

## CDTP Updates November 2022

Dear instructors,

I hope this email finds you all well! I wanted to send a message to assist and clarify on some CDTP issues that are happening with the new Class D Driver License Application. I went into the Helena MVD and spent some time with the office manager trying to understand the new format and how to mark things appropriately. I believe this explanation will help each and every one of you moving forward.

In August of this year, a revised version of the application was approved and established as the form to use until further notice. Here is the link to the application for you all to print off and use, <https://dojmt.gov/wp-content/uploads/11-1400-Application-for-Class-D-Driver-License-and-Application-for-Identification-Card-0822-Fillable-1.pdf>. The yellow sheets that were approved in October of 2018 are no longer being accepted. I will try my best to explain what you need to do to make these applications accurate for the local MVD stations. I believe it might be best for you to make a template to refer back to or save this email to read again at a later date.

Please have the application printed off or on another screen to follow along to the directions below.

At the top in the gray area under **For Official Use Only**:, please fill in the student's name. That is all for the top gray area.

The next section is the student's information. Everything written on the entire application needs to be done in blue or black ink.

**LICENSING QUESTIONS:** 1-5 all need to be marked. Most likely all will be marked "No". If they mark any "Yes", the student will need to have a Driver Medical Evaluation filled out for that question they marked "Yes". The student will need to bring the completed form with them when they go into the local MVD after the course. Here is the link to the medical form <https://dojmt.gov/wp-content/uploads/Driver-Medical-Evaluation.pdf>. By doing this, the student will not need to make another trip back to the MVD after getting the form filled out by a doctor or medical professional validating the student's ability to drive. If there is something marked "Yes" and the student does not have the medical form filled out with them at their appointment, the MVD will give them the form and student will need to make another appointment with the completed form. This process has been frustrating for families and our MVD partners. If you have any students that have disabilities that fit those questions, give those students this medical form to get a professional's approval for that student to drive with you. Ultimately, it is your decision whether or not you feel safe to be in a moving vehicle with these students.

**FOR MINOR APPLICANTS ONLY:** The parent and instructor sign at or before the parent meeting.

**VISION TEST:** Either "Without glasses" or "With glasses/contacts" needs to be circled. Then a simple "Pass" or "Fail" next to the "Left Eye", "Both Eyes", and "Right Eye" has to be done. I was told not to worry about the Color Perception or Depth. Below is an example of what will be accepted.

Left Eye (pass)	Both Eyes (pass)	Right Eye (pass)
20/	20/	20/

**HEARING TEST:** If an applicant is deaf, wears a hearing aid, or is hard of hearing, the applicant's license must have a left outside rear-view mirror restriction.

Flip the sheet over to the back side of the form.

**OTHER SERVICES OFFERED:**

1. Only needs to be marked if the student is 18 or 19.
2. This question can be marked by Traffic Education students. It's their decision on "Yes" or "No".
3. "Exempt" or if the student is 18 or 19 they can decide what to put.

**Applicant:** The student will need to sign and date

**VOTER REGISTRATION:** Have the Traffic Education student mark the second box "I do not want to register to vote". If the student is 18 or 19 they can fill this section out how they please. If they do want to register to vote, they will need to sign and date again at the bottom of the page.

CDTP Test Results sheet and Test Forms for the most part have been filled out correctly, thanks!

One of the attachments is the Examiner Testing Page. This is not on the MVD external site. I was told two important things to remember on this page, besides filling in everything applicable to Traffic Education, is to always enter the date and Knowledge Test results pass or fail in order of test given. **CDTP USE ONLY:** needs to be filled out, see picture below.

<b>CDTP USE ONLY</b>	<b>CDTP INSTRUCTOR DOCUMENTS REVIEWED:</b>	
	Document 1: <input type="checkbox"/> U.S. Birth Certificate <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Montana Identification Card	Document 2: <input type="checkbox"/> Social Security Card <input type="checkbox"/> School Identification Card <input type="checkbox"/> Other:

Now with the links and the attachments, you can print these materials or you can go into your local station to get them as well.

One last thing, once a student has passed the written test and drive test in class and is ready to go to the MVD, they need to make a Graduated Driver's License Appointment. If students mark the wrong kind of appointment, the MVD will make them set a new appropriate appointment for what they need to do. This also can be frustrating for kids, families, and the MVD so please share this at the parent meeting.

This has been a lot of information. Thanks for your time and attention to this guidance about this new format of the application. If you all follow these directions it will prevent many problems with our partners at the Montana MVD stations. If you have any questions please call the local MVD station to help clarify.

Thanks again for all that you do to make the roads safe!

Sincerely,



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