

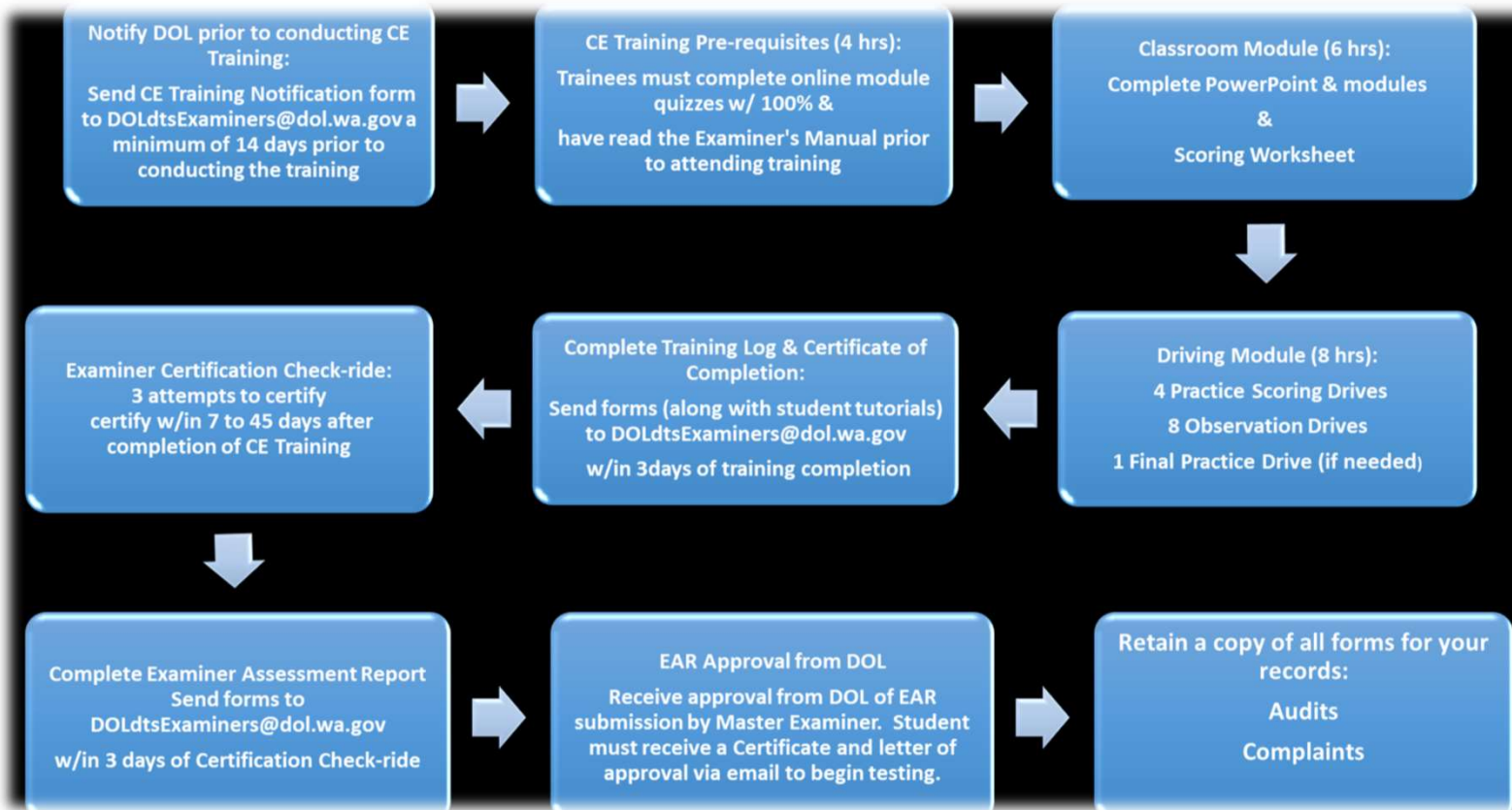
# Certified Examiner Training Package



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# CE TRAINING FLOW CHART



# CE TRAINING FLOW CHART

Required forms for CE training (send all forms to [DOLDTSExaminers@dol.wa.gov](mailto:DOLDTSExaminers@dol.wa.gov)) – ME's must keep copies of all forms for their records

**CE Training Notification Form** – *send to DOL a minimum of 14 days prior to the CE Training*

- List CE Training location, dates & times
- Identify ME that will be conducting the CE Training

**Pre-requisites for CE Training** – *ensure trainees have completed prior to attending training, if not – cannot attend*

- Online module quizzes – completed w/ 100%
  - Module 1,2 and knowledge exam module if not already certified
- Read the Instructor Examiners' Guidelines & Requirements Manual

**Training Log** – *complete w/in 3 days of training completion (don't send to DOL unless requested)*

- List all trainees attending & their license #'s
- Documents completion of Pre-requisites, Classroom Module, & Scoring Worksheet
- Documents 4 practice scoring drives
- Documents 8 observations drives
- Documents Final practice drive



# CE TRAINING FLOW CHART

**Certificate of Completion** – send to DOL w/in 3 days of training completion

Send All documents together for each applicant to [DOLDTSExaminers@dol.wa.gov](mailto:DOLDTSExaminers@dol.wa.gov)

- CE training log
- Certificates of completion
- Modules 1, 2, and CKE (if needed)

**Certification Check-ride** – conduct no sooner than 7 days & no later than 45 days after CE Training completion

- Examiner has 3 attempts to certify
- If Examiner fails an attempt, the next check-ride attempt must not be sooner than 3 days after the previous failed check-ride

**Certification Documentation** – send to DOL w/in 3 days qualified Check-ride

- Certifying Examiner's score sheet
- Master Examiner's score sheet
- Examiner Assessment Report

**EAR Approval from DOL**– Must wait until approval letter and certificate has been sent via email from the DOL to begin administering tests



## DTS Drive Test Training Road Maps

<b>PowerPoint</b>	Certified Examiner PowerPoint	
<b>Materials Needed</b>	Instructor Examiners Guidelines & Requirements Manual Training Binder Welcome and Purpose of Training Participant Sign-in Sheet Laptop Projector Extension cord Surge protector Duct tape Highlighters, pens, pencils (optional)	
<b><i>Module 1: Introduction &amp; Training Purpose/Steps</i></b>		
<b>Estimated Time: 45 Minutes</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Introduction</b>	2	Introduce yourself, discuss housekeeping matters
<b>Purpose</b>	2	Discuss purpose of CE training (Welcome and purpose of training)
<b>Review Steps to CE training completion</b>	10	Go through the homework, classroom & in-vehicle training agenda
<b>Check-ride Requirements</b>	2	Review post-training requirements
<b>Drive Test Check-in</b>	2	Review examination requirements
<b>Identity</b>	5	Lecture, slides
<b>Proof of Insurance</b>	2	Lecture, slides
<b>Instruction Permit</b>	2	Lecture, slides (Temporary Authorization to Drive)
<b>Physical Impairments</b>	5	Lecture, slides
<b>Pre-Trip Inspection</b>	3	Lecture, slides
<b>Questions</b>	10	Q&A

<b><i>Module 2: Instructions to the Applicant</i></b>		
<b>PowerPoint</b>	Certified Examiner PowerPoint	
<b>Materials Needed</b>	Drive test appointment pamphlet, Arm signal training aid, Drive test instructions English & Spanish, DT instruction cards, Job Aid	
<b>Estimated Time: 25 Minutes</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Introductions</b>	3	Lectures, slides (Drive test appointment pamphlet)
<b>Hand signals Brake reaction/</b>	2	Lectures, slides (Arm signal training aid/DT instructions English&Spanish/DT instruction cards)
<b>Guidelines for administering test</b>	5	Lectures, slides (job aid)
<b>During the test</b>	5	Lecture, slides
<b>Teaching vs. testing</b>	5	Lectures, slides
<b>Questions</b>	5	Q&A

<b><i>Module 3: DT Score Sheet &amp; Scoring Criteria</i></b>		
<b>PowerPoint</b>	Certified Examiner PowerPoint	
<b>Materials Needed</b>	DT Score Sheet sample handout	
<b>Estimated Time: 20 Minutes</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Drive Test Score Sheet</b>	5	Lecture, slides (Drive test score sheet)
<b>Scoring system</b>	5	Lecture, slides
<b>Causes for disqualification</b>	5	Lecture, slides
<b>Questions</b>	5	Q&A

<b><i>Module 4: Scoring the Drive Test</i></b>		
<b>PowerPoint</b>	Certified Examiner PowerPoint	
<b>Materials Needed</b>	DT Score Sheet sample handout DT Score Sheet Job Aid	
<b>Estimated Time: 2 Hours</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Scoring the DT</b>	2	Lecture, slides

<b>Scoring for vision &amp; signal</b>	3	Lecture, slides
<b>Backing</b>	5	Lecture, slides
<b>Parallel parking</b>	5	Lecture, slides
<b>Park and start on hill</b>	5	Lecture, slides
<b>Starting maneuver</b>	5	Lecture, slides
<b>Traffic control devices</b>	5	Lecture, slides
<b>Lane travel</b>	5	Lecture, slides
<b>Stop sign/flashing red traffic light</b>	5	Lecture, slides
<b>Traffic Signal Light</b>	5	Lecture, slides
<b>Mechanical operation</b>	5	Lecture, slides
<b>Left and right turns</b>	5	Lecture, slides
<b>Uncontrolled Intersections</b>	5	Lecture, slides
<b>Following</b>	5	Lecture, slides
<b>Passing</b>	5	Lecture, slides
<b>Right of Way</b>	5	Lecture, slides
<b>General driving performance</b>	5	Lecture, slides
<b>Misc Scoring</b>	5	Lecture, slides
<b>Drive Test Results</b>	5	Lecture, Slides
<b>Questions</b>	20	Q&A
<b>Transition</b>	10	Overview of Behind-the-Wheel instruction

<b><i>Module 5: Behind the Wheel Instruction</i></b>	
<b>Materials Needed</b>	Vehicle Drive Test Route Map Clipboards/Pens DT Score Sheets DT Score Sheet Job Aid Certified Examiner Training Log Instructor Examiners Guidelines and Requirements Manual
<b>Preparation</b>	Instructor and no more than 3 participants per session. Participants take turns conducting the drive test while other two observe from the back seat.



