

Oklahoma State Department of Education Driver Education

INSTRUCTIONS AT A GLANCE

State Department of Education (SDE) and State Department of Public Safety (DPS)
Adobe Acrobat Reader Required for PDF files (Download free from www.adobe.com)

	Instructor Certification, Assurances, and Permit (ICAP)		Application for Prior Year Reimbursement	Driver Education Student Roster (for current semester/session)
Due Date	Before Class Begins: Allow at least Ten (30) Days for Processing		No later than September 1	See Below
Access SDE Web site	Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)		Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)	Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)
Other			Required: Submit <u>Completed Student Roster (with final grades shown)</u> with Application (Reimbursement) Form	
Other	Signatures Required: 1. Instructor 2. SDE Official 3. DPS Official		Signatures Required: Superintendent	Signature Required: Instructor
Other				Completed roster for current semester/session must be in vehicle

	Certificate of Enrollment/ Completion	Student Enrollment Card Instruction Sheet	Driver Education Permit (DPS)	Your Notes
Due Date	N/A	N/A		
Access SDE Web site	<i>Certificate and completion form on Single Sign On-The Wave-Documents</i>	Yes	No	
Other			Will be renewed by DPS and attached to ICAP upon return to district	
Other			Permit must be in vehicle during driving instruction	