
Technical Assistance, Emerging Issues and Support of NHTSA's National Perspective and Promotion of the NTDETAS

Phases I - III

PROJECT MANAGEMENT PLAN

September 28, 2020 - September 28, 2023

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TITLE

Technical Assistance, Emerging Issues and Support of NHTSA’s National Perspective and Promotion of the NTDETAS Project Management Plan

PURPOSE

This document serves as the project management plan for the Association of National Stakeholders in Traffic Safety Education (ANSTSE) project to provide technical assistance for the implementation of the NTDETAS, to identify emerging issues in driver education and to support NHTSA’s national perspective and promotion of the NTDETAS.

BACKGROUND

The NTDETAS were initially released in 2009 and updated in 2017 by ANSTSE to assist in improving the administration of driver education programs nationally. ANSTSE, an association of major stakeholders, was created to maintain and, when necessary, upgrade the Standards and to provide oversight in implementation activities. This volunteer group of ANSTSE stakeholders consists of:

- AAA, William Van Tassel;
- American Association of Motor Vehicle Administrators (AAMVA), Kevin Lewis;
- American Driver and Traffic Safety Education Association (ADTSEA), Connie Sessoms, Jr.;
- Association for Driver Rehabilitation Specialists (ADED), Liz Green;
- Driver Education and Training Administrators (DETA), Nina Saint;
- Driving School Association of the Americas (DSAA), Sharon Fife;
- Governors Highway Safety Association (GHSA), John Saunders; and
- Transportation Research Board (TRB), Dan Mayhew.

Brett Robinson of Highway Safety Services serves as the Secretariat.

Technical Assistance

Technical assistance is available, **at no cost**, for any State wanting to implement any components of the NTDETAS. The technical assistance can provide a preliminary analysis of the States driver education program. Technical assistance will be provided either offsite or onsite. Technical assistance may be conducted in conjunction with a NHTSA State Assessment/Peer Review. Thirteen States have conducted a NHTSA State Assessment/Peer Review and twelve states have taken advantage of technical assistance since 2010.

NHTSA State Assessment	ANSTSE Technical Assistance		Both Assessment and TA	
Kansas Maryland Oregon Vermont	Hawaii Missouri New Hampshire Nevada	New York Ohio Tennessee	Delaware Idaho Illinois Michigan New Jersey	North Carolina North Dakota Washington

An ANSTSE/NTDETAS website, www.anstse.info has been developed to assist in providing technical assistance. The website provides documents and resources to assist states with the adoption and implementation of the Standards and to assist with improvements in their driver education program.

Emerging Issues

In the past, ANSTSE has monitored and addressed emerging issues that may affect driver education and training programs including vehicle technologies, pandemic/emergency issues and virtual training for both teens and instructor training. To address vehicle technologies, ADTSEA and DSAA revised their content standards in 2017 to recommend to States to incorporate vehicle technologies into approved driver education curriculums. ANSTSE is currently drafting training materials on vehicle technologies for instructor training to help educate new and existing teachers/instructors.

In March and April 2020, in response to COVID-19, ANSTSE conducted a series of webinars with State driver education administrators on e-Learning and virtual training. ANSTSE also recorded virtual tutorials on how to conduct driver education virtually to assist driver educators.

In July 2020, to assist driver educators with meeting professional development requirements, ANSTSE conducted virtual professional development workshops on classroom teaching and learning theories, virtual teaching techniques, BTW teaching and learning theories and an overview of advanced driver assistance systems (ADAS) and the role of the driver educator.

In October 2020, ANSTSE recorded and released videos on utilizing multiple-car driving ranges and completing observation time in a virtual setting to assist driver educators and State administrators in conducting behind-the-wheel instruction during the pandemic.

In December 2020, ANSTSE with the assistance of two task groups developed the document Stopgap Measures in Driver Education During a Pandemic or Emergency to provide temporary solutions for behind-the-wheel instruction, end-of-course knowledge testing and driving performance assessment.

Support of NHTSA's National Perspective and Promotion of the NTDETAS

ANSTSE has promoted the NTDETAS in the past through presentations and workshops at national, regional, or State conferences on driver education. Many of these presentations incorporated NHTSA's support of driver education and the NTDETAS and NHTSA's traffic safety facts. It is imperative to provide information on the NTDETAS to stakeholders, driver education State administrators, driver education providers and educators, associations, national organizations and the research community to promote the implementation of the NTDETAS and NHTSA's national perspective.

