

ADOT/MVD Online Driver Training Kick-Off Meeting



August 24, 2016

Today's Agenda

- **DLTP's on MVD Interactive MAP – Larry Clark**
- **Title VI/ADA Information – Krystal Smith & Felicia Beltran**
- **Online Vision and Implementation – Mark Vessella**
- **Learning Management System – Melvin Brender**

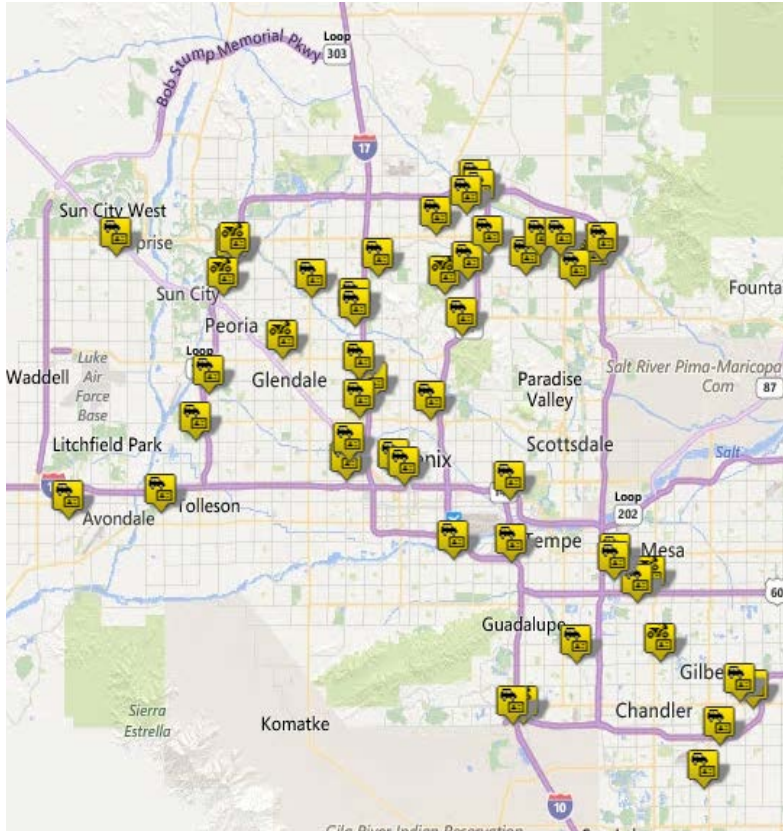


Driving and Motorcycle Schools on MVD Interactive Map

- ▶ Schools have been [added to the map](#)
 - Shows Name, Address, Phone, Hours of Operation and Directions
 - Material Pulled Directly from Database
 - Important to Report any Operational Changes in a Timely Manner
 - Map is in Addition to the [school list](#) Already on the Website

From the Map

► Phoenix Area



► School Information

A screenshot of a map information window for 'ALL STAR DRIVER EDUCATION INC'. The window has a green header with a close button (X) and a zoom icon. The text inside the window provides the following information:

ALL STAR DRIVER EDUCATION INC

5601 EAST GREENWAY RD
PHOENIX, AZ 85254
(734) 665-7374
[Get Directions](#)

Services Provided:
Operator (Class D) Training School

Sun: Closed
Mon: Closed
Tue: Closed
Wed: 12:00 PM -- 02:00 PM
Thu: Closed
Fri: Closed
Sat: Closed

Motor Vehicle Division Third Party Driver License Training Provider Nondiscrimination Program Information

Presentation by
Felicia Beltran and Krystal Smith
August 24, 2016

Title VI

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Financial assistance.”



ADOT's ADA/Title VI Nondiscrimination Program...

- Assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any ADOT sponsored program or activity.
- There is no distinction between funding sources.

Title VI Application

- Title VI applies *institution-wide*; it is *not* limited to the program that receives federal funding (e.g., planning, capital, operations)

- *Who* is required to comply with Title VI?
 - ✓ Any entity which receives federal financial assistance must comply with the provision of Title VI;
 - ✓ Contractors, sub-contractors;
 - ✓ MVD Authorized Third Party providers;
 - ✓ Any other entity entering into an agreement to provide services to the public.

