



NORTH CAROLINA
Department of Transportation

2025 NCDTSEA Conference Presentation

DMV Training and Development Unit

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Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Topics for Review



Administrative Code Updates



Review Instructor Renewal Credit Process



General Statute 20-329 'Commercial Driver Training School Road Test Certification;

Administrative Code Updates



General Statutes (Chapter 20, etc.)

Laws passed by Legislature

Either signed into law by Governor, vetoed and overridden, or not signed and allowed to become law after time period passes



Administrative Code

Established by General Statute (Chapter 150B)

Overseen by Office of Administrative Hearings and the Rules Review Commission

Uniform system of administrative rule making

Each rule is given power by one or more associated statutes

Since 2013, each rule is required by G.S. 150B-21.3A to be reviewed every 10 years

Administrative Code Updates, Continued



19A NCAC 03I 'Rules and Regulations Governing the Licensing of Commercial Driver Training Schools and Instructors'

Rules established to govern operations of commercial schools and instructors
Given power by G.S. 20-320 through 20-329



19A NCAC 03I .0307 'Courses of Instruction'

Governs what and how commercial driver training schools may teach
Was changed by the Rules Review Commission during the last mandated rule review period

Changes to 19A NCAC 03I .0307

The Rules Review Commission decided that DMV did not have statutory authority for under-18 driver education

Removed all rules governing under-18 driver education from DMV's Administrative Code

Replaced them with "For unlicensed persons under the age of 18 years, courses shall be governed by G.S. 115C-215 and Rule 16 NCAC 06E .0301"

G.S. 115C-215 is the law directing Department of Public Instruction to provide driver education

16 NCAC 06E .0301 is the corresponding Administrative Code rules given power by G.S. 115C-215 on how DPI conducts driver education

Old 19A NCAC 031.0307 (3)

19A NCAC 031.0307 COURSES OF INSTRUCTION

Commercial driver training schools may teach the following courses:

- (1) For unlicensed persons 18 years of age or older, a course as follows:

- (a) Classroom Instruction. A minimum of six hours, including (but not limited to) rules of the road and other laws affecting the operation of motor vehicles, safe driving practices, pedestrian safety, and the general responsibilities of the driver. No class may consist of more than 50 students. Classroom work shall be limited to no more than six hours per day.
- (b) Behind-the-Wheel Instruction. A minimum of six hours, including instruction and practice in all the basic physical skills necessary for proper control of a motor vehicle in all normal driving situations, such as starting, stopping, steering and turning, controlling the vehicle in traffic, backing, and parking. A valid learner's permit issued by the Driver License Section of the Division is required.
- (c) A person holding a valid learner's permit issued by the Driver License Section of the Division shall not be required to take the six hours of classroom instruction set forth in Sub-item (1)(a) of this Rule.
- (d) A person holding a valid learner's permit or driver's license issued by the Driver License Section of the Division may contract for any portion of the six-hour behind-the-wheel instruction.
- (2) For licensed persons a course for purposes of driver improvement, such as improving their knowledge and skill in the operation of a motor vehicle.
- (3) For unlicensed persons under the age of 18 years, a course which must be approved by the Commissioner and the State Superintendent of Public Instruction as follows:
- (a) Classroom Instruction shall not include workbook assignments or other work out of the presence of an instructor. An instructor or employee of a commercial driver education school shall not administer a proficiency test. No class may consist of more than 50 students. Classroom work shall be limited to no more than three hours per day on school days and six hours per day on non-school days. A minimum of 30 hours shall be taught, consisting of instruction in:
- (i) highway transportation: its social and economic influences upon life in America;
 - (ii) drivers: their physical and mental characteristics and how their capabilities and limitations influence the traffic scene;
 - (iii) the automobile: its construction, maintenance, and safe operation;
 - (iv) traffic law and enforcement: laws of nature and man-made laws; and their relationship to traffic safety;
 - (v) pedestrians and bicycles: their influence upon the traffic scene;
 - (vi) engineering: its influence upon automobiles, highways, traffic controls, and people;
 - (vii) driving while impaired; six hours of instruction on the effects of drinking upon driving and upon accident and death rates; and
 - (viii) rights and privileges of handicapped persons; their rights to use flags, placards, cards, license plates, and parking places.
- (b) Behind-the-Wheel Instruction. A minimum of six hours, actually under the wheel, including:
- (i) familiarization with the automobile; the use of its controls; and the development of skills essential to safe operation in traffic; and
 - (ii) driving in traffic with the instructor in a dual control car to develop abilities needed to follow the soundest course of action in responding to complex situations.
 - (iii) simulators may not be substituted for any part of the six hours of behind-the-wheel instruction.
- (c) Restrictions:
- (i) Behind-the-Wheel instruction shall be offered to a student only after he has completed the classwork section. If a student has contracted for both classwork and behind-the-wheel training, behind-the-wheel training may begin after classwork starts and before classwork has been completed. At no time shall a student be taken out of class to attend behind-the-wheel training.