<b>Estimated Time: 20 Min Per Participant Max Total: 9 Hours</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Vehicle Inspection</b>	2	Each participant practices conducting vehicle inspection, brake reaction test and hand signals at least once (more if needed).
<b>Drive Test</b>	10	Practice scoring, instructions to applicant.
<b>Test Conclusion</b>	8	Review test results, compare scores, provide feedback.

<b><i>Module 6: Review Workbook Activities &amp; Wrap-up</i></b>		
<b>PowerPoint</b>	N/A	
<b>Materials Needed</b>	Workbook Q&A's, Verbiage Flashcards, Muscle Memory Exercise Course Evaluation	
<b>Estimated Time: 30 Minutes</b>		
<b>Sections</b>	<b>Minutes</b>	<b>Description</b>
<b>Review Workbook/ Activities</b>	20	Review Q&As, practice Verbiage Flashcards and Muscle Memory Exercise
<b>Next Steps</b>	5	Discuss next steps
<b>Wrap-up</b>	5	Wrap-up, collect course evaluations

# HOW TO BUILD A DTS – CE TRAINING MANUAL

(File names are in parenthesis and underlined)

- **Left front pocket (of binder):**

- (2 DT Job Aid)
- Drive Test Score sheets:
  - 4 copies of (3 Skills Test Score Sheet)
  - 4 copies of (4 DT Score Sheet 2 per page)
- Route Map(s)
- (5 Course Evaluation\_DTS DT Training)

- **Binder (put following forms on binder rings):**

- Section 1
  - (6 Welcome and Purpose of Training)
  - (7 DTS Drive Test Manual Contents)
- Section2
  - (Instructor Examiners Guidelines and Requirements Manual)
  - (8 Blank Notes Pages)
  - (9 Workbook QUESTIONS)
  - (10 Muscle Memory Exercise)
  - (11 Verbiage Flash Cards)
- Section 3
  - (12 Drive Test Instruction Cards)
  - (13 DT Instructions English)
  - (14 DT Instructions Spanish)
  - (15 Arm Signal Training Aid)
  - (16 Drive Test Appointment Pamphlet)
  - (17 Interpreter Instructions)
  - (18 Temporary Authorization to Drive)

## Additional files below (For Master Examiner Reference/Use):

- (DOL Master Examiner Training - Ref Only) – Found in Training modules of LX for Business under Resources
- (0 Training Flow Chart) – Follow this
- (Instructor Examiners Guidelines and Requirements Manual) – Found in Training modules of LX for Business
- (0 Training Road Map) - Follow this
- (Certified Examiner Training Notification) – Turn in 14 days prior to training
- (Certified Examiner Training Log) – Attendance sheet filled out by participants daily
- (19 Participant Sign-in Sheet DTS DT Training) – Log of training activities filled out by Master Examiner
- (Certified Examiner PowerPoint) – Used for classroom instruction Found in Training modules of LX for Business under Resources
- (20 Workbook ANSWER KEY) – Used for classroom instruction
- (21 CE Error Percent Matrix) – For check-rides
- (Certified Examiner Classroom Completion Certificate) – Post course document
- (Examiner Assessment Report) – Check-ride document

# Drive Test Scoring

<b>BACKING</b>	
<b>VIS</b>	before, while, leaving
<b>SIG</b>	none, late, wrong
<b>SW</b>	no stop at sidewalk
<b>STP</b>	no stop before road
<b>SPD</b>	too fast
<b>WIDE</b>	go over centerline
<b>CURB</b>	on curb, strikes, can't back after turn
<b>2STP</b>	no 2nd stop if needed
<b>UNABLE</b>	after 3 tries
<b>ROAD</b>	backs off road, no curb
<b>WIDE</b>	rear wheels >18" away
<b>DIS</b>	vehicle >18" away
<b>CUT</b>	where no curb exists
<b>CURB</b>	strikes while backing
<b>WEAVE</b>	not kept straight
<b>PARALLEL PARKING</b>	
<b>VIS</b>	before, within, leaving
<b>SIG</b>	none, late, wrong
<b>CONT</b>	with pole or vehicle
<b>THUR</b>	through poles
<b>CURB</b>	one wheel over curb
<b>UNABLE</b>	after 2 tries
<b>ROAD</b>	R tires past poles/no curb
<b>CURB</b>	stops movement
<b>1 1/2</b>	uses more than 30'
<b>JOC</b>	more than 3 moves
<b>TRY</b>	tries more than once
<b>DIS</b>	vehicle > 12" away
<b>CENT</b>	not centered in space
<b>PARK &amp; START ON HILL</b>	
<b>VIS</b>	none, late, wrong
<b>SIG</b>	none, late, wrong
<b>PB</b>	not engaged
<b>GEAR</b>	not in park or gear
<b>WH</b>	not turned properly
<b>DIS</b>	front/veh >12" away
<b>CTL</b>	rolls significantly
<b>CURB</b>	1 wheel over curb leaving
<b>JOC</b>	more than 2 moves
<b>CURB</b>	strikes when leaving
<b>CTL</b>	release PB before control
<b>DIS</b>	rear wheels >12" away
<b>STARTING</b>	
<b>VIS</b>	none, late, wrong
<b>SIG</b>	none, late, wrong
<b>CURB</b>	1 wheel over curb or shoulder leaving

<b>STOP SIGNS &amp; FLASHING LIGHTS</b>	
<b>VIS</b>	fails to look both ways
<b>2STP</b>	~fails to make 2nd stop if 2nd car ~fails to yield ROW or check traffic
<b>SL</b>	fails to stop before line
<b>CE</b>	fails to stop b4 crosswalk
<b>INT</b>	fails to stop b4 entering intersection
<b>TRAFFIC SIGNAL LIGHT</b>	
<b>VIS</b>	fails to look both way before starting as 1st car
<b>YEL</b>	entered intersection when safe stop could be made
<b>SL</b>	fails to stop b4 stopline
<b>CW</b>	fails to stop b4 crosswalk
<b>ROR</b>	doesn't make free right when safe
<b>HES</b>	stops when green or fails to go unnecessarily
<b>MECHANICAL OPERATION</b>	
<b>SIG</b>	doesn't discontinue
<b>HANDS</b>	less than 1/3 of wheel
<b>ARM</b>	out window or on sill
<b>POS</b>	improper seating
<b>1 HAND</b>	when unnecessary
<b>CLUTCH</b>	not pressed when starting
<b>GEAR</b>	improper, car moves in wrong direction
<b>BRK</b>	unneded hard braking
<b>CLUTCH</b>	jerky
<b>STALL</b>	driver's fault, not car's
<b>START</b>	difficulty starting
<b>RACES</b>	races engine
<b>PB</b>	fails to release
<b>CTL</b>	improper use of controls
<b>SPINS</b>	wheels spin excessively
<b>LANE TRAVEL</b>	
<b>VIS</b>	before
<b>SIG</b>	before changing lane
<b>RT</b>	fails to keep R w/o lines
<b>LANES</b>	overlaps w/ lines
<b>CURB</b>	strikes or 1 wheel on curb driving to side
<b>LANES</b>	overlaps w/o lanes in 1 direction
<b>WEAVE</b>	unneded around parked vehicle

<b>LEFT &amp; RIGHT TURNS</b>	
<b>VIS</b>	fails to use proper
<b>SIG</b>	none, late, wrong
<b>SPD</b>	braking needed in turn
<b>CUT</b>	corner (curb or road on R turn)
<b>POS</b>	fails to move L or R before (lanes undefined)
<b>WIDE</b>	completes turn into improper lane
<b>WIDE</b>	turns wide, but finishes in proper lane
<b>LATE</b>	getting in proper lane before turn
<b>STP</b>	unnecessarily
<b>LANES</b>	straddles two lanes in turn (marked/unmarked)
<b>TRAFFIC CONTROL DEVICE</b>	
<b>FTC</b>	fail to comply or take needed precaution
<b>STP</b>	makes unneeded stop
<b>FOLLOWING</b>	
<b>CLOSE</b>	too close for traffic or conditions
<b>DIS</b>	>1 car length behind car
<b>STP</b>	ahead at stop/signal
<b>PASSING</b>	
<b>VIS</b>	fails to use proper
<b>SIG</b>	fails before, after
<b>WIDE</b>	excessive to car or object
<b>CLOSE</b>	excessive to car or object
<b>LEFT</b>	keep left too long after
<b>RIGHT</b>	passes on right when not safe
<b>PASS</b>	doesn't when safe
<b>GENERAL DRIVING</b>	
<b>ATTN</b>	fails to react safely to traffic, conditions or stop at sign in parking lot
<b>FTP</b>	>10mph below safe speed limit after 2 reminders
<b>SLOW</b>	>10mph below safe speed limit unless warrants
<b>STP</b>	unneces stop moving straight ahead w/o traffic controls
<b>SLOW</b>	>5mph below safe speed limit unless warranted
<b>HES</b>	stops when green or fails to go unnecessarily

<b>UNCONTROLLED INTERSECTION</b>	
<b>VIS</b>	fails to observe all areas
<b>SPD</b>	fails to decrease speed
<b>STP</b>	stops unnecessarily
<b>HES</b>	slows almost to stop
<b>RIGHT OF WAY</b>	
<b>ROW</b>	not clearly yielded
<b>ROW</b>	not taken when clearly yielded by others

<b>VEHICLE INSPECTION</b>	
I am going to check your ability to stop. Put your foot on the gas pedal. When I say stop, step on the brake as quickly as you can. Stop.	