B. The Provider, while offering , providing or advertising services or performing an activity under this Agreement, **shall:**

- 1) Take reasonable steps to ensure that Limited English Proficient (non-English speaking) customers have meaningful access to the services or activities performed under this Agreement by providing the Company's services in languages other than English at no additional cost to the customer;
- 2) Provide public notification of its compliance with Title VI by displaying ADOT's Title VI "Notice to the Public" poster;
- 3) Promptly report any customer complaints alleging discrimination to the ADOT Civil Rights office for processing and investigation, immediately upon receipt of such complaint(s);
- 4) Provide ADOT access to its facilities, books, records, accounts, and other sources of information as may be determined or requested by ADOT to be pertinent, in order to ascertain compliance with Title VI;
- 5) Inform and formally train all Company officers, principals, employees and contractors on the requirements to comply with Title VI.



ADOT'S ADA AND TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

The Arizona Department of Transportation (ADOT) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all programs and activities.

ADOT's Title VI Program requires that no person shall, on the grounds of race, color, national origin, age, sex, disability, low income status or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the ADOT Civil Rights Office, within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about ADOT's Civil Rights programs and the procedures to file a complaint contact ADOT Civil Rights Office at the address listed below:

AVISO PÚBLICO DE LA LEY DE NO-DISCRIMACIÓN DE ADOT (ADA/TÍTULO VI)

El Departamento de Transporte del Estado de Arizona (ADOT) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, del Título II de la Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA) y otras normas relacionadas con todos los programas y actividades.

El programa del Título VI de ADOT exige que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de ADOT por motivo de raza, color, país de origen, edad, sexo, discapacidad, bajos recursos económicos o dominio limitado del inglés.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el ADA, puede presentar una queja. Esta queja debe presentarse por escrito a la Oficina de Derechos Civiles de ADOT dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de ADOT y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de ADOT a la dirección que aparece abajo:

LUCY SCHRADER
ADA/TITLE VI NONDISCRIMINATION
PROGRAM COORDINATOR

ADOT Civil Rights Office
206 S. 17th Avenue, Mail Drop 155-A
Phoenix, AZ 85007
602.712.8946
602.239.6257 FAX

<http://www.azdot.gov/docs/default-source/business/adot-title-vi-notice-to-the-public-posterc915bd78c8006c57b531ff0000a35efc.pdf?sfvrsn=2>

Title II of the ADA

Covers all programs, services, and activities operated by state and local governments. It applies to all state and local governments, their departments and agencies, and any other agency of state and local governments.

Mandates that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the programs, services, or activities, or be subjected to discrimination.

TITLE II

14.13 Title II of the Americans with Disabilities Act of 1990

The Provider and officers, principals, employees and contractors shall fully comply with Title II of the Americans with Disabilities Act (“ADA”) of 1990 (Title 28 Code of Federal Regulations, Part 35--Nondiscrimination On the Basis of Disability in State and Local Government Services), which states that a public entity, in providing any aid, benefit or service, may not, directly or through contractual, licensing, or other arrangements, discriminate on the basis of an individual’s disability.

In the course of providing services and/or performing any activity or function under this Authorization Agreement, the Provider **shall**:

- 1) Afford individuals with disabilities a timely opportunity to participate in or benefit from the aid, benefit, instruction or services being provided by the Provider on behalf of ADOT or its Motor Vehicle Division;
- 2) Make reasonable modifications in its policies, practices, or procedures when such modifications are necessary to avoid discrimination on the basis of disability;
- 3) Make each of its existing facilities accessible to and usable by individuals with disabilities;

- 4) Maintain in operable working condition those features of its facilities and equipment that are required for the Provider's services to be readily accessible to and usable by persons with disabilities;
- 5) Furnish appropriate auxiliary aids and services where necessary to afford to individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the Provider on behalf of ADOT or its Motor Vehicle Division;
- 6) Provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to the nearest location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of the Provider's facilities;

