CDTP
QUICK REFERENCE GUIDE

P.O. Box 201430 Helena, MT 59620 -1430 ● Phone (406) 444-3933 Fax (406) 444-2086 ● mvd@mt.gov

Get Certified for CDTP

1. Must be an OPI-approved Traffic Education Instructor
2. Successfully complete CDTP Certification Training from DOJ
3. Submit original** certification forms to DOJ (available on OPI web *and* in CDTP manual pages 15-16)
   - School District Intent to Participate, form 26-0100
   - CDTP Instructor Compliance Affidavit, form 26-0200
     ** Original forms required
4. DOJ will verify eligibility and update TEDRS with certification
5. CDTP Instructor will receive certification letter from DOJ
6. CDTP Instructor contacts local driver exam station to pick up supplies such as:
   - Driver License Manuals
   - TEP (Traffic Education Permit) Restricted Instruction Permit
   - Driver License Applications
   - TELL (Traffic Education Learner License) – can also be printed via the OPI's TEDRS
   - Driver License Knowledge Tests
   - Driver License Driving Tests

   NOTE: Please call your local exam station to arrange a pick up time and introduce yourself

Next Steps for Class

1. Students complete the driver license application in blue or black ink
   - Parent must sign in front of CDTP instructor or have their signature notarized
2. Instructor checks application for completeness and all signatures
   - Student, parent & instructor signatures (**cannot test without all signatures**)
   - Student presents birth certificate
     - Instructor must compare name on the birth certificate to the name on DL application (names must match unless legally changed)
     - Photo copy is acceptable for instructor; however student will need a certified birth certificate when appearing at the exam station.
   - Instructor records on the DL application that they have seen the birth certificate and returns the birth certificate to the student
3. Vision screening - All students MUST be screened for vision prior to issuance of TELL
   - Instructor or school nurse records vision results on DL application
   - Instructor must indicate whether student was wearing corrective lenses
4. Instructor administers the written CDTP Montana Operator Test in a supervised setting
   - Collect and score the test; student may review the test but they cannot keep it
   - Record the test score on DL application
   - Instructor/School must store written test results for at least five years.
5. Instructor completes the Notice of Participation on the OPI Certification form (TE03, must be signed) and Student List (TE04)
   - Instructor marks an "X" in the appropriate column those students who were successful and are waived from taking the written test at the driver exam station

   Note: If these forms are completed via TEDRS they do not need to be mailed

6. Instructor issues TELL permit to students that passed CDTP Montana Operator Test
   - Students must be at least 14½ years old to be issued a TELL
7. **Instructor mails or delivers all driver license applications to the appropriate driver exam station within 3 days of TELL issuance.**
   - Refer to page 24 if you want to administer the knowledge test again

Steps for Class Completion

1. Instructor administers DOJ road test to all students
2. Instructor completes the Notice of Completion on the TE03 Certification and TE04 Student List
   - CDTP instructor mails or delivers the road test form, 21-1800 CDTP Test Results, to the driver exam station for those that are to be waived from taking the road test
   - CDTP instructor/school retains the road test results for at least five years

   Note: If these forms are completed via TEDRS, they do not need to be mailed

Additional Items

1. Student must successfully complete an OPI approved traffic education program, hold their permit for 6 months and be 15 years of age or older, to obtain a Montana driver license or they may upgrade their permit to a Learner's License
2. When student goes to the local driver exam station they will need:
   - Certified birth certificate and or valid passport (plus INS documents for foreign nationals)
   - Provide their social security number
   - Provide proof of residential address
   - Vision screening will be done again
   - Students who had the road test certified to be waived may still be chosen at random to take the DOJ road test
   - Students who did not have any test certified to be waived must take the related DOJ tests
   - Student pays the driver license fee
   - Student's license is processed with restriction "First year restricted GDL" and student is given temporary license

If you have not had the opportunity to meet the driver examiner and or regional manager in your area, please do so . . . They greatly appreciate hearing from you!

For assistance from the Driver License Bureau, please contact your local driver license examiner, regional manager, or Tammy Stefanik tstefanik@mt.gov

For more information on the OPI's Traffic Education Data & Reporting System (TEDRS), contact the Traffic Education Program at (406) 444-4432 or visit http://opi.mt.gov/Programs/DriverEd/Index.html