

Office of Public Instruction—Traffic Education Forms

(Checklist with a brief description)



Note: All Traffic Education (TE) forms can be downloaded from our Web page at:
www.opi.mt.gov/programs/drivered

TE 01 - Application for Approval Traffic Education Program for Young Novice Drivers

Deadline: August 1

This form must be completed, sent in to the OPI and approved **before** the school starts its program. The application is for the coming school year and the summer following the school year. Example: 2010 - 2011 school year with summer 2011 program

TE 02 – School/Dealer Vehicle Use Agreement

This form, or its equivalent, may be used when a loan vehicle is obtained via a vehicle dealer.

TE 03 - Certification for Traffic Education Programs (signed copy must be attached to TE 04)

Deadline: July 10 for previous fiscal year

Commonly referred to as the "signature page". This form is completed and sent with the TE04 at the beginning and the end of the program to the driver license examiner or county treasurer. When the class is completed, one copy must be sent to the OPI for reimbursement purposes.

Refer to instructions on form for distribution procedures.

TE 04 - Student List for Traffic Education Programs (must be attached to TE 03)

Deadline: July 10 for previous fiscal year

This fill-in PDF form can be saved to your computer and completed at the beginning and the end of the program. Copies go with the TE03 to the driver license examiner or county treasurer. One copy must be sent to the OPI for reimbursement purposes after the program is completed.

Refer to instructions on form for distribution procedures.

TE 05 - Application for Approval as a Teacher of Traffic Education (completed by instructor)

This form must be completed with each renewal of every Traffic Education teacher's regular educator license, regardless if they have an endorsement in Traffic Education.

TE 06 - Year End Report

Deadline: July 10 for previous fiscal year

This form can be submitted online to the OPI annually. The report provides information from the previous fiscal year and it must be submitted before July 10 in order to receive the August traffic education reimbursement from the OPI.

Traffic education funds are a percentage of state driver license fees which partially offset district costs. Reimbursement is based on the number of students completing driver education through Montana high school approved traffic education programs.

Questions? Call Fran Penner-Ray (406) 444-4432 or (888) 231-9393 ext. 4432
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Montana
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