- 7) Provide parking spaces for persons with disabilities at the Provider's place of business in compliance with applicable city or county ordinances, or federal and state laws governing requirements for accessible parking;
- 8) Promptly report any customer complaints alleging discrimination or the failure to timely or appropriately provide reasonable accommodation(s) for persons with disabilities to the ADOT Civil Rights office for processing and investigation of the complaint, immediately upon receipt of such complaint(s);

- 9) Promptly provide access to its facilities, books, records, accounts, and other sources of information as may be determined or requested by ADOT to be pertinent, to ascertain compliance with the ADA;
- 10) Provide public notification of its compliance with the ADA by publicly displaying ADOT's ADA "Notice to the Public" poster as soon as such poster is available and disseminated to the Provider by ADOT;
- 11) Inform and formally train all Provider officers, principals, employees and contractors on the requirements to comply with the ADA and the requirements of ADA compliance under this Authorization Agreement.

ADA/Title VI Nondiscrimination Program Team

Lucy Schrader

Title VI/ADA
Nondiscrimination
Program Coordinator

Contact us:

civilrightsoffice@azdot.gov

602-712-8946

Felicia Beltran

Title VI Program Manager

Krystal Smith

ADA Program Manager

Questions



HB 2183 Phase I

- **Developed Minimum Training Standards**
- **Transitioned to a Third Party Relationship**
- **Implemented TCC**
- **Inspections**



HB2183 Phase II

- **NHTSA Tool Kit**
- **Online Driver Education**
- **Online Certification Exam – Trainers/Owners**



Online Certification Exam Trainers/Owners

- In Person Exam for All Trainers at 206 S. 17th Ave.
- Conducted Once a Month
- ADOT Vision for Online Exam



Who is Already Online

- **15 States Have Online Courses**
 - California, Colorado, Florida, Georgia, Idaho, Indiana, Kansas, Nebraska, Nevada, Oklahoma, Pennsylvania, Texas, Utah, Virginia and Wisconsin
- **11 States Have a 30 Hour or More Online Curriculum**
- **Course Features Text Accompanied by Photos, Diagrams or Other Illustrations, Videos, Voice Over Narration**
- **Final Evaluation is Conducted in Classroom Setting**

Online Driver Education

- **30 hour Online Course Will Qualify for TCC**
- **Customized Courses Less than 30 Hours**
 - **Customized Courses Less than 30 hours Will Not Qualify for TCC**
- **Course Approval Will be Done Through Committee**



Online Curriculum Committee

- **Volunteer Committee**
- **Majority Approval**
- **Committee Meetings**
- **Committee Chair Person**
- **PDS Committee Participation**
- **Course Rejection**
- **Appeals Process**
- **DLEPDS@azdot.gov**



Requirements

- **Online Courses are Based on Departments Minimum Training Standards**
- **The 30 Hour Course Will Have an Orientation with Parent and Final Evaluation is Conducted at the School**
- **Answers to Final Evaluation Questions Must be Found in the Minimum Training Standards From the On-Line Course**
- **Learning Management System Must be Utilized for Course Presentation**
- **Available on Hand Held Device**

Application Process for On-Line Courses for TCC

- **Application**
 - **Name of Course**
 - **Length of Course – 30 hours for Certificate**
 - **Training Standards; Has to Meet Minimum Standards**
 - **Parent Orientation (2hrs. Minimum)**
 - **Final Evaluation at DLTP Established Place of Business**
- **Approval From Committee**
- **Addendum Amendment to Agreement**



On-Line Courses No TCC

➤ Application

- Name of Course
- Length of Course
- Topic's Covered
- Approved by Committee
- Addendum Amendment to Agreement





Online Requirements

Melvin Brender

How are you going to deliver, track and manage your training information?



Learning Management System (LMS)

- ▶ Learning Management System (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called **e-learning**) courses or training programs.
 - Portal for customers to enroll, take and record training



Learning
Management
System



Key Functions of a Learning Management System

- **Launching pad for online training courses**
- **Test banks**
- **Track your course completion**
- **Reporting functionality**
- **E-commerce function**
- **Mobile accessibility**
- **Data security**
- **Low cost**
- **In the cloud**





CURRICULUM FOR THE TECHNICAL TRANSPORTATION WORKFORCE

A TECHNICAL SERVICE PROGRAM OF:



Melvin G Brender

AASHTO Training

- Browse Training
- AASHTO Publications
- Order History
- Advanced Search
- Logout

FREE TC3 Training!