<b>BACKING</b>	
Back around the corner to the right, staying as close to the curb (or the edge of the road) as you can. Then safely continue backing in a straight line until I say stop. Re-enter traffic.	

<b>PARK &amp; START ON A HILL</b>	
<i>On a hill:</i> Park your vehicle (place or landmark) as though you were going to leave it unattended.	
<i>For Simulated add:</i> Assume you are on a uphill/downhill grade.	

<b>PARALLEL PARKING</b>	
<i>Between 4 stanchions:</i> Parallel Park between the four poles as if you were parking between two vehicles.	
<i>Behind a single vehicle:</i> (Point out the vehicle) Imagine another vehicle parked 1 1/2 car lengths to the rear; parallell park between the two.	

<b>STARTING</b>	
Drive to the side of the road and stop. Re-enter traffic.	

<b>SCORING KEY</b>	
DANGER POTENTIAL	
LACK OF SKILL	
CONGESTION POTENTIAL	

## Driving Test Score Sheet

PRINT Name ( <i>Last, First, Middle initial</i> )			Date of birth	
Driver license number		Applicant signature <b>X</b>		
Driving school name		Location		
School license #	Route #	Start time	End time	
Examiner signature & license # <b>X</b>		Date	Type of ID—verified	

DP = Danger potential    LS = Lack of skill    CP = Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		Left turns	
DP: Vis Sig Cont Thru Curb Unable Road	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		Right turns	
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		Uncontrolled intersections	
DP: Vis Sig Curb	4	DP: Vis Spd	4
		CP: Stp Hes	2
Lane travel		Following	
DP: Vis Sig Rt Lanes Curb	4	DP: Close	4
CP: Lanes Weave	2	CP: Dis	2
Traffic control devices		Passing	
DP: Ftc	4	DP: Vis Sig Wide Close Left Right	4
CP: Stp	2	CP: Pass	2
Stop signs/ Flashing lights		Right-of-way	
DP: Vis 2Stp	4	DP: Row	4
CP: Sl Cw Int	2	CP: Row	2
Traffic signal lights		General driving performance	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2
<b>Qualified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Your score:</b>	
If no, reason:			
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform			

## Driving Test Score Sheet

PRINT Name (Last, First, Middle initial)		Date of birth	
Driver license number		Applicant signature <b>X</b>	
Driving school name		Location	
School license #	Route #	Start time	End time
Examiner signature & license # <b>X</b>		Date	Type of ID-verified

DP=Danger potential LS=Lack of skill CP=Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		Left turns	
DP: Vis Sig Cont Thru Curb Unable Road	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		Right turns	
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		Uncontrolled intersections	
DP: Vis Sig Curb	4	DP: Vis Spd	4
		CP: Stp Hes	2
Lane travel		Following	
DP: Vis Sig Rt Lanes Curb	4	DP: Close	4
CP: Lanes Weave	2	CP: Dis	2
Traffic control devices		Passing	
DP: Ftc	4	DP: Vis Sig Wide Close Left Right	4
CP: Stp	2	CP: Pass	2
Stop signs/ Flashing lights		Right-of-way	
DP: Vis 2Stp	4	DP: Row	4
CP: Sl Cw Int	2	CP: Row	2
Traffic signal lights		General driving performance	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2
<b>Qualified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Your score:</b>	
If no, reason:			
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform			

DLE-520-001A (R/8/16)E

## Driving Test Score Sheet

PRINT Name (Last, First, Middle initial)		Date of birth	
Driver license number		Applicant signature <b>X</b>	
Driving school name		Location	
School license #	Route #	Start time	End time
Examiner signature & license # <b>X</b>		Date	Type of ID-verified

DP=Danger potential LS=Lack of skill CP=Congestion potential

Backing		Mechanical operation	
DP: Vis Sig Sw Stp Spd Wide Curb 2Stp Unable Road	4	DP: Sig Hands Arm Pos 1Hand Clutch Gear Brk	2
LS: Wide Dis Cut Curb Weave	2	LS: Clutch Stall Start Races Gear PB Ctl Spins	1
Parallel parking		Left turns	
DP: Vis Sig Cont Thru Curb Unable Road	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Curb 1 1/2 Joc	2	LS: Wide	3
CP: Try Dis Cent	2	CP: Late Stp Lanes	3
Park and start on hill		Right turns	
DP: Vis Sig Pb Gear Wh Dis Ctl Curb	4	DP: Vis Sig Spd Cut Pos Wide	6
LS: Joc Curb Ctl	2	LS: Wide	3
CP: Dis	2	CP: Late Stp Lanes	3
Starting		Uncontrolled intersections	
DP: Vis Sig Curb	4	DP: Vis Spd	4
		CP: Stp Hes	2
Lane travel		Following	
DP: Vis Sig Rt Lanes Curb	4	DP: Close	4
CP: Lanes Weave	2	CP: Dis	2
Traffic control devices		Passing	
DP: Ftc	4	DP: Vis Sig Wide Close Left Right	4
CP: Stp	2	CP: Pass	2
Stop signs/ Flashing lights		Right-of-way	
DP: Vis 2Stp	4	DP: Row	4
CP: Sl Cw Int	2	CP: Row	2
Traffic signal lights		General driving performance	
DP: Vis Yel	4	DP: Attn Slow Stp	4
CP: Sl Cw Ror Hes	2	CP: Slow Hes	2
<b>Qualified:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Your score:</b>	
If no, reason:			
<input type="checkbox"/> Accident <input type="checkbox"/> Dangerous action <input type="checkbox"/> Violation of law <input type="checkbox"/> Deductions <input type="checkbox"/> Failure to perform			

DLE-520-001A (R/8/16)E

## Course Evaluation

**Course Title:** \_\_\_\_\_

**Session Date:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

Please circle the appropriate response:

Stated outcomes were achieved during the training.	Not at all 1 2 3 4	Somewhat 5 6 7 8	Completely 9 10
Training content was relevant and challenging.	Not at all 1 2 3 4	Somewhat 5 6 7 8	Completely 9 10
Support materials (e.g., handouts) were helpful.	Not at all 1 2 3 4	Somewhat 5 6 7 8	Completely 9 10
The instructor was effective.	Not at all 1 2 3 4	Somewhat 5 6 7 8	Completely 9 10
This training has improved my understanding of the topic.	Not at all 1 2 3 4	Somewhat 5 6 7 8	Completely 9 10
The time allowed for the training was...	Circle the appropriate response: Too much                      About right                      Too little		
Overall training evaluation	Poor 1 2 3 4	Fine 5 6 7 8	Excellent 9 10
<i>Highlights</i> – What parts of the training were <i>most</i> interesting and useful for you?			
<i>Low Spots</i> – What parts of the training were of little or no value for you?			
<i>Instructor's Effectiveness</i> – Comment on the instructor's effectiveness (e.g., rapport with group, presentation, methods used).			

\*\*\*\*\*Optional\*\*\*\*\*

**Your Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Thank You!**



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
*PO Box 435, Olympia, Washington 98507-0435*

## Certified Examiner Training Expectations

Welcome to the Certified Examiner (CE) Training. This training is very important to the successful delivery of the knowledge and skills exam. Therefore, it is important for you to understand that this test is not up for debate. There will be things you teach that are not part of this test. The test must be delivered **exactly** as prescribed. **This is the state approved exam for obtaining a driver license.** During this course, we are not going to debate, the RCW or WAC's around this training. Time is of the essence. There is a lot of material to deliver in two to three days. Please try to hold your questions to the end of each module of the training so we can keep the training session going.

The purpose of this training is to train "Certified Examiners." Attendees in this training are selected by the school owner. Each school is expected to train all instructors that are providing testing at their school locations via the DOL Certified Master Examiner. This training is intended to give the instructor/examiner the information to deliver the test properly. Once the instructor/examiner training is complete, the instructor/examiner is required to be "certified" no sooner than 7 days but no later than 45 days after the training is completed. Each participant will have up to 3 attempts to receive their CE certification. In the event the participant is not certified, a CE status will not be granted. The participant will have to wait 6 months before re-applying for a CE status. The certification is completed by the Master Examiner. A recertification for every instructor/examiner will occur annually to ensure test delivery skills are intact.

It is imperative that the knowledge and skills test is delivered correctly and consistently to every person who is testing across the state. This will not only help with gathering more reliable data but will also serve as a base line for all schools when dealing with complaints regarding test delivery.

### **Here are some important expectations that you need to be aware of:**

- You must be on time for each training session. The training will start promptly at the designated time. Plan to arrive 15 minutes early to get signed in. Training will also resume promptly after breaks and lunch. The expectation is that you are present and ready for training at that time. If you are more than 15 minutes late to the training, you will have to reschedule for another training session. No exceptions.
- Training materials will be provided at the first training session.
- Prior to registering for the training, you are expected to have read the Examiner Instructor Guidelines and Requirements Manual and provide proof of completion of the on-line training modules with a score of 100%. Please bring a copy to your training so your Master Examiner can send your proof of completion to [DOLDTSExaminers@dol.wa.gov](mailto:DOLDTSExaminers@dol.wa.gov).
- During this training, any Examiner that is unable to meet minimum DOL public safety standards in administering the Skills Tests may be temporarily suspended from examining, pending further action(s) and/or training by DOL or Master Examiner with DOL approval.



STATE OF WASHINGTON  
DEPARTMENT OF LICENSING

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## CLASSROOM MODULES QUIZ

Using the Drive Test Score Sheet as a reference, how would you score the following scenarios?