While significant advancements have been made in driver education over the last decade, motor vehicle crashes remain a leading cause of death for teens with 1,719 young drivers who died and an estimated 199,000 young drivers who were injured in motor vehicle crashes in 2018, according to NHTSA's Young Drivers Traffic Safety Facts, 2018 Data. This project is essential to continue the efforts to improve the quality of driver education and training programs nationwide. New teen drivers lack driving experience as they simply have not driven enough yet to fully develop the skills needed to identify and safely respond to hazards on the road. Parents/guardians are not engaged enough in the learning to drive experience. Recent evaluations of driver education in Oregon and Nebraska suggest contemporary driver education programs that have updated the delivery methods and content, show promise in reducing traffic crashes among teen drivers. Further, enhanced driver education programs could be a solution that would enable States to continue supporting driver education.

OBJECTIVES

The objectives for technical assistance are to:

1. Conduct onsite technical assistance meetings to support the State's novice driver education programs.
2. Provide offsite technical assistance to States through web meetings to support the State's novice driver education programs.

The objectives for emerging issues are to:

1. Continuously monitor emerging issues that could affect standardized driver education programs and delivery mechanisms at the national, State and local levels.
2. Use information learned from monitoring emerging issues to identify areas in need of improvement within the NTDETAS and Strategic Plan.

The objectives for supporting NHTSA's national perspective and promotion of the NTDETAS are to:

1. Support the implementation of NHTSA's Uniform Guidelines for State Highway Safety Programs, Guideline No.4 for Driver Education through the continued development and implementation of the NTDETAS.
2. Develop guidelines and other resources to assist the driver education community to implement and meet the standards.
3. Present at national, regional or State conferences on driver education to promote the NTDETAS.

SUPPORTING MATERIALS

- The Novice Teen Driver Education and Training Administrative Standards (NTDETAS), 2017
- NTDETAS Strategic Plan, 2017
- Technical Assistance Process for NTDETAS, 2017
- NTDETAS Implementation Guide, 2020
- Other ANSTSE materials developed to assist with specific topic areas (e.g. Guidelines for Establishing and Maintaining State Driver Education Interagency Working Groups and Advisory Boards)
- Research findings that support promising or proven practices relevant to NTDETAS

SPECIFIC ACTIVITIES

Technical Assistance

1. Prepare a Project Management Plan (PMP)

Prepare a PMP, utilizing the document "Technical Assistance for the NTDETAS" as a starting point that outlines how requests submitted from States, local driver education programs, or other key stakeholders will be approved to provide technical assistance and the strategy that will be used to provide technical assistance (e.g., immediate personalized help, formative State self-assessment guidance and feedback, and/or an intensive comprehensive State assessment). The COR will review and provide comments.

2. Conduct Onsite Technical Assistance Meetings

Conduct up to four (4), two (2) day on-site technical assistance meetings, as requested by States, using the most recent NTDETAS and Strategic Plan to support the State's novice driver education programs. Priority for technical assistance will be given to States who have recently held a NHTSA

State driver education assessment, including 1) New Jersey, 2) Utah and 3) New Hampshire. Should additional States conduct a NHTSA State driver education assessment those States would also be identified as a priority.

Technical assistance can be requested by contacting Highway Safety Services, LLC and sending a formal letter of request from the State. The ANSTSE website also provides information on requesting technical assistance. The letter should explain the goals of the technical assistance and what the State would like to gain from the technical assistance. The State should identify standard areas to review (e.g., instructor training, program administration) in the letter as well. The HSS staff will coordinate onsite technical assistance in coordination with ANSTSE.

In most, if not all of Phase I, technical assistance will most likely be conducted virtually due to the pandemic. A pool of subject matter experts (SMEs) will be identified to assist with technical assistance. Two SME's, at a minimum, will be used to conduct the technical assistance meetings. Additional SME's may be identified to assist with specific standard areas.

Prior to the technical assistance meetings, web meetings will be conducted with interested States to determine their needs, what standard areas they need assistance with and to schedule the technical assistance meeting. Additional web meetings will be conducted with the State and the technical assistance team to prepare for the meeting. Technical assistance will also support emerging issues.

3. Provide Offsite Technical Assistance

Provide offsite technical assistance to States through web meetings. Information will be shared and disseminated based on the specific areas of the standards the State is seeking technical assistance for. When applicable, the information will be shared with other States. HSS staff can provide assistance remotely and can also refer States or individuals to ANSTSE members or other SMEs for additional technical assistance. The ANSTSE website can also assist in offering technical assistance, which provides documents and resources to assist states with the adoption and implementation of the Standards and to assist with improvements in their driver education program

4. Submit State Onsite Technical Assistance Reports

Submit State onsite technical assistance reports to the COR by email, incorporate comments and send a final report to the State requesting the technical assistance. The report will provide an overview of the onsite visit; provide recommendations for the State to assist in implementing the NTDETAS, additional assistance that may be provided by ANSTSE and actions the requesting State will likely undertake to implement the recommendations and Standards elements. A cover form and template of the technical assistance report is provided in the document Technical Assistance for Novice Teen Driver Education and Training Administrative Standards - Guidelines and Protocol Appendix B.