All TC3 Web-based trainings are FREE for employees of state DOTs that contribute annually to the TC3 technical service program. Register as an E-Affiliate and log into your AASHTO Account. Once logged in, eligible employees will see a zero cost for courses at checkout. For more information about supporting this or another AASHTO technical service program, email training@ashto.org.



Browse Training

- ⌘ CONSTRUCTION
- ⌘ EMPLOYEE DEVELOPMENT
- ⌘ MAINTENANCE
- ⌘ MATERIALS
- ⌘ PAVEMENT PRESERVATION



**TRANSPORTATION
CURRICULUM
COORDINATION
COUNCIL**

**CURRICULUM FOR THE TECHNICAL
TRANSPORTATION WORKFORCE**

A TECHNICAL SERVICE PROGRAM OF:

TRAINING

AASHTO

Melvin G Brender

- AASHTO Training**
- ▀ Browse Training
 - ▀ AASHTO Publications
 - ▀ Order History
 - ▀ Advanced Search
 - ▀ Logout







FREE TRAINING FOR
CONTRIBUTING STATES!

LEARN MORE

FREE TC3 Training!

All TC3 Web-based trainings are FREE for employees of state DOTs that contribute annually to the TC3 technical service program. Register as an E-Affiliate and log into your AASHTO Account. Once logged in, eligible employees will see a zero cost for courses at checkout. For more information about supporting this or another AASHTO technical service program, email training@ashto.org.

CONSTRUCTION	
	<p>Advanced Self-Consolidating Concrete (1.5 hours)</p> <p>Non-Member Price: \$75.00 Member Price: \$38.00 Subscribed Member Price: \$0.00</p>
	<p>Aggregate Sampling Basics (1 hour)</p> <p>Non-Member Price: \$50.00 Member Price: \$25.00</p>

Detail



Melvin G Brender

- AASHTO Training**
- [Browse Training](#)
 - [AASHTO Publications](#)
 - [Order History](#)
 - [Advanced Search](#)
 - [Logout](#)

Shopping Cart

Following is the list of items you have selected. This page allows you to finalize your order details. You can specify the desired quantity(ies) for each item and the desired shipping method and select update cart to view the updated cost information. You may also remove items by selecting the corresponding remove button or add more items by clicking continue shopping.

Items List

Item Code	Item Title	Member Price	Quantity
TC3MS015-15-T1	Advanced Self-Consolidating Concrete (1.5 hours)	\$0.00	<input type="text" value="1"/> <input type="button" value="x"/>
		Total Item Cost:	\$0.00
		Total Cost:	\$0.00

Shipping

Shipping method is not applicable if the order contains only online publications.