- (ii) No student shall operate a motor vehicle upon any public street or highway unless such student shall have in his immediate possession a valid Restricted Instruction Permit issued by the Division.
 - (iii) No more than two hours of behind-the-wheel training shall be given in any one day. A written record indicating the date and time of this training shall be kept on file for each student. The record must be signed by the student in ink after each driving session, and shall not include any hours of observation of other students, i.e. mere presence in the car while someone else is driving.
 - (iv) Whether private, or a contract with a school system, an instructor may not provide behind-the-wheel training to more than three individuals. If transporting more than three individual students the instructor shall operate the vehicle.
- (d) Other requirements:
- (i) Plans for the content of the curriculum, its organization, and presentation shall be submitted on Form SBTS-610 for the approval of the Commissioner and the State Superintendent of Public Instruction. In addition, lesson plans for each of the 30 hours must be submitted.
 - (ii) Textbooks for use in the classwork section shall be chosen from those approved by the State Superintendent of Public Instruction.
 - (iii) Instructors must be approved by both the Commissioner and the State Superintendent of Public Instruction.
 - (iv) All expenses incurred in offering and teaching these courses shall be paid by the persons enrolled therein or the school offering the course.
 - (v) A student may enroll for either the classroom work or behind-the-wheel instruction, or both. A school may accept certification of completion of classroom instruction from any school authorized to offer such a course, provided the certificate (Form SBTS-611A) is signed by the principal of the public school, or the superintendent of the administrative unit of which it is a part, or the executive officer of a non-public secondary school. All SBTS-611A forms shall be mailed or taken directly to the high school for completion by the commercial school owner or instructor. Under no circumstances shall the form be given to the student.
 - (vi) Schools offering this course shall issue to their students upon completion of either or both parts of the course a certificate furnished by the Division (Form SBTS-611). This certificate verifies only the training taught by the commercial school. The student's name on this certificate must be as it appears on his birth certificate. Schools shall be accountable to the Division for all certificates issued to them.
 - (vii) The student, upon submitting certification of satisfactory completion of both parts of the driver education course, shall be eligible for licensing as provided by law. Such certification may be from either or both a public or non-public secondary school or a commercial driver training school.
 - (viii) Schools shall submit reports to the Division, as may be required by the Division Rules and their books and records shall be open to inspection by Division representatives at all reasonable times.
- (e) A person completing the 30 and six hour course who desires additional training may contract for any portion of the six-hour behind-the-wheel instruction.
- (4) For licensed persons taking a course offered by a restricted commercial driver training school, the following courses are authorized:
- (a) curriculum for evaluation and improvement for licensed adult drivers only, utilizing over-the-road observation in vehicles not owned by the school or equipment such as driving simulators;
 - (b) professional curricula, including one or more of the following:
 - (i) police pursuit driving;
 - (ii) auto-cross driving;
 - (iii) emergency-vehicle driving; or

Current 19A NCAC 03I .0307 (3)

19A NCAC 03I .0307 COURSES OF INSTRUCTION

Commercial driver training schools shall teach the following courses:

- (1) For persons 18 years of age or older, a course as follows:

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- (a) Classroom Instruction. A minimum of six hours, including rules of the road and other laws affecting the operation of motor vehicles, safe driving practices, pedestrian safety, and the general responsibilities of the driver. No class shall consist of more than 50 students. Classroom work shall be limited to no more than six hours per day.
 - (b) Behind-the-Wheel Instruction. A minimum of six hours, including instruction and practice in all the basic physical skills necessary for proper control of a motor vehicle in all normal driving situations, such as starting, stopping, steering and turning, controlling the vehicle in traffic, backing, and parking. A valid learner's permit issued by the Driver License Section of the Division is required.
 - (c) A person holding a valid learner's permit issued by the Driver License Section of the Division shall not be required to take the six hours of classroom instruction set forth in Sub-item (1)(a) of this Rule.
 - (d) A person holding a valid learner's permit or driver's license issued by the Driver License Section of the Division may contract for any portion of the six-hour behind-the-wheel instruction.
- (2) For licensed persons, a course for purposes of driver improvement, such as improving their knowledge and skill in the operation of a motor vehicle.
 - (3) For unlicensed persons under the age of 18 years, courses shall be governed by G.S. 115C-215 and Rule 16 NCAC 06E .0301.
 - (4) For licensed persons taking a course offered by a restricted commercial driver training school, the following courses are authorized:
 - (a) Curriculum for evaluation and improvement for licensed adult drivers only, utilizing over-the-road observation in vehicles not owned by the school or equipment such as driving simulators.
 - (b) Professional curricula, including one or more of the following:
 - (i) police pursuit driving;
 - (ii) auto-cross driving;
 - (iii) emergency-vehicle driving; or
 - (iv) road and track racing.
 - (5) Instructor training program, the requirements for which are:
 - (a) The school must be licensed for one full year prior to approval.
 - (b) All work must be with an instructor licensed as an Instructor Trainer.
 - (c) A proposed plan of operation must be submitted to the Division outlining the training schedule, including:
 - (i) instruction in:
 - (A) using effective teaching methods,
 - (B) writing lesson plans,
 - (C) reviewing of Subchapter 03I Rules Governing the Licensing of Commercial Driver Training Schools and Instructors,
 - (D) using audio visual equipment and teaching aids,
 - (E) filling out all commercial school forms, and
 - (ii) listing names of instructor trainers to be employed for the training program.

Changes to 19A NCAC 031 .0307, Continued



DMV opposed changes when they were announced and found



Rules Review Commission submitted their findings to the Joint Legislative Administrative Procedure Oversight Committee

That legislative committee has 60 days to consult with the Rules Review Committee on changes and either approve or disagree

If they take no action within 60 days, the changes take effect on day 61

Either way, the Legislature was advised of the changes

16 NCAC 06E .0301



Principals shall enroll students who meet criteria established by G.S. 20-88.1



The program shall be free of charge to eligible students



Enrollees must obtain either a temporary learner's permit or a restricted instruction permit before they begin behind-the-wheel instruction



Classroom instruction will consist of at least 30 clock hours of instruction. Each student must complete a minimum of 6 hours of behind-the-wheel instruction

16 NCAC 06E .0301, Continued

- The program will be reasonably available on a year-round basis to all eligible persons
- The **local board of education** will determine class size restrictions, but may not allow instruction in the car to less than two nor more than four students
- The **local board of education** will determine the amount of instruction per day for classroom or in-car instruction or a combination of both
- The **local board of education** will issue a certificate to students who satisfactorily complete the prescribed course

16 NCAC 06E .0301, Continued



Driver education instructors must possess a valid North Carolina driver's license and must have a driving record acceptable to the local board of education. In addition, instructors hired for driver education shall either:

Hold a driver education certificate issued by the SBE; or
Have non-certified status according to minimum standards established by Rule .0302 of this Section



The program shall not be provided during the regular instructional day

Administrative Code Updates, Continued



This is why the SBTS-611 forms went away and why you have been referred to DPI for all information regarding under-18 driver education



The changes made to 19A NCAC 03I .0307 do not recognize any differences between courses conducted by commercial driver training schools contracted with school systems or those who are operating independently



The new rules just simply say 'all under-18 driver education must be done according to DPI's rules'



Karl Logan is DPI's Section Chief for Driver Education



DPI places Driver Education under School Nutrition and Auxiliary Services



Rachel Findley heads that department

This is why she and that department appear on correspondence from DPI

Why School Nutrition and Auxiliary Services?

Current Status

- Commercial driver training schools must follow guidance from DPI and local boards of education for all under-18 driver education matters
 - Should address all questions and concerns to them, not DMV
- All other regulations found in 19A NCAC 03I still apply
 - Schools and instructors still licensed by DMV
 - Must follow all rules and regulations found there
 - Vehicles, paperwork, and facilities must still be audited by DMV
 - DMV still investigates complaints and can suspend/revoke licenses for violations

Current Status, Continued



DMV attempted to address changes during 2024 legislative session

Bill was not taken up



DMV is attempting to address changes during 2025 legislative session and has encouraged DPI to do likewise

Bills have so far not been taken up



DMV is seeking legislative changes since that would codify rules for commercial driver training schools in statute rather than code

Would remove the Rules Review Commission from the equation

Statute is more powerful than code

Questions About Administrative Code Changes?