**Example:** Customer does not take a right on red when stopped at a red light and no traffic is present.

**Answer:** Traffic signal light: Lack of Skill: Circle ROR.

1. During the backing maneuver the applicant goes over the curb with one wheel and then corrects herself.  
Answer: \_\_\_\_\_
2. While driving to the side of the road, in preparation for the Starting maneuver, the applicant does not look over his shoulder to drive to the side of the road.  
Answer: \_\_\_\_\_
3. On a two-way four lane roadway, the applicant makes a left turn into the far lane and stays in that lane.  
Answer: \_\_\_\_\_
4. At an intersection with a stop sign, the applicant slowly creeps through the intersection while looking to his sides for traffic but does not make a complete stop.  
Answer: \_\_\_\_\_
5. While parallel parking the applicant is using his mirrors to back and strikes the curb (without going over the curb).  
Answer: \_\_\_\_\_
6. While parallel parking, the applicant takes four moves to position her vehicle in the parking space and is more than 18 inches from the curb.  
Answer: \_\_\_\_\_
7. The applicant is on the far-left side of her lane of travel prior to making a right turn.  
Answer: \_\_\_\_\_
8. The applicant arrives at the same time as a vehicle on his right at a four-way stop sign. The applicant stops, looks both ways and goes without hesitation.  
Answer: \_\_\_\_\_
9. The applicant arrives at a stop sign and stops in the crosswalk.  
Answer: \_\_\_\_\_
10. The applicant is backing out of a driveway with a sidewalk, and she does not stop before the sidewalk or the travel portion of the road while backing.  
Answer: \_\_\_\_\_

11. The applicant does not look over his shoulder when instructed to move safely to the left lane.  
Answer: \_\_\_\_\_
12. When turning left the applicant does not activate her turn signal until she has come to a complete stop at the stop sign.  
Answer: \_\_\_\_\_
13. After completing the Park and Start on Hill maneuver, the applicant puts the transmission in wrong gear and causes the vehicle to move in the wrong direction.  
Answer: \_\_\_\_\_
14. While in the parking lot, the applicant does not stop at a posted stop sign.  
Answer: \_\_\_\_\_
15. The applicant waits for distant traffic before proceeding to turn left.  
Answer: \_\_\_\_\_
16. During the parallel parking maneuver, the applicant fails to signal before backing into the parking spot.  
Answer: \_\_\_\_\_
17. Before leaving the parking on a Hill maneuver, the applicant fails to release her parking brake and continues to drive with it engaged.  
Answer: \_\_\_\_\_
18. During the Backing maneuver, prior to the turn, the applicant fails to back his vehicle around the corner, striking the curb three times.  
Answer: \_\_\_\_\_
19. The applicant prepares to leave a parallel parking spot with vehicles to the front and rear, hindering the ability of street traffic to see her turn signal. When reentering traffic the applicant uses best possible vision, activates her turn indicators, and re-enters traffic successfully.  
Answer: \_\_\_\_\_
20. While driving to the side of the road, in preparation for the Starting maneuver, the applicant fails to engage his turn signal.  
Answer: \_\_\_\_\_
21. The applicant parks her vehicle during the Parking on a Hill maneuver with the rear tire of her vehicle more than 12 inches from the curb.  
Answer: \_\_\_\_\_
22. The applicant did not signal to come out of the parallel parking space to make a second attempt to position his vehicle in the parking space.  
Answer: \_\_\_\_\_

23. The applicant leaves one hand on the gearshift throughout most of the drive test.  
Answer: \_\_\_\_\_
24. The applicant completes the park and start on hill maneuver with the front tire of the vehicle more than 12 inches from the curb.  
Answer: \_\_\_\_\_
25. The applicant leaves more than 20 feet between her vehicle and the vehicle in front of her stopped at a traffic light.  
Answer: \_\_\_\_\_
26. The applicant signals to turn right before turning left at a stop sign.  
Answer: \_\_\_\_\_
27. While driving to the side of the road, in preparation for the Starting maneuver, the applicant goes over the curb with one wheel.  
Answer: \_\_\_\_\_
28. The applicant drives too fast while making a left turn, requiring excessive braking in turn.  
Answer: \_\_\_\_\_
29. The applicant makes an unnecessary stop at a yield sign where no traffic is approaching.  
Answer: \_\_\_\_\_
30. The applicant goes over the curb with one wheel while driving around a traffic circle.  
Answer: \_\_\_\_\_

**True or False?**

1. You can take a shortcut on the drive test if you fall behind in your schedule. \_\_\_\_\_
2. It is ok for you to use your cell phone while conducting a drive test as long as you're at a stop sign or waiting for the applicant to complete a maneuver. \_\_\_\_\_
3. You should grade based on your feelings of how the customer performed. \_\_\_\_\_
4. You should be aware of traffic conditions and give instructions well in advance. \_\_\_\_\_
5. You would score the test as a Dangerous Action if another vehicle has to take evasive action when your applicant pulls out in front of it. \_\_\_\_\_
6. You can modify the drive test instructions to fit your style. \_\_\_\_\_
7. If using an interpreter for the hearing impaired for the drive test, the interpreter should ride in the front passenger seat so they can be seen by the applicant. \_\_\_\_\_

8. You should instruct the applicant how to drive or perform a maneuver if they have questions during the drive test. \_\_\_\_\_
9. You would not score the driver until they commit the error twice. \_\_\_\_\_
10. Once an applicant drives 5 miles over the speed limit, he/she has committed a violation and the test is over. \_\_\_\_\_
11. Dangerous actions and collisions will be scored if they occur in a parking lot. \_\_\_\_\_
12. If a customer fails to stop at a stop sign in a parking lot, the test will be ended. \_\_\_\_\_
13. You should complete the full drive test after a Dangerous Action so you can have a better sense of how the driver performs. \_\_\_\_\_
14. Each applicant should receive the same basic test regardless of who is testing or where the test is conducted. \_\_\_\_\_
15. It is okay to engage in casual small talk during the examination. It helps put your applicant at ease. \_\_\_\_\_
16. If the vehicles windows begin to fog up, you can turn on the defroster without affecting the applicant's test results. \_\_\_\_\_
17. It is okay to use hand signals if the electric turn signals are not working. \_\_\_\_\_
18. When an applicant strays off the approved drive test course (once) it is scored as a DA. \_\_\_\_\_
19. It is okay for the schools to test applicants who have a physical disability that will likely result in restrictions on their license. \_\_\_\_\_
20. If the customer does not initially understand the scripted instructions, you may paraphrase them and use gestures to further clarify the intent. \_\_\_\_\_
21. A Danger Potential deduction for left and right turns is a maximum 4-point deduction. \_\_\_\_\_
22. If the applicant does not know his hand signals when you ask him to demonstrate hand signals it is an automatic disqualification. \_\_\_\_\_
23. The point deduction for Danger Potential error is always the maximum amount that can be deducted for the maneuver. \_\_\_\_\_
24. Examiners should notify applicants immediately when they disqualify. \_\_\_\_\_
25. After the applicant moves the vehicle six times in the parallel park space, you stop the maneuver and score as "Unable" under Danger Potential. \_\_\_\_\_

**Fill in the blanks:**

1. What are the 5 causes for disqualification?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. The lowest number score you can get on a drive test and pass is: \_\_\_\_\_

3. The instructions for the Backing maneuver (backing out of a driveway, and without a curb) are:

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4. The instructions for the Parallel Parking maneuver (using one imaginary car) are:

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5. The instructions for the Start and Park on Hill maneuver (with no actual hill) are:

---

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6. The instructions for the Starting maneuver are:

---

7. The instructions to change lanes to the left/right are:

\_\_\_\_\_

8. If there is no stop line or crosswalk at an intersection with a Stop Sign the applicant should stop before the \_\_\_\_\_.

9. An applicant can make up to \_\_\_\_\_ attempts on the parallel parking Maneuver before being scored as "Unable".

10. Three methods you can use to take control of the applicant's vehicle if they lose control of the vehicle are:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

11. The backing maneuver simulates backing out of an \_\_\_\_\_ or \_\_\_\_\_.

12. A "HANDS" deduction is the result of an applicant driving unnecessarily with less than \_\_\_\_\_ of steering wheel between their hands; hand positioned other than on the outside of rim.

13. Applicants who exceed the speed limit by more than \_\_\_\_\_ will be scored as a "VIO".

14. If the applicant does not have a valid instruction permit or valid foreign driver license, you will need to issue a \_\_\_\_\_ before you begin the drive test.

15. If the applicant does not have photo ID, another way you can verify the applicant's identity before the drive test is to compare their \_\_\_\_\_ on other identification documents presented.

**Match the correct answer:**

1. Match the definition to the scoring criteria:

___ Danger Potential	a. An action that, while not particularly dangerous, clearly indicates a lack of skill
___ Lack of Skill	b. An action that is not necessarily dangerous, nor clearly indicates a lack of skill, but would potentially congest or inhibit the normal flow of traffic
___ Congestion Potential	c. An action that would be potentially dangerous if other traffic or pedestrians had been present

## DRIVE TEST SCORE SHEET MUSCLE MEMORY EXERCISE

Left turns	Mechanical operation
Traffic control devices	Passing
General driving performance	Following
Stop signs/ Flashing lights	Right turns
Lane travel	Right of way
Uncontrolled intersections	Traffic signal lights

**Instructions:**

1. Print this document along with a blank Driving Test Score Sheet
2. While viewing this document, select a non-maneuver category above in your mind.
3. Without looking at the drive test score sheet, place your finger (or pencil) on where you think that category is located.

Are you in the same quadrant? Were you right on?

Repeat this multiple times until it becomes second nature as to where each category is.

Remember, the more time you spend searching for where to score, the less time you are watching the road / applicant!

Understanding quickly where an error should be marked, along with having the exact verbiage prior to the start of your Certified Examiner course will boost your confidence and make your initial training much less stressful!



