

## 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](http://www.adobe.com))

	<b>Instructor Certification, Assurances, and Permit (ICAP)</b>	<b>Documentation of Reading Proficiency (DPS Form)</b>	<b>Application for Prior Year Reimbursement</b>	<b>Driver Education Student Roster (for current semester/session)</b>
Due Date	<b>Before Class Begins: Allow at least Ten (10) Days for Processing</b>		<b>No later than September 1</b>	See Below
Access SDE Web site	Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)	No—Contact Dept. of Public Safety, Dr. License Exam. Division (405) 425-7745	Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)	Yes: Web Only Fillable PDF (Adobe Acrobat Reader required)
Other			<b>Required:</b> 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			<b>Mail to SDE for RAO Signature.</b>	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	