



FOR OFFICE USE ONLY:
Approval email: _____
R4 Proctor: _____
Books: _____
Excel: _____
Address: _____

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 employee
 - School librarian, full-time teacher, or professor
 - School superintendent, principal, assistant principal, or other administrator
- Must identify each participant with a valid photo I.D. prior to the start of the final exit exam.
- Proctor shall not leave testing participants unattended at any time during the examination.
- Proctor will provide required documentation for the Online Recertification Training to Region 4 ESC by submitting the required paperwork by fax (713.744.6303) or email to transportation@esc4.net.
- To request approval as a proctor, please complete the information below then click the submit button below.

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

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

District Name: _____ ESC Region: _____

Mailing Address for Cards: _____

Contact Name: _____ Title: _____

Signature: _____ Date: _____

Email Address: _____

Transportation Director Signature: _____

Printed Name: _____

Region 4 ESC Approval: _____ Date: _____