



FOR OFFICE USE ONLY:

Approval email:

R4 Monitor:

Zoom Class Monitor Registration

The Texas Department of Public Safety has approved taking the Certification and Recertification courses via Zoom. Each district must designate a monitor to be present for the entire course.

District Monitor Requirements:

- Must be present for the entire course.
- Must be part of district transportation department, preferably in the role of driver trainer.
- Be responsible for the following:
 - Receive registration sheets, question and answer sheets, and student handbooks from the ESC prior to the start of the course.
 - Provide a printed copy of the handbook to each student.
 - Ensure students are registered for the course, show up on time, participate and, most of all, pay attention.
 - Ensure laptop/desktop computer is setup and participant enters their legal first and last name.
 - Serve as the testing proctor.
 - Turn all paperwork back in to Region 4 at the end of the class. Paperwork may be scanned and submitted to Transportation@esc4.net.

Certification cards will not be issued for the class until all paperwork has been received from the Monitor and returned to Region 4.

To request approval as a District Class Monitor, please complete the information below then save and email to Transportation@esc4.net.

District Name: _____	ESC: _____
Monitor Name: _____	Title: _____
Monitor Signature: _____	
Monitor Email Address: _____	
Monitor Phone: _____	
Transportation Director Signature: _____	
Transportation Director Printed Name: _____	

Region 4 ESC Approval: _____ Date: _____