



Online Recertification – Proctor Registration

The Texas Department of Public Safety has approved taking the Recertification course online. The online training must be a minimum of eight clock hours of instruction and must cover all required modules in the Texas School Bus Driver Recertification Course handbook. This includes the Final Exit Exam. The Final Exit Exam must be proctored. The drivers have access to a digital copy of the handbook while taking the online course. Please provide a copy of the Recertification Participant handbook during the written test if the driver would like to use one.

Proctor Guidelines:

- A proctor can be any individual that holds one of the following occupational titles:
 - Transportation Director, assistant transportation director, driver trainer, or other transportation supervisory personnel
 - Regional Education Service Center Certified Instructor for School Bus Driver Certification
 - School superintendent, principal, assistant principal, or other administrator
- Identify each participant with a valid photo I.D. prior to the start of the final exit exam
- Will never leave testing participants unattended at any time during the examination
- Each participant shall be given the opportunity to complete a course evaluation report at the end of the training session. Provide a hard copy of the evaluation form
- Proctor will provide required documentation for the Online Recertification Training and test by submitting the required paperwork by scanning and emailing the documentation
- To request approval as a proctor, complete the information below and return to Pam McCurdy at pmccurdy@esc12.net

Texas Administrative Code

<http://www.sos.state.tx.us/tac/index.shtml>

Title 37, Part 1, Chapter 14, Subchapter C, Rule§ 14.35

School District: _____

County/District #: _____

Print name: _____

Title: _____

Signature: _____

Date: _____

Contact email: _____

Phone: _____

District address: _____

Cell phone: _____

Transportation Director Signature: _____

Contact email: _____

Phone: _____

ESC Region 12 Coordinator Approval/Date: _____