5. Prepare and Submit Revised PMP

Prior to Phases II and III, revise the PMP for technical assistance and have the COR review and provide comments.

Emerging Issues

1. Submit a Plan/Methodology to Document Emerging Issues

Prepare a plan/methodology for documenting emerging issues.

2. Continuously Monitor Emerging Issues

Continuously monitor emerging issues that could affect standardized driver education programs and delivery mechanisms at the national, State and local levels by networking with ANSTSE, other stakeholders, and SMEs.

3. Identify Areas in Need of Improvement within the NTDETAS and Strategic Plan

Identify areas in need of improvement within the NTDETAS and Strategic Plan, such as ADS and ADAS, virtual training and others; respond to national emerging issues (e.g., COVID-19) to assist the driver education community with the unique challenges of providing driver education during a national crisis.

4. Collect Resources to Aid States on Emerging Issues

Serve as a convener, as well as resource, to aid States and the driver education community on emerging issues as related to traffic safety and driver education by communicating with States through email, conference calls, webinars, and collecting resources.

5. Document Emerging Issues

Continue to document emerging issues that need to be addressed within the NTDETAS Standards and NTDETAS Strategic Plan (e.g., how were areas identified, what shall be done to adjudicate, etc.)

6. Implement the Strategy to Track Resources and Emerging Issues

Implement the strategy to track resources or other emerging behavioral or technological advancements that could affect driver education materials, delivery mechanisms, or other future growth and development of the NTDETAS or Strategic Plan.

7. Produce Resources and/or Materials

Produce resources and/or materials as deemed necessary and/or appropriate by the COR or in response to findings, with the assistance of ANSTSE, other stakeholders and SMEs, that could affect driver education materials, delivery mechanisms or other future growth and development of the NTDETAS Standards or NTDETAS Strategic Plan.

Support NHTSA's National Perspective and Promotion of the NTDETAS

1. Prepare a Project Management Plan (PMP)

Prepare a PMP that outlines how the promotion of NHTSA's National Perspective and the NTDETAS will be supported.

2. Presentations and Workshops at National, Regional or State Conferences

Present up to six (6), in-person, one-day presentations and up to six (6), in-person, one-day workshops each year at national, regional, or State conferences on driver education to promote the NTDETAS utilizing staff and/or ADTSEA subcontract consultant SME's. One (1) individual will attend each conference and two (2) individuals will attend each workshop. In most, if not all of Phase I, presentations and workshops will most likely be conducted virtually due to the pandemic.

Many of these presentations will incorporate NHTSA's support of driver education and the NTDETAS and NHTSA's perspective which includes NHTSA's traffic safety facts. HSS will also conduct virtual presentations/workshops on related topics, which will be recorded and posted on the ANSTSE website.

Some examples of presentations/ workshops include overview and implementation of the NTDETAS, how to develop a State driver education advisory board, virtual training techniques, core elements of parent/guardian seminars, teaching and learning theories for classroom and behind-the-wheel training, and ADAS technologies and the role of the driver educator.

3. Revised Project Management Plan

Prior to Phase II, a revised PMP will be prepared that outlines how the promotion of NHTSA's National Perspective and the NTDETAS will be supported during Phase II.

DELIVERABLES

Phase I

Technical Assistance

1. Submit Project Management Plan for providing technical assistance
2. Submit prepared technical assistance reports
3. Submit "Notice of Travel" as related and planned in the technical assistance Project Management Plan
4. Submit revised Project Management Plan for providing technical assistance

Emerging Issues

1. Submit plan/methodology to document/track emerging issues
2. Submit drafts of resources or materials produced as a result of emerging issues identified

Support of NHTSA's National Perspective and Promotion of NTDETAS

1. Submit Project Management Plan to support NHTSA national perspective and promotion of NTDETAS
2. Submit resources or materials produced as a result of supporting NHTSA's national perspective and in promoting the NTDETAS
3. Submit "Notice of Travel" as related and planned in the Project Management Plan to promote the NTDETAS Standards or other driver education related topics in support of NHTSA's national perspective
4. Submit revised Project Management Plan that supports NHTSA national perspective and promotion of NTDETAS

Phase II

Technical Assistance

1. Submit prepared technical assistance reports
2. Submit "Notice of Travel" as related and planned in the technical assistance Project Management Plan
3. Submit revised Project Management Plan for providing technical assistance

Emerging Issues

1. Submit resources or materials produced as a result of emerging issues identified

Support of NHTSA's National Perspective and Promotion of NTDETAS

1. Submit resources or materials produced as a result of supporting NHTSA's national perspective and in promoting the NTDETAS
2. Submit "Notice of Travel" as related and planned in the Project Management Plan to promote the NTDETAS Standards or other driver education related topics in support of NHTSA's national perspective
3. Submit revised Project Management Plan that supports NHTSA national perspective and promotion of NTDETAS