Instructor Renewal Credit Process

- Outlined in 19A NCAC 03I .0503 'Renewal Application'
- Instructor applications are tied to commercial school they work for
 - Are not transferrable
 - Must be surrendered within 5 days
 - Owner, partner, or chief corporate officer of the commercial school are responsible for returning the instructor's license to DMV when employment is terminated
- Must be renewed every 2 years
 - Expire on the expiration date of the business license of the associated commercial driver training school

Renewal Credit Process, Continued



Must obtain at least 64 hours of renewal credits every four years

Two license renewal periods



Renewal credits are due by the license expiration date on the fourth year

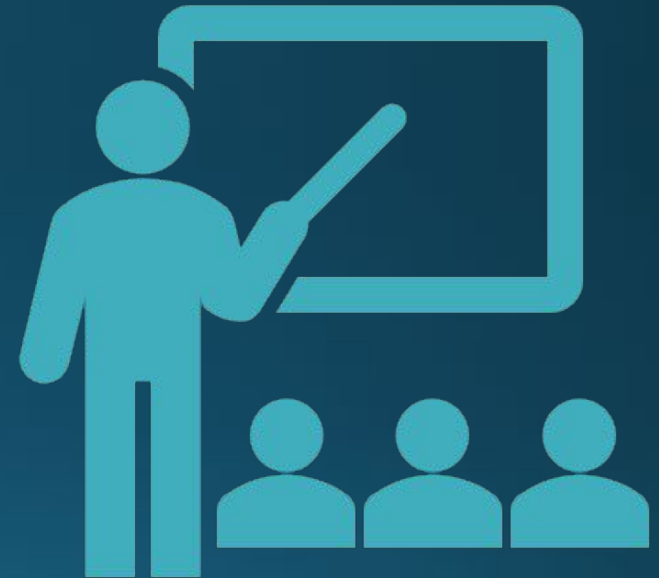


Any license expired for more than 30 days is deemed 'permanently lapsed'

DMV is unable to grant any extension beyond the 30-day period outlined in the Administrative Code

Updates to Renewal Credit Process

- 19A NCAC 03I .0503 allows DMV to grant renewal credits for “attendance at teacher training workshops and short courses, professional driver training meetings and conferences ***in the field of driver education which have been approved in advance by the School Bus and Traffic Safety Section***”



Updates, Continued

- New list of pre-approved renewal credits coming effective 1 June 2025
- All previously listed items will be accepted until 1 June
 - Only contains driver education-related items
- Some items that were previously on the list, such as AED training, etc. have been removed
 - Were not 'in the field of driver education' as required by law

Pre-Approved Renewal Credits as of 4/2025

COURSE	HOURS APPROVED
DMV Driver Education Renewal School- 1 week only	40 (once per recertification period)
Driver Improvement Clinic National Safety Council AAA	4, 6, or 8 (depends on class, once per recertification period)
One Full Year of Service as a Driver Education Instructor	4 (maximum of 4 years/16 credit hours per recertification period)
North Carolina Driver & Traffic Safety Education Association (NCDTSEA) Annual Conference	12 (once per recertification period)
AAA Driver Improvement Program or Defensive Driving Instructor Course (For Instructor Certification)	40 (once per instructor lifetime)
Motorcycle Basic Rider Course	22 (once per instructor/lifetime)
Operation Lifesaver	4 (once per recertification period)
Other Teacher Training Workshops, Short Courses, Professional Driver Training Meetings, and/or Conferences in the Field of Driver Education (Submit to School Bus and Traffic Safety for Pre- Approval; Must Submit Post-Course Materials for Credit)*	Varies by course/workshop/training time; maximum of 30 hours per recertification period

Updates, Continued



You may request approval for other items as outlined in 19A NCAC 031 .0503

Must be received at least two weeks before attending course
Must be related to the field of driver education



If approved, you must also submit the following for credit to be issued:

Proof of attendance
Number of contact hours
Passing grade, if applicable
Brief evaluation of workshop, course, or conference