<p><b>Parallel Parking (Traffic Stanchions)</b></p>	<p><i>Parallel Park between the four poles as if you were parking between two vehicles</i></p>
<p><b>Parallel Parking (Behind a Single Vehicle)</b></p>	<p><i>Imagine another vehicle parked 1-1/2 car lengths to the rear; parallel park between the two</i></p>
<p><b>Parallel Parking (Between Two Vehicles)</b></p>	<p><i>Parallel park between these two vehicles</i></p>
<p><b>Right and Left Turns</b></p>	<p><i>At the next corner, turn right (left)</i></p>
<p><b>Lane Change</b></p>	<p><i>When safe, move to the right (left) lane</i></p>

Fold Sheet in half and cut out each card.

You can also cut and tape each to the front and back of an index card

<p><b>Backing Maneuver (Curb)</b></p>	<p><i>Back around the corner to the right, staying as close to the edge of the <u>curb</u> as you can, then safely continue backing in a straight line until I say stop</i></p> <p><i>Imagine you are backing out of an alley or driveway (if applicable)</i></p>
<p><b>Backing Maneuver (<u>NO</u> Curb)</b></p>	<p><i>Back around the corner to the right, staying as close to the edge of the <u>road</u> as you can, then safely continue backing in a straight line until I say stop</i></p> <p><i>Imagine you are backing out of an alley or driveway (if applicable)</i></p>
<p><b>Park and Start on a Hill</b></p>	<p><i>Park your vehicle (next to the _____ on the right) as though you were going to leave it unattended</i></p>
<p><b>Park and Start on a Hill (Simulated slope)</b></p>	<p><i>Park your vehicle (next to the _____ on the right) as though you were going to leave it unattended</i></p> <p><i>Assume you are on an uphill (downhill) grade</i></p>
<p><b>Starting Maneuver</b></p>	<p><i>Drive to the side of the road and stop</i></p>

Fold Sheet in half and cut out each card.

You can also cut and tape each to the front and back of an index card

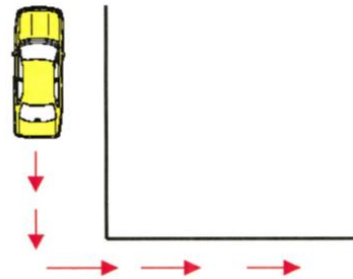
## Drive Test Instructional Cards



*“Back around the corner to the right, staying as close to the curb as you can (or edge of the road).”*

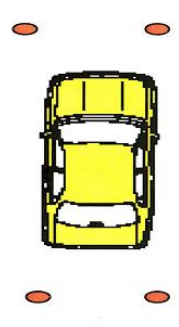
*“Then safely continue backing in a straight line until you see the ‘stop’ card”*

*“Imagine you are backing out of an alley or driveway”*



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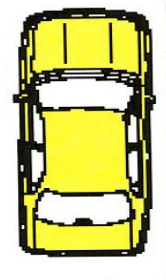
Parallel Park between the four poles as if you were parking between two vehicles



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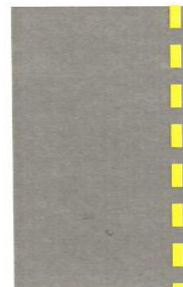
*“Park your vehicle (point out location such as mailbox) as though you were going to leave it unattended”*

For simulating a slope: *“Assume you are on an uphill (downhill) grade”*

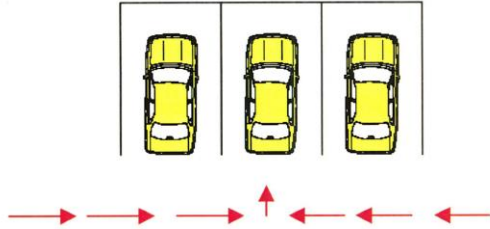


When the maneuver is complete, instruct the applicant: *“Re-enter traffic”*

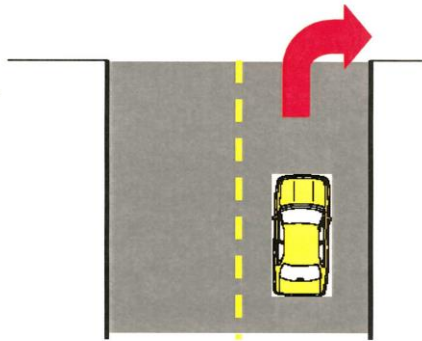
*“Drive to the side of the road and stop”*



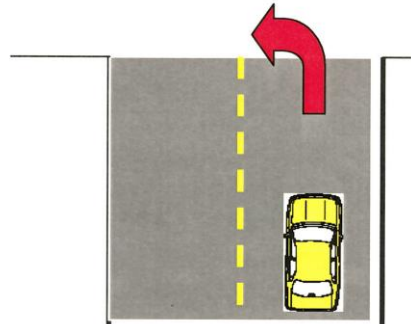
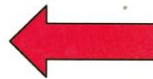
Park your vehicle and turn off the engine.



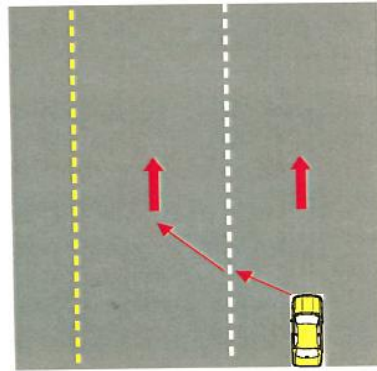
At the next corner **turn right.**



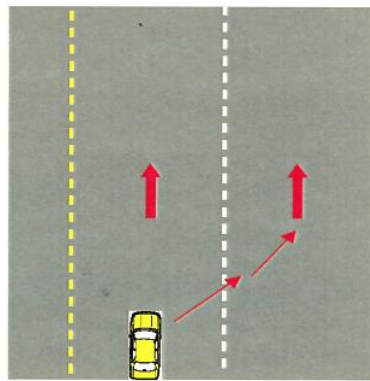
At the next corner **turn left.**



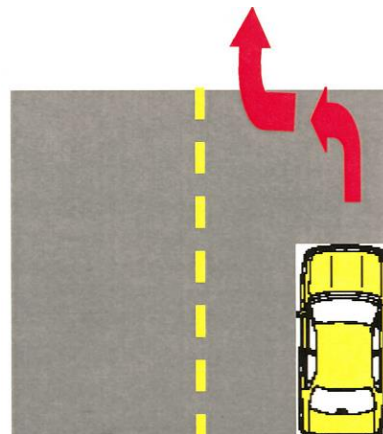
“When safe, move to the left lane”



“When safe, move to the right lane”



“Re-enter Traffic”



## Instructions for the Drive Test Maneuvers

### Vehicle Inspection

*“I am going to check your ability to stop. Put your foot on the gas pedal. When I say stop, step on the brake as quickly as you can.” “Stop”*

### Hand Signals

*“Please demonstrate a Left/Right/Slow /Stop hand signal.”*

**Backing Maneuver** – *“Back around the corner to the right, staying as close to the edge of the road (or curb) as you can. Then safely continue backing in a straight line until I say stop.”*

*“Re-enter traffic”*

Conducted at an intersection – *“Imagine you are backing out of an alley or driveway.”*

**Park and start on hill** – *“Park your vehicle (name a place or landmark) as though you were going to leave it unattended.”*

*“Re-enter traffic”*

Simulated Park and start on hill - *“Assume you are on an uphill/downhill grade”*

### Parallel Parking –

Between four stanchions: *“Parallel park between the four poles as if you were parking between two vehicles.”*

Behind a single vehicle: (Point out the Vehicle) *“Imagine another vehicle parked 1 ½ car lengths to the rear; parallel park between the two.”*

Between two vehicles: (Point out the Vehicles) *“Parallel park between these two vehicles”*

*“Re-enter traffic”*

**Starting** – *“Drive to the side of the road and stop” “Re-enter traffic”.*

**Turns** – *“At the next corner turn right/left.”*

**Lane Change** – *“When safe, move to the right/left lane.”*

## Instructions for the Drive Test Maneuvers - Spanish

**Vehicle Inspection** - “I am going to check your ability to stop.” **“Voy a revisar su habilidad de parar.”**  
“Put your foot on the gas pedal. When I say stop, step on the brake as quickly as you can.” “Stop”  
**“Ponga su pie en el acelerador y cuando yo diga alto, pise el freno lo mas rapido que pueda.”** **Álto’**

**Hand Signals** - “Please demonstrate a Left/Right/Slow /Stop hand signal.”  
**“Usando señales de mano demuestre la señal de vuelta a la izquierda/derecha/alto.”**

**Backing Maneuver** – “Back around the corner to the right, staying as close to the edge of the road (or curb) as you can. Then safely continue backing in a straight line until I say stop.”  
**“Retroceda doblando la esquina a la derecha, permaneciendo lo más cerca posible del borde de la carretera (o acera) como sea posible. Después cuidadosamente continúe marchando en línea recta hasta que yo diga alto.”**

“Re-enter traffic” .” **“Vuelva a entrar a trafico.”**

Conducted at an intersection – “Imagine you are backing out of a driveway.” **“Imagínes que esta retrocediendo de un camino de entrada.”**

**Park and start on hill** – “Park your vehicle (name a place or landmark) as though you were going to leave it unattended.”  
**“Estacione su vehiculo como si usted fuera a dejarlo solo. ”**  
“Re-enter traffic” **“Vuelva a entrar a trafico.”**

Simulated Park and start on hill - “Assume you are on an uphill/downhill grade”  
**“Suponga que esta cuesta arriba/cuesta abajo.”**

### Parallel Parking –

Between four stanchions: “Parallel park between the four poles as if you were parking between two vehicles.”  
**“Estacionece paralelo en el espacio en medio de los cuatro postes como si se estuviera estacionando en medio de dos vehiculos.”**