Phase III

Technical Assistance

1. Submit prepared technical assistance reports
2. Submit "Notice of Travel" as related and planned in the technical assistance Project Management Plan

Emerging Issues

1. Submit resources or materials produced as a result of emerging issues

Support of NHTSA's National Perspective and Promotion of NTDETAS

1. Submit resources or materials produced as a result of supporting NHTSA's national perspective and promotion of NTDETAS
2. Submit "Notice of Travel" as related and planned in the Project Management Plan to promote the NTDETAS Standards or other driver education related topics in support of NHTSA's national perspective

TIMELINE

Technical Assistance

TASK # C.5.1	Phase I	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.1.4	Provide Technical Assistance as Necessary or Requested				
C.5.1.4.1	Prepare and submit a PMP for technical assistance	Brett and Christie	12/28/2020	3 months	N/A
C.5.1.4.2	COR reviews and provides comments on PMP for technical assistance	COR	1/11/2021	14 days	N/A
C.5.1.4.3	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.1.4.4	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.1.4.5	Implement PMP for providing technical assistance	Brett and Christie	9/28/2021	Ongoing	N/A
C.5.1.4.6	Provide on-site and off-site technical assistance	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2021	Ongoing	4 times annually
C.5.1.4.7	Prepare and submit State Technical Assistance Reports	Brett, ANSTSE and/or ADTSEA consultant SME's	Within 30 days of TA	30 days	N/A
C.5.1.4.8	Prepare and submit a revised PMP for technical assistance for Phase II	Brett and Christie	8/28/2021	5 months	N/A
C.5.1.4.9	COR reviews and provides comments on revised PMP for technical assistance	COR	9/17/2021	14 days	N/A

TASK # C.5.2	Phase II	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.2.2	Provide Technical Assistance (TA) as Necessary or				
C.5.2.2.1	Implementation of the PMP for TA	Brett and Christie	9/28/2022	Ongoing	N/A
C.5.2.2.2	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.2.2.3	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.2.2.4	Provide on-site and off-site technical assistance	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2022	Ongoing	4 times annually, 2 days each time
C.5.2.2.5	Prepare and finalize State Technical Assistance Reports	Brett, ANSTSE and/or ADTSEA consultant SME's	Within 30 days of TA	30 days	N/A
C.5.2.2.6	Submit revised PMP for TA for Phase III	Brett and Christie	8/28/2022	11 months	N/A
C.5.2.2.7	COR provides comments on revised PMP for technical assistance	COR	9/11/2022	14 days	N/A

TASK #	Phase III	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.3.2	Provide Technical Assistance (TA) as Necessary or				
C.5.3.2.1	Implementation of the PMP for TA	Brett and Christie	9/28/2023	Ongoing	N/A
C.5.3.2.2	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.3.2.3	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.3.2.4	Provide on-site and off-site technical assistance	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2023	Ongoing	4 times annually, 2 days each time
C.5.3.2.5	Prepare and finalize State Technical Assistance Reports	Brett, ANSTSE and/or ADTSEA consultant SME's	Within 30 days of TA	30 days	N/A

Emerging Issues

TASK #	Phase I	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.1.5	Identification of Emerging Issues				
C.5.1.5.1	Submit plan/methodology to document emerging issues	Brett and Christie	12/28/2020	3 months	N/A
C.5.1.5.2	COR reviews and provides comments on plan to document/track emerging issues	COR	1/11/2021	14 days	N/A
C.5.1.5.3	Continuously monitor emerging issues	Tracy	9/28/2021	Ongoing	N/A
C.5.1.5.4	Identify areas in need of improvement in the NTDETAS and Strategic Plan	Brett	9/28/2021	Ongoing	N/A
C.5.1.5.5	Collect resources and aid States on emerging issues	Christie	9/28/2021	Ongoing	N/A
C.5.1.5.6	Implement the strategy to track resources or other emerging advancements	Tracy	9/28/2021	Ongoing	N/A
C.5.1.5.7	Produce and submit drafts of resources/materials as necessary	Brett	8/28/2021	Ongoing	N/A
C.5.1.5.8	COR reviews and provides comments on produced resources or materials	COR	9/17/2021	14 days	N/A

TASK #	Phase II	TASK OWNER	DUE DATE	TIME TO COMPLETE	DURATION
C.5.2.3	Identification of Emerging Issues				
C.5.2.3.1	Continuously monitor emerging issues	Tracy	9/28/2022	Ongoing	N/A
C.5.2.3.2	Identify areas in need of improvement in the NTDETAS and Strategic Plan	Brett	9/28/2022	Ongoing	N/A
C.5