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| Dotlogoblack | **COOPERATIVE DRIVER TESTING PROGRAM****INTENT TO PARTICIPATE IN****CLASS D KNOWLEDGE & SIGNS TESTING****MV3020T 9/2017** | **Wisconsin Department of Transportation****Division of Motor Vehicles****Driver Training and Records Unit****P.O. Box 7920, Madison WI 53707-7920****Telephone: (608) 264-7495****Fax: (608) 223-7705** |

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| **Name of School:** | **School Number:** | **Number of School Facilities:** |
| **Address of School:** | **Mailing Address (if Different** | **Address Where DMV Tests are Kept:** |
| **Name of Person responsible for CDTP Provisions:** | **Name of School Owner or District:** |
| **Email Address of Individual Responsible for CDTP:** | **Phone Number of Individual Responsible for CDTP:** |

**I have read and agree with the provisions on the reverse side and request approval for my school (High School or Driver Training School) to participate in the “Cooperative Driver Testing Program” and to administer the official Wisconsin Department of Transportation Class D general knowledge and highway signs test as authorized by Wisconsin s. 343.16(1)(c) or s. 343.61(5m).**

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| **X** |  | **X** |
| **Authorized Signature of****Superintendent or Driver School Owner** |  | **Date** |

**Please return completed form to:**

**E-mail:** **dotdrvrtrnschool@dot.wi.gov**

**Fax: 608-223-7705**

**Or, by mail: WisDOT**

 **Driver Training School**

 **PO Box 7920**

 **Madison WI 53707-7920**

**General Provisions for Participation in the**

**Class D Cooperative Driver Testing Program**

Only Schools and instructors licensed by the Department of Transportation, Department of Public Instruction or approved by the Technical College System Board are eligible to participate in this program.

The Division of Motor Vehicles (DMV) will provide master copies of all Class D testing materials to each participating school. All master tests will be provided free of charge, as will new master tests as revisions are made. Schools are responsible for producing test copies for testing purposes only. Each participating school will comply with the following provisions:

* Notices and communications between the participating schools and the DMV may be sent by email. The DMV email address is **dotdrvrtrnschool@dot.wi.gov**
* The term of this agreement is two (2) years from when the MOU is signed. This contract may be terminated by either party, for any reason, upon written notice to the other party. DMV shall terminate this agreement if it determines the participating school is not in compliance with the terms of this contract or with state laws, administrative rules, or regulations regarding the administration of the CDTP programs.

 Schools may test only students under the age of 18 who are enrolled in the school’s driver education program. Only authorized school instructors, school owners, or qualified person(s) approved by the school owner or school superintendent may administer tests. Schools shall prohibit, and take reasonable precautions to prevent, access to testing materials by any person other than the school’s authorized school instructors or the driver school owners. Note: Even though a Driver Training School or High School and its instructor(s) have been approved to participate in CDTP, testing materials cannot be used at or shared with other schools.

 Schools shall store testing materials in a secure manner, i.e., under lock and key sufficient to prevent unauthorized access. Schools must report any destruction, mutilation and loss, of any testing materials within 5 business days.

 Schools shall keep testing materials strictly confidential and, shall not disclose tests, in whole or in part, in any manner outside their use for Class D knowledge testing. Schools shall not reproduce, reformat, excerpt, paraphrase or otherwise use testing materials in any manner other than for actual administration of Class D knowledge testing as provided in this agreement.

 If a participating school fails to keep testing materials confidential as provided above and in this agreement, DMV shall withdraw a participating school from the Cooperative Driver Testing Program. Each participating school, in the event of its failure to keep testing materials confidential, further agrees to pay DMV’s costs to develop new Class D knowledge testing materials where the DMV concludes such action is warranted by the participating school’s breach of confidentiality.

 Schools shall promptly return all testing materials to DMV when requested, or if this contract is terminated.

 Schools shall shred all completed answer sheets after reviewing test results with students to ensure integrity of examinations.

* DMV staff reserve the right to conduct unannounced audits of a School’s CDTP program.

Schools shall require students who do not pass the traffic law and/or highway sign test(s) to wait at least one (1) day to take subsequent test(s). Subsequent test(s) may be administered by a school instructor or authorized representative. A student who fails 5 knowledge tests within 12 months must request and receive permission from the local DMV Supervisor or Team leader prior to attempting a sixth and subsequent test, which must be taken at a DMV Service Center

Any student who requires alternative testing (oral or foreign language) may be tested by their CDTP approved school, or referred to a DMV Service Center for testing. Alternative tests may be administered by a school instructor or authorized representative. Alternative testing arrangements are the responsibility of the instructor, school owner or school superintendent.

The vision screening requirement may be administered by the DMV or the student’s vision doctor. When the vision screening is conducted by the DMV at the school address, the location and time will be mutually agreed upon.

Schools shall notify the DMV at the above address when there is a change in school instructor(s) within seven (7) days after commencing instruction.

Schools shall notify the DMV at the above address if the school no longer desires to participate in the Cooperative Driver Testing Program. Schools must return all testing materials to the nearest local DMV Service center at that time.