Behind a single vehicle: (Point out the Vehicle) “Imagine another vehicle parked 1 ½ car lengths to the rear; parallel park between the two.” **“Imagínes que hay otro vehiculo estacionado en un espacio de un carro y medio detras del vehiculo que usted ve. Estacionece paralelo en medio de los dos.”**

Between two vehicles: (Point out the Vehicles) “Parallel park between these two vehicles” **“Estacionece paralelo en medio de los dos vehiculos.”**  
“Re-enter traffic” **“Vuelva a entrar a trafico.”**

**Starting** – “Drive to the side of the road and stop” **“Maneje al borde del camino y pare.”**  
“Re-enter traffic.” **“Vuelva a entrar a trafico.”**

**Turns** – “At the next corner turn right/left.” **“En la siguiente esquina, doble a la derecha/izquierda.”**

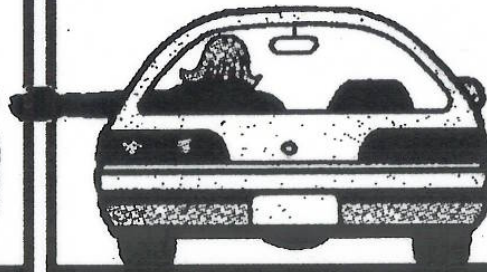
**Lane Change** – “When safe, move to the right/left lane.” **“Cuando sea seguro, pase al carril derecho/izquierdo.”**



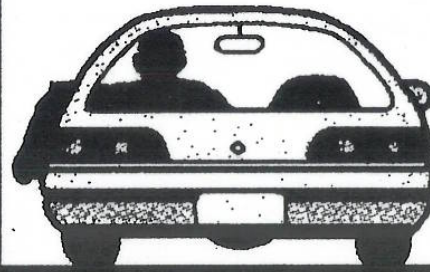
Right turn



Left turn



Stop or  
decrease speed



**The key to passing your drive test  
is being prepared.**

*Study the Washington Driver Guide, and,  
above all, practice, practice, practice.*

*You should be comfortable driving in all traffic  
situations. Know the rules of the road and  
obey them. Test in a vehicle you are familiar  
with.*

*Like most people, you might be a little  
nervous about taking the test. If you have  
practiced and remember the driving tips in  
this brochure and in the Driver Guide, you  
have a good chance of passing on the first  
try.*

*If your test is delayed, please be patient. We  
may not be able to conduct tests as rapidly on  
busy days.*

*Drive safely and good luck!*

**Notes:**


# Your Drive Test Appointment



# Things to Know About the Test

Before your drive test can begin, there are a few items we need to see. You will be required to show us:

- **Your identification.**
- **Proof of current liability insurance** indicating the name of the policy holder, or vehicle description, and the dates the policy begins and ends. Staff cannot verify proof of insurance by phone. Faxing insurance verification to our office may result in rescheduling your appointment.
- **Hand signals.**

We will also check your **vehicle equipment**. If any equipment is not working, we will not conduct your test. We will check your:

- Brake lights (including the center light).
- Turn signals.
- Seat belts (must lock and unlock properly).
- License plate (must be valid and attached).
- Parking brake.
- Windshield (checked for any items or cracks that impair safe vision).
- Passenger door (must open and close from the inside and outside).
- Driver's door window (must roll down far enough to allow you to use hand signals).
- Mirrors (outside left and inside rearview or outside left and outside right mirrors are required).
- Windshield wipers, headlights, and defrosters (if weather requires use).

**Rental vehicles** may only be used by licensed drivers.

**Only you, an examiner, a service animal, and an interpreter for the deaf or hard of hearing** are allowed in the vehicle during the test. Sometimes a supervisor or one of our staff-in-training may ride along as an observer. If you have an objection, please tell us at the start of the test.

**No weapons** are allowed in the vehicle.

**Driving skills.** The behind-the-wheel test measures skills required for safe driving. We will not ask you to do anything illegal or try to trick you in any way. You must obey all laws, rules, signs, and signals. During the test, do not engage in general conversation. This will allow you to focus on driving.

You will be instructed where to drive and what maneuvers to perform. If we don't tell you otherwise, drive straight ahead. During the test you will be scored with the understanding that other traffic is present, whether it actually is or not. You may use electric turn indicators or hand and arm signals. If turn indicators cannot be seen, you must use hand and arm signals.

Here are some of the items we will look for during your test:

- **Your ability to stop your vehicle quickly.** You will be directed to put your foot on the gas pedal and step on the brake as quickly as you can when told to stop.

- **Proper identification of signs and lights.** You must know the meanings of different signs, lights, and pavement markings.
- **Proper backing technique.** You will be directed to back your vehicle around a corner to the right, staying as close to the edge of the street as you can, and safely continue backing in a straight line until directed to stop.
- **Your ability to park on a hill.** You will be directed to park your vehicle as if you were going to leave it unattended.
- **Parallel parking ability.** You will be directed to back into a parking space, either between four poles, two vehicles, or one vehicle with an imaginary vehicle parked about 1 1/2 car lengths to the rear.
- **Safe entry into traffic from a stopped position.** You will be directed to drive to the edge of the road and stop, then directed to reenter traffic.
- **Speed limits.** Be aware of the speed limit. Do not exceed the limit, but don't drive so slowly that you impede others.



If you score 80 or better and have not committed a dangerous action or violation, congratulations, you have passed your test!

## Driver Training Schools Driver License Examination Interpreter Instructions

**This understanding is applicable to all persons that provide language interpretation or translation services of the State of Washington Driver License Examination and must be complied with at all times.**

- A. The interpreter will always be neutral, impartial and unbiased. Interpreters will not discriminate on the basis of gender, disability, race, color, national origin, age, socio-economic status, or religious, political, or sexual orientation.
- B. Interpreters will be culturally sensitive and respectful of the individuals they serve and the school staff with whom they interact.
- C. If the interpreter is unable to perform in a given situation the interpreter will withdraw from the assignment without threat of retaliation.
- D. The interpreter will always thoroughly and faithfully provide the question or message, giving consideration to linguistic variations in the target language but omitting or adding nothing. The interpreter should use their normal reading/speaking voice but without emphasis on what the interpreter believes to be the correct answer. No gestures or verbal hints meant to imply a specific answer are allowed.
- E. The examination will be recorded. The use of electronic devices by the interpreter or the exam candidate, other than the recorder, is not authorized during the examination.
- F. Interpreters will not divulge any information or exam questions obtained through their assignment to anyone else. The interpreter will not publicly discuss, report, or offer an opinion concerning matters in which they have been engaged. The interpreter will not imply that the use of their services will ensure a passing score.
- G. The Department of Licensing and the driver training school reserve the right to terminate authorization of the interpreter to provide driver license examination interpreter services if an investigation by the department determines the interpreter did not follow these instructions.

**I am registered or contracted with** *(check all that apply):*

- Washington State Coalition of Language Access (WASCLA) <https://apps.wascla.org/directory/>
- Washington State Administrator for the Courts (OAC) [https://www.courts.wa.gov/programs\\_orgs/pos\\_interpret/](https://www.courts.wa.gov/programs_orgs/pos_interpret/)

*My signature indicates I have read and understand the expectations above. I agree to allow the driver license examiner to monitor and record the examination I am conducting. I understand I cannot hold the Department of Licensing responsible for any fees incurred while interpreting for a client.*

Translator _____	
TYPE or PRINT Name	12-digit phone number
Translator company _____	
Name if different from translator name	12-digit phone number
Translator signature <b>X</b> _____	
	Date
Examination candidate name _____	
TYPE or PRINT name	WDL or pre-license number
Driver license examiner signature <b>X</b> _____	
	Date of exam

**Driver Training School:** A copy of this document must remain in the candidate's examination record.

DOL Contract January 2020 version



STATE OF WASHINGTON  
 DEPARTMENT OF LICENSING  
 PO Box 9020 • Olympia, Washington 98507-9020

**Temporary Authorization to Operate a Motor Vehicle in the State of Washington**

This will authorize \_\_\_\_\_, Name  
 driver license number \_\_\_\_\_,  
 residing at \_\_\_\_\_, Residence address

to operate a motor vehicle on the highways of the state of Washington, subject to the following restrictions:

Instruction permit – **Must be accompanied by licensed driver with 5 years driving experience.**

Instruction permit number \_\_\_\_\_

Expires \_\_\_\_\_

Temporary driver license \_\_\_\_\_  
 Temporary driver license number

Expires \_\_\_\_\_

For drive test purposes only – **Must be accompanied by a DOL licensing services representative or driver training school/public school certified examiner.**

Expires (date and time) \_\_\_\_\_

Restrictions \_\_\_\_\_

Other \_\_\_\_\_

**X**

Signature of licensing services representative/examiner\*

Office/School \_\_\_\_\_

**\*Authorization is valid only when signed by a DOL licensing services representative or driver training school/public school certified examiner.**

*I accept a Washington State temporary authorization to operate a motor vehicle subject to the conditions above. A violation of any condition may result in suspension of my driving privilege. I also acknowledge that I must meet the requirements of Chapter 46.20 RCW, including payment of all appropriate fees and qualification on all required exams, to remove/revise these conditions.*

**X**

Driver signature \_\_\_\_\_

Date \_\_\_\_\_

# PARTICIPANT SIGN-IN SHEET

<b>Course:</b>	Certified Examiner Training	<b>Training Dates:</b>	
<b>Facilitator(s):</b>		<b>DTS License#(s):</b>	

Print Name:	Instructor license #:	Email:	Day 1 (initial)	Day 2 (initial)

**FOR INSTRUCTOR USE ONLY**

Using the Drive Test Score Sheet as a reference, how would you score the following scenarios?