SBTS-621 'Pre-Approval Request'

SBTS-621
(Rev. 3/2025)

North Carolina Division of Motor Vehicles
SCHOOL BUS AND TRAFFIC SAFETY SECTION
DRIVER EDUCATION INSTRUCTOR RENEWAL CREDIT PRE-APPROVAL REQUEST

Include all of the requested information below. You must submit this request to the School Bus and Traffic Safety Section at schoolbustrafficsafety@ncdot.gov no later than two weeks before the date of your requested credit item. SBTS can only grant credit for items that are judged to be in the "field of driver education". The entire process is outlined in 19A NCAC 03I .0503, available at [19a ncac 03i .0503.pdf](#)

-Name and Address of Agency Sponsoring Workshop, Course, or Conference

-Title of Workshop, Course, or Conference

-Date(s) of Workshop, Course, or Conference

-Location of Workshop, Course, or Conference

-Brief Description of Workshop, Course, or Conference

Updates, Continued



All courses must be live-taught by an instructor

Can be online or in-person courses



Pre-recorded courses (such as online videos) will be considered if they are provided by an agency that delivers them through a demonstrated Learning Management System (LMS) that tracks attendance, participation, and comprehension

Pre-recorded courses without these features will not be approved

SBTS-622 'Renewal Credit Decision Form'

SBTS-622
(Rev. 3/2025)

North Carolina Division of Motor Vehicles
SCHOOL BUS AND TRAFFIC SAFETY SECTION
INSTRUCTOR RENEWAL CREDIT DECISION FORM

Instructor's Name: _____	Date: _____
Instructor's School: _____	Instructor's Permit #: _____

Course Name(s) Submitted:

1:

approved denied

2:

approved denied

3:

approved denied

4:

approved denied

5:

approved denied

6:

approved denied

7:

approved denied

8:

approved denied

9:

approved denied

10:

approved denied

Reasons for Course Denial(s) (If Any)

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SBTS-620 'Renewal Credit Checklist'

SBTS-620
(Rev. 3/2025)

North Carolina Division of Motor Vehicles
SCHOOL BUS AND TRAFFIC SAFETY SECTION
INSTRUCTOR RENEWAL CREDIT CHECKLIST

Instructor's Name: _____	Date: _____
Instructor's School: _____	Instructor's Permit #: _____

Date Attended

-DMV Driver Education Renewal School (40 hours)

confirmed by SBTS staff

-National Safety Council or AAA Driver Improvement Clinic (Varies)

4 hour 6 hour 8 hour confirmed by SBTS staff

-One Full Year of Service as a Driver Education Instructor (4 hours per year)

1 Year 2 Years 3 Years 4 Years confirmed by SBTS staff

-NCDTSEA Annual Conference (12 hours)

include proof of attendance confirmed by SBTS staff

-AAA Driver Improvement Program or Defensive Driving Course (Instructor Certification) (40 hours)

include proof of completion once per instructor lifetime confirmed by SBTS staff

-Motorcycle Basic Rider Course (22 hours)

include proof of completion once per instructor lifetime confirmed by SBTS staff

-Operation Lifesaver (4 hours)

include proof of completion confirmed by SBTS staff

-Workshops, Courses, Training, or Conferences in the Field of Driver Education (30 hours maximum)

Name:

Hours for Credit:

pre-approval received/granted by SBTS post-course materials received by SBTS

Name:

Hours for Credit:

pre-approval received/granted by SBTS post-course materials received by SBTS

Name:

Hours for Credit:

pre-approval received/granted by SBTS post-course materials received by SBTS

Updates, Continued



Course approval is not indefinite/permanent

Just because a course/provider is approved in 2025 does not mean it will be approved for 2026 without the appropriate application and post-course review
All credits MUST BE related to driver education



New SBTS forms for applying for credit, submitting courses for approval, and other information will be posted online and sent out before 1 June 2025

Questions About Renewal Credits?



G.S. 20-329 'Commercial Driver Training School Road Test Certification'



Training for this course/certification will not come from School Bus and Traffic Safety

Will come from the same unit that trains Driver License Examiners
Training will be similar to what examiners receive since the test will be equivalent



The training program has been submitted for legal and executive leadership approval

Has not been finalized



No training has been scheduled yet

You will be notified through email when the course is available to take

Questions?