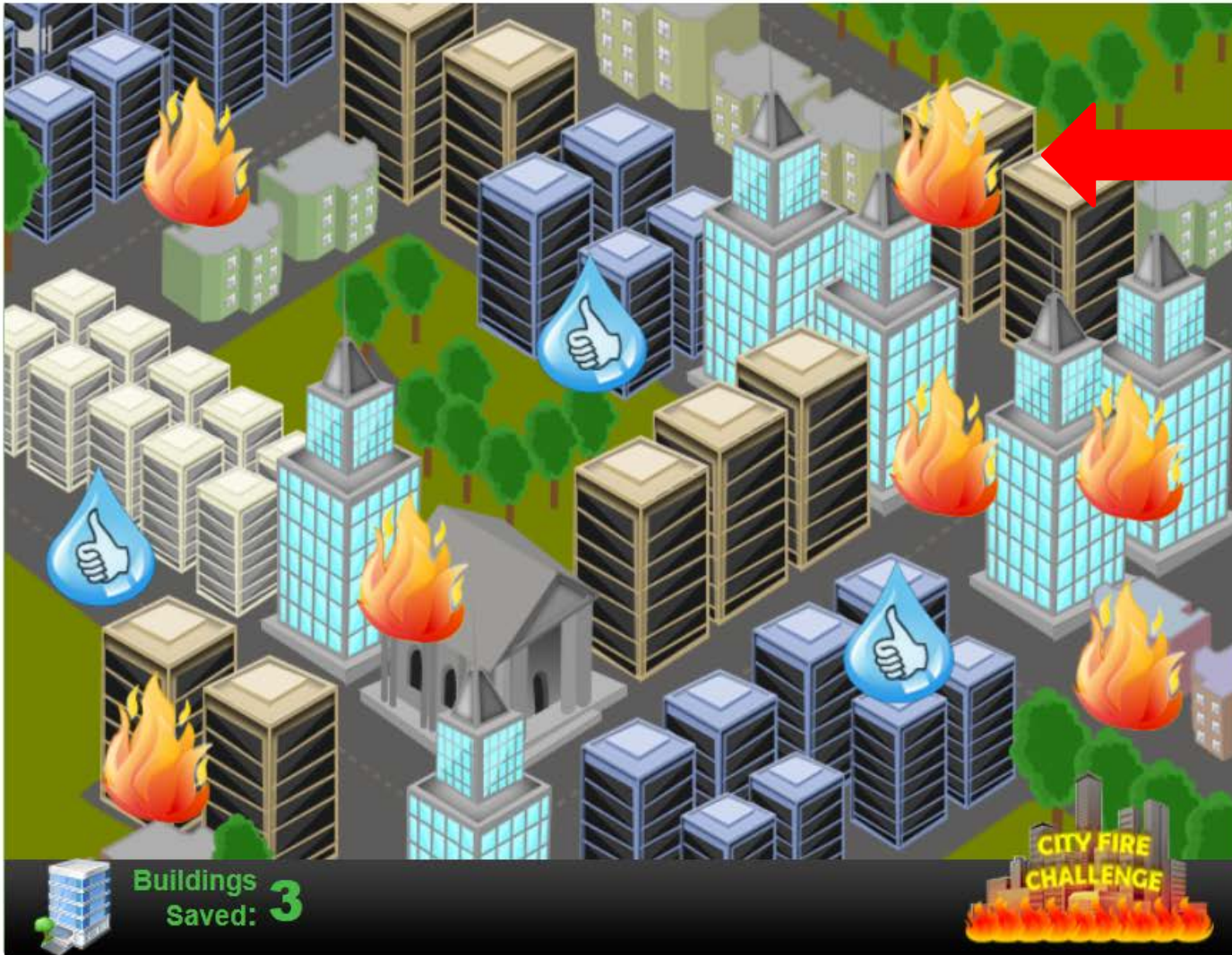
FREE TC3 Training!

All TC3 Web-based trainings are FREE for employees of state DOTs that contribute annually to the TC3 technical service program. Register as an E-Affiliate and log into your AASHTO Account. Once logged in, eligible employees will see a zero cost for courses at checkout. For more information about supporting this or another AASHTO technical service program, email training@ashto.org.

Computer Based Training (CBT) Module Best Practices

- ▶ Interactive







The acronym P.A.S.S. helps to memorize the steps to operate a portable fire extinguisher.

"P" stands for pull the pin.

"A" stands for aim at the base of the fire.

What are the next two steps?