**EXAMPLE:** Customer does not take a right on red when stopped at a red light and no traffic is present.

**ANSWER:** Circle “ROR” under Lack of Skill in Traffic signal light section.

1. During the backing maneuver the applicant goes over the curb with one wheel and then corrects herself.  
Answer: **“CURB” under Danger Potential in Backing (IEGR Page 8-13)**
2. While driving to the side of the road, in preparation for the Starting maneuver, the applicant does not look over his shoulder to drive to the side of the road.  
Answer: **“VIS” under Danger Potential in Lane Travel (IEGR Page 8-22)**
3. On a two-way four lane roadway, the applicant makes a left turn into the far lane and stays in that lane.  
Answer: **“WIDE” under Danger Potential in Left Turns (IEGR Page 8-25)**
4. At an intersection with a stop sign, the applicant slowly creeps through the intersection while looking to his sides for traffic, but does not make a complete stop.  
Answer: **Violation for failing to make a complete stop at a stop sign (IEGR Page 8-10)**
5. While parallel parking the applicant is using his mirrors to back and strikes the curb several times (without going over the curb).  
Answer: **“VIS” under Danger Potential; and “CURB” under Lack of Skill in Parallel Parking (IEGR Page 8-14 & Page 8-15)**
6. While parallel parking, the applicant takes four moves to position her vehicle in the parking space and is more than 12v inches from the curb.  
Answer: **“JOC” under Lack of Skill and “DIS” under Congestion Potential in Parallel Parking (IEGR Page 8-15, Page 8-16)**
7. The applicant is on the far left side of her lane of travel prior to making a right turn.  
Answer: **“POS” under Danger Potential in Right turns (IEGR Page 8-25)**
8. The applicant arrives at the same time as a vehicle on his right at a four-way stop sign. The applicant stops, looks both ways and goes without hesitation.  
Answer: **“ROW” under Danger Potential in Right-of-Way (IEGR Page 8-25)**
9. The applicant arrives at a stop sign and stops in the crosswalk.  
Answer: **“CW” under Congestion Potential in Stop Sign/Flashing Lights (IEGR Page 8-20)**
10. The applicant is backing out of a driveway with a sidewalk and she does not stop before the sidewalk or the travel portion of the road while backing.  
Answer: **“SW” under Danger Potential in Backing (IEGR Page 8-13)**

**FOR INSTRUCTOR USE ONLY**

11. The applicant does not look over his shoulder when instructed to move safely to the left lane.  
Answer: **“VIS” under Danger Potential in Lane Travel (IEGR Page 8-23)**
  
12. When turning left the applicant does not activate her turn signal until she has come to a complete stop at the stop sign.  
Answer: **No deduction (IEGR Page 8-25)**
  
13. After completing the Park and Start on Hill maneuver, the applicant puts the transmission in wrong gear and causes the vehicle to move in the wrong direction.  
Answer: **“GEAR” under Danger Potential in Mechanical Operation (IEGR Page 8-22)**
  
14. While in the parking lot, the applicant does not stop at a posted stop sign.  
Answer: **“ATTN” under Danger Potential in General Driving Performance (IEGR Page 8-26)**
  
15. The applicant waits for distant traffic before proceeding to turn left.  
Answer: **“HES” under Congestion Potential in General Driving Performance (IEGR Page 8-27)**
  
16. During the parallel parking maneuver the applicant fails to signal before backing into the parking spot.  
Answer: **No deduction (IEGR Page 8-14)**
  
17. Before leaving the parking on a Hill maneuver, the applicant fails to release her parking brake and continues to drive with it engaged.  
Answer: **“PB” under Lack of Skill in Mechanical Operation (IEGR Page 8-22)**
  
18. During the Backing maneuver, prior to the turn, the applicant fails to back his vehicle around the corner, striking the curb three times.  
Answer: **“UNABLE” under Danger Potential in Backing (IEGR Page 8-13)**
  
19. The applicant prepares to leave a parallel parking spot with vehicles to the front and rear, hindering the ability of street traffic to see her turn signal. When reentering traffic the applicant uses best possible vision, activates her turn indicators, and re-enters traffic successfully.  
Answer: **“SIG” under Danger Potential in Parallel Parking (IEGR Page 8-14, Page 8-15)**
  
20. While driving to the side of the road, in preparation for the Starting maneuver, the applicant fails to engage his turn signal.  
Answer: **“SIG” under Danger Potential in Lane Travel (IEGR Page 8-22, Page 8-23)**
  
21. The applicant parks her vehicle during the Parking on a Hill maneuver with the rear tire of her vehicle more than 12 inches from the curb.  
Answer: **“DIS” under Congestion Potential in Park and Start on Hill (IEGR Page 8-18)**
  
22. The applicant did not signal to come out of the parallel parking space to make a second attempt to position his vehicle in the parking space.  
Answer: **“SIG” under Danger Potential and “TRY” under Congestion Potential in Parallel Parking (IEGR Page 8-14, Page 8-16)**



**FOR INSTRUCTOR USE ONLY**

23. The applicant leaves one hand on the gearshift throughout most of the drive test.  
Answer: **"1 HAND" under Danger Potential in Mechanical Operation (IEGR Page 8-22)**
24. The applicant completes the park and start on hill maneuver with the front tire of the vehicle more than 12 inches from the curb.  
Answer: **"DIS" under Danger Potential in Park and Start on Hill (IEGR Page 8-17)**
25. The applicant leaves more than 20 feet between her vehicle and the vehicle in front of her stopped at a traffic light.  
Answer: **"DIS" under Congestion Potential in Following (IEGR Page 8-24)**
26. The applicant signals to turn right before turning left at a stop sign.  
Answer: **"SIG" under Danger Potential in Left Turns (IEGR Page 8-25)**
27. While driving to the side of the road, in preparation for the Starting maneuver, the applicant goes over the curb with one wheel.  
Answer: **"CURB" under Danger Potential in Lane Travel (IEGR Page 8-23)**
28. The applicant drives too fast while making a left turn, requiring excessive braking in turn.  
Answer: **"SPD" under Danger Potential in Left Turns (IEGR Page 8-25)**
29. The applicant makes an unnecessary stop at a yield sign where no traffic is approaching.  
Answer: **"STP" under Congestion Potential in Traffic Control Devices (IEGR Page 8-19)**
30. The applicant goes over the curb with one wheel while driving around a traffic circle.  
Answer: **"FTC" under Danger Potential in Traffic Control Devices (IEGR Page 8-19)**

**True or False? (Refer to online tutorials)**

1. You can take a shortcut on the drive test if you fall behind in your schedule. **False (IEGR Page 6-5, Page 8-1)**
2. It is ok for you to use your cell phone while conducting a drive test as long as you're at a stop sign or waiting for the applicant to complete a maneuver. **False (WAC 308-108-165, IEGR Page 3-8)**
3. You should grade based on your feelings of how the customer performed. **False (IEGR Page 8-1 thru Page 8-2)**
4. You should be aware of traffic conditions and give instructions well in advance. **True (IEGR Page 8-3, Page 8-3)**
5. You would score the test as a Dangerous Action if another vehicle has to take evasive action when your applicant pulls out in front of it. **True (IEGR Page 8-9)**

**FOR INSTRUCTOR USE ONLY**

6. You can modify the drive test instructions to fit your style. **False (IEGR Page 8-1)**
7. If using an interpreter for the hearing impaired for the drive test, the interpreter should ride in the front passenger seat so they can be seen by the applicant. **False (IEGR Page 3-11)**
8. You should instruct the applicant how to drive or perform a maneuver if they have questions during the drive test. **False (IEGR Page 8-1, Page 8-2)**
9. You would not score the driver until they commit the error twice. **False (IEGR Page 8-6)**
10. Once an applicant drives 5 miles over the speed limit he/she has committed a violation and the test is over. **False (IEGR Page 8-10)**
11. Dangerous actions and collisions will be scored if they occur in a parking lot. **True (IEGR Page 8-27)**
12. If a customer fails to stop at a stop sign in a parking lot, the test will be ended. **False (IEGR Page 8-27)**
13. You should complete the full drive test after a Dangerous Action so you can have a better sense of how the driver performs. **False (IEGR Page 8-2)**
14. Each applicant should receive the same basic test regardless of who is testing or where the test is conducted. **True (IEGR Page 2-2)**
15. It is okay to engage in causal small talk during the examination. It helps put your applicant at ease. **False (IEGR Page 8-7)**
16. If the vehicles windows begin to fog up you can turn on the defroster without affecting the applicant's test results. **False (IEGR Page 8-9, Page 8-22)**
17. It is okay to use hand signals if the electric turn signals are not working. **True (IEGR Page 7-4)**
18. When an applicant strays off the approved drive test course it is scored as a DA. **False (IEGR Page 8-11)**
19. It is okay for the schools to test applicants who have a physical disability that will likely result in restrictions on their license. **False (IEGR Page 3-7)**
20. If the customer does not initially understand the scripted instructions you may paraphrase them and use gestures to further clarify the intent. **True (IEGR Page 8-11)**
21. A Danger Potential deduction for left and right turns is a maximum 4 point deduction. **False (IEGR Page 8-7)**

**FOR INSTRUCTOR USE ONLY**

22. If the applicant does not know his hand signals when you ask him to demonstrate hand signals it is an automatic disqualification. **False (IEGR Page 7-4)**
23. The point deduction for Danger Potential error is always the maximum amount that can be deducted for the maneuver. **True (IEGR Page 8-6)**
24. Examiners should notify applicants immediately when they disqualify. **False (IEGR Page 8-9)**
25. After the applicant moves the vehicle six times in the parallel park space, you stop the maneuver and score as "Unable" under Danger Potential. **False (IEGR Page 8-15)**

**Fill in the blanks:**

1. What are the 5 causes for disqualification? **(IEGR Page 8-9 thru 8-11)**
  - **Accident**
  - **Dangerous action**
  - **Violation of law**
  - **Deductions**
  - **Failure to perform**
2. The lowest number score you can get on a drive test and pass is **80 (IEGR Page 8-11)**
3. The instructions for the Backing maneuver are: **(IEGR Page 8-3 thru 8-6)**

**Imagine you're backing out of an alley or driveway.**

**Back around the corner to the right, staying as close to the edge of the curb (or road) as you can. Then safely continue backing in a straight line until I say to stop.**

4. The instructions for the Parallel Parking maneuver are:

**Four Poles: Parallel Park between the four poles as if you were parking between two vehicles.**

**One Vehicle: Imagine another vehicle parked 1-1/2 car lengths to the rear; parallel park between the two.**

**Two Vehicles: Parallel Park between these two vehicles.**

5. The instructions for the Start and Park on Hill maneuver are:

**Park your vehicle (name place or landmark) as though you were going to leave it unattended.**

**FOR INSTRUCTOR USE ONLY**

**Assume you are parking on an uphill/downhill grade.**

6. The instructions for the Starting maneuver are:

**Drive to the side of the road and stop.**

7. The instructions to change lanes to the left are:

**When safe, move to the left lane.**

8. If there is no stop line or crosswalk at an intersection with a Stop Sign the applicant should stop before the **intersection**. (IEGR Page 8-20)

9. An applicant can make up to **two** attempts on the parallel parking Maneuver before being scored as “Unable”. (IEGR Page 8-15)

10. Three methods you can use to take control of the applicant’s vehicle if they lose control of the vehicle are: (IEGR Page 8-1)

- **Take verbal control**
- **Apply the (parking brake)**
- **Take control of the steering wheel**
- **Turning off ignition (key)**
- **(consider other possible answers)**

11. The backing maneuver simulates backing out of an **alley or driveway**. (IEGR Page 6-1, Page 8-3, Page 8-4)

12. A “HANDS” deduction is the result of an applicant driving unnecessarily with less than **1/3** of steering wheel between their hands; hand positioned other than on the outside of rim. (IEGR Page 8-21)

13. Applicants who exceed the speed limit by more than **5 MPH** will be scored as a “VIO”. (IEGR Page 8-10)

14. If the applicant does not have a valid instruction permit or valid foreign driver license, you will need to issue a **Temporary Authorization to Drive (DLE-520-074)** before you begin the drive test. (IEGR Page 3-15)

15. If the applicant does not have photo ID, another way you can verify the applicant’s identity before the drive test is to compare their **signature** on other identification documents presented. (IEGR Page 3-2)

**Match the correct answer:**

1. Match the definition to the scoring criteria: (IEGR Page 8-6)

**FOR INSTRUCTOR USE ONLY**

<b>_C_ Danger Potential</b>	a. An action that, while not particularly dangerous, clearly indicates a lack of skill.
<b>_A_ Lack of Skill</b>	b. An action that is not necessarily dangerous, nor clearly indicates a lack of skill, but would potentially congest or inhibit the normal flow of traffic.
<b>_B_ Congestion Potential</b>	c. An action that would be potentially dangerous if other traffic, pedestrians, etc. had been present.

		Total Errors By ME								
		10	11	12	13	14	15	16	17	18
Total Missed Errors or Over-grading by CE	3	30%	27%	25%	23%	21%	20%	19%	18%	17%
	4	40%	36%	33%	31%	29%	27%	25%	24%	22%
	5	50%	45%	42%	38%	36%	33%	31%	29%	28%
		2 or less errors missed or Overscores = Under 30%								
	6 or more errors missed or Overscores = Over 30%									
	Total Missed Errors = All DP, LS, and CP not scored by CE									
	Total Over-grading = All deductions scored by CE and not ME									
<p><b>If the CE identifies an error, but marks it incorrectly on the Drive Test Score Sheet, do not include this error as missed or Over-grading!</b></p> <p><b>NOTE: Count each category SEPERATELY (Total Missed Errors and Total Over-grading)</b></p>										

# Certificate of Completion

Awarded to

For successfully completing  
**CERTIFIED EXAMINER TRAINING**

Washington State Department of Licensing approved certified driver examiner course as required by WAC 308-110. This certificate must be submitted along with the examiner skills assessment report to the department prior to employment as an examiner.

Completed this date           MM/DD/YYYY           at           Address                     City          ,           State          

\_\_\_\_\_  
Instructor name

\_\_\_\_\_  
Master Examiner name

\_\_\_\_\_  
Instructor signature

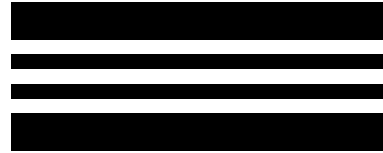
\_\_\_\_\_  
Master Examiner signature

\_\_\_\_\_  
Instructor license number

\_\_\_\_\_  
Master Examiner license number



**Driver Training School  
Certified Examiner  
Registration**



Use this form to notify us that you will be conducting certified examiner training. We must receive this notification a minimum of 14 days prior to the start of training.

Online: <https://professions.dol.wa.gov>



22281-EXAMINATIONS

Or send this completed form to:

**Driver Training Schools  
Department of Licensing  
PO Box 9027  
Olympia, WA 98507-9027**

For questions or language help email: [tse@dol.wa.gov](mailto:tse@dol.wa.gov)

Training location address			
City	State	ZIP code	County
Master Examiner name		License number	
Master Examiner mailing address			(Area code) Phone number
City	State	ZIP code	County
Course dates		Course times	

PRINT or TYPE Name of Master Examiner

**X**

Signature

Date



## Driver Training School Certified Examiner Training

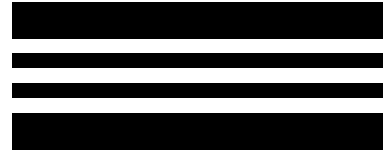
Driver training schools use this form to maintain a record of who attended Certified Training sessions. Keep for your records.

School location			
Master Examiner name	(Area code) phone number	Dates of training	Times of training

Instructor name	License number	Pre-req modules verify	Class- room modules complete	Observe drive 1	Observe drive 2	Observe drive 3	Observe drive 4	Observe drive 5	Observe drive 6	Observe drive 7	Observe drive 8	Scoring drive 1	Scoring drive 2	Scoring drive 3	Scoring drive 4	Final practice drive
		Y N	Y N													
		Y N	Y N													
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		Y N	Y N													

**X** \_\_\_\_\_  
Master Examiner signature Date

## Examiner Assessment Report



Instructor/Certified Examiner name	
DTS license #	Date
School	



**Type** (check one)

- Instructor     Certified Examiner     Master Examiner

**Assessment purpose** (check one)

- Certification     Recertification     Practice     Audit

Maneuvers	Examiner/Instructor Scoring			Master Examiner/Auditor Scoring		
	Danger pot.	Lack skill	Cong. pot.	Danger pot.	Lack skill	Cong. pot.
Backing						
Parallel parking						
Park & start on hill						
Starting						
Lane travel						
Traffic control devices						
Stop signs						
Traffic signal lights						
Mechanical operation						
Left turns						
Right turns						
Uncontrolled intersect.						
Following						
Passing						
Right-of-way						
Gen. driving performance						

Discrepancies

**X** \_\_\_\_\_  
 ME/Auditor signature Date

**X** \_\_\_\_\_  
 Examiner/Instructor signature Date

## Skills or certification checklist

Place a "+" in the line next to each objective the Examiner accomplishes. Place a "-" in the line next to each objective the Examiner did not successfully accomplish.

<p><b>Pre-test</b></p> <ul style="list-style-type: none"><li>___ Introduced self to customer</li><li>___ Asked customer for ID</li><li>___ Verified valid insurance</li><li>___ Checked for valid IP/DL or issued DLE-074</li><li>___ Conducted hand and arm signal test</li></ul> <p><b>Vehicle inspection</b></p> <ul style="list-style-type: none"><li>___ Checked parking brake</li><li>___ Checked brake lights and turn signals</li><li>___ Checked for valid license plate</li><li>___ Checked for obvious defects</li><li>___ Checked seat belts</li><li>___ Conducted brake reaction test</li></ul> <p><b>Instructions (verbatim per Examiner Guide)</b></p> <ul style="list-style-type: none"><li>___ Brake reaction test</li><li>___ Backing maneuver</li><li>___ Park and start on hill</li><li>___ Parallel parking</li><li>___ Starting</li><li>___ Turns</li><li>___ Lane change</li></ul> <p><b>Results</b></p> <p>Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>Delivery of instructions</b></p> <ul style="list-style-type: none"><li>___ Maintained sufficient eye contact</li><li>___ Spoke clearly</li><li>___ Spoke so customer could hear them</li><li>___ Gave instructions far enough in advance for customer to react properly</li></ul> <p><b>Skills test scoring</b></p> <ul style="list-style-type: none"><li>___ Circled correct abbreviations</li><li>___ Used hash marks for 2nd errors</li><li>___ Scored in appropriate area</li><li>___ Covered all scorable items</li></ul> <p><b>Conclusion</b></p> <ul style="list-style-type: none"><li>___ Waited until car turned off before unbuckling seatbelt</li><li>___ Unbuckled seatbelt before advising customer of results</li><li>___ Advised customer of results prior to explaining errors</li><li>___ Explained each error recorded on the score sheet</li><li>___ Provided clear test results</li><li>___ Provided brief explanation of errors</li><li>___ Advised customer of the next steps</li></ul> <p><b>Overall evaluation</b></p> <ul style="list-style-type: none"><li>___ Examiner observed the customer during all critical points of the drive test</li><li>___ Examiner observed for other traffic and pedestrians during all critical points of the drive test</li><li>___ Skills test completed within time limit</li></ul>
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## Notes