Identify who the Mentor will be for your candidate instructor and how the ToT will interact with the mentor and CI during this process.

5. Provide Western Oregon University the following required documentation for each candidate instructor.

- Scanned copy of Driver License
- Scanned copy of First Aid certification (if available)
- Scanned copy of CPR certification (if available)

Send completed proposals to trafficsafety@wou.edu.

Notification of Approval:

Please allow adequate time for review and approval of the proposal. Courses may not begin until approval has been received via email.

Once you have been notified by WOU that your course has been approved you are free to conduct your course as outlined in your proposal.

- Request and pay for course materials through WOU. NOTE: Please allow one (1) week from order date for delivery of materials.
- If there is a need to adjust a date, please contact WOU. ToT resources are often assigned to other courses and we want to avoid scheduling conflicts.