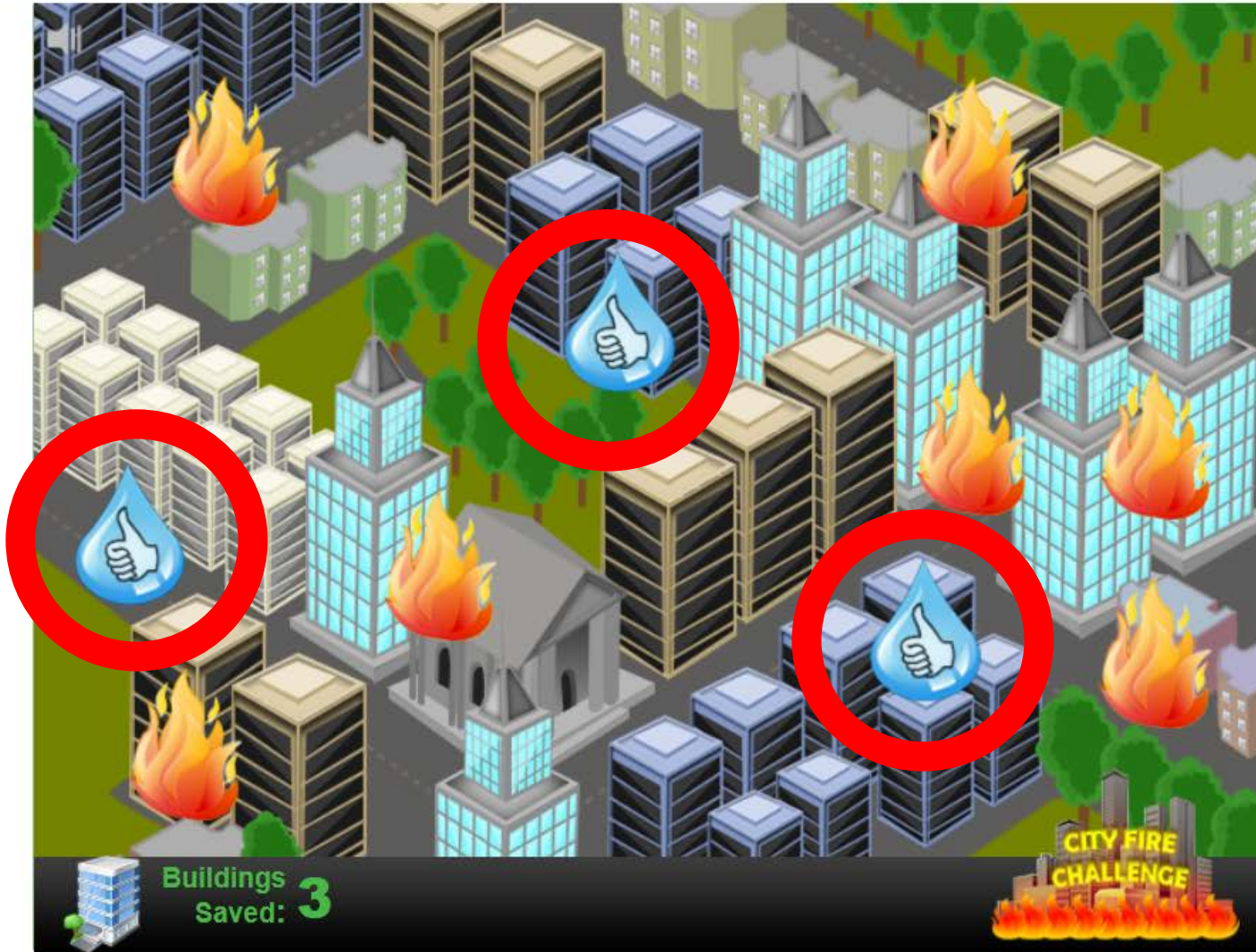
Select two answers then click submit.

Correct!

The next two steps are:

Squeeze the handle and sweep the nozzle side to side.

CONTINUE



Computer Based Training (CBT) Module Best Practices

- ▶ Interactive
- ▶ Animation/Video



Computer Based Training (CBT) Module Best Practices

- ▶ Interactive
- ▶ Animation/Video
- ▶ High quality graphics
- ▶ Timed slides



System Security




When you are away from the office, you can securely connect to ADOT resources through a Citrix Access Gateway (CAG).

System Security



When you are away from the office, you can securely connect to ADOT resources through a Citrix Access Gateway (CAG).

For remote access, ADOT requires two passwords - similar to the way Google, Apple and most banks provide enhanced security for their users. ADOT uses a cryptocard (looks like a credit card) or smartphone app to provide your second password. Either method gives you the "Secondary Password" needed to login when you are away from the office.



Arizona Department of Transportation
Please log on to continue.

User Name or RACF:

Lan Password:

Secondary Password:

Log On

Computer Based Training (CBT) Module Best Practices

- ▶ Interactive
- ▶ Animation/Video
- ▶ High quality graphics
- ▶ Timed slides
- ▶ Find professional CBT developers



Questions

