

## DTSE Insider's Tips

Mary is the dedicated staff responsible for the verification of Driver & Traffic Safety Education (DTSE) documents, including program and teacher approvals. Periodically, she will provide some DTSE tips: sharing her insights on DTSE best practices.

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### **MV-283 email "How to"**

Many of you have been calling and asking for advice on how to give your programs more "ownership". Having a MV-283 cardholder (lecture teacher) on staff is the easiest way of doing this.

Any current or retired teacher can get their MV-283 card. The process is fairly straightforward and not terribly difficult. The person interested in the credential must take a total of 12 college level credits. After the first 6 credits are completed, a Provisional credential may be requested. The Provisional MV-283 is good for up to 4 years. This means that the teacher has up to 4 years to complete the final 6 credits. Getting a Provisional credential allows the person taking the courses to secure a job much sooner than if they went through the entire 12 credits at once. Below are four easy steps to get you started.

- First, check out the 3 colleges that offer the appropriate courses and choose the one for you. <http://www.p12.nysed.gov/cte/de/accredit.html>
- Next, take at least the first 6 credits necessary. Some schools may have the first 6 credits completely or mostly online.
- Once the first 6 are completed, you can fill out and send in the appropriate paperwork (DE-2 form) for a Provisional a credential. The same paperwork (DE-2 form) would be sent in for the Permanent credential, as well. <http://www.p12.nysed.gov/cte/de/forms.html>
- Once the paperwork is received, the MV-283 card should be mailed approximately 4-6 weeks later

Please feel free to call or email with any concerns or questions you may have concerning the MV-283 card process. As school leaders, exploring these options could only benefit your DTSE program. Having a current or retired staff member teach your lecture classes allows for better communication, knowledge of students, flexibility, parent engagement, and better control of your program. It may still be necessary to contract with a driving school for the in car portion, but the actual teaching portion would be controlled by the school. For further details concerning MV-283 cards, you can refer back to our April 2015 Journal. <http://www.p12.nysed.gov/cte/de/news.html>

\*\*\* Please note that once your classes are completed, an official transcript and driver's license must accompany your paperwork. Please also be aware that finishing the initial 6 or even all 12 credits does not automatically provide you with a MV-283 credential. You must fill out and send in the appropriate paperwork for you to receive a MV-283 card.\*\*\*