

**Driver Education
Student Enrollment
Certificate
INSTRUCTION SHEET**

State Department Public Safety (DPS)

State Department of Education (SDE)

Note: Access this form on our Web site: [Driver's Education Certificate Instructions](#)

Enrollment/Completion Certificate is located on [Single Sign On](#)>The Wave>Resources>Documents> Driver's Education Forms. The form is a fillable PDF and must be notarized to be accepted at any DPS office. At this time, only the Superintendent and District Administrator have access to the form.

"ILLEGAL DISTRIBUTION OF ENROLLMENT CERTIFICATES CAN RESULT IN PROSECUTION"

- **Issue enrollment certificates at any time during course, but no earlier than first day of class. Fill out **ONLY** the "Enrollment" portion of the certificate at this time.**
- Student name on the certificate must be typed **exactly as it appears on birth certificate.** DPS will not issue permit unless the name on the certificate and the birth certificate name are exactly the same.
- **A student who loses a certificate** may be issued a replacement certificate.
- When a student completes and passes the Driver Education (DE) course, the instructor **then** fills out the "Certificate of Completion" portion of the certificate for any auto insurance purposes. **Do not fill out "Certification of Completion" side of certificate until after the course is completed.**
- The following forms are **required to be in the driver education vehicle during course** instruction: (1) SDE and DPS approved Instructor Certification, Assurance, and Permit (ICAP) *pink copy*; (2) completed student roster; and (3) DE Permit.

WHEN A STUDENT IS READY TO TAKE A WRITTEN DPS EXAM FOR A LEARNER'S PERMIT: (Minimum Age 15 1/2) The student must take the notarized Certificate of Completion, completed Documentation of Enrollment Status, Documentation of Reading Proficiency, and certified Birth Certificate to the DPS Examiner (any location). If the documents are valid and the age requirement is met, the student will be eligible to test for a Class D Restricted Learner's Permit (requires a licensed driver at least **21 years of age** to be in the front seat with student). **NOTE:** Only the "Enrollment" side of the certificate needs to be completed for the DPS exam.

Reminder: Driver Education Student Enrollment Certificates are still required by DPS and SDE.

***OFFICIAL RECORD OF CERTIFICATE ISSUANCE**

***Regional Accreditation Officer will review this data at the end of the fiscal year.**

KEEP THIS COMPLETED FORM ON FILE AT YOUR SCHOOL SITE.

(DUPLICATE blank copies as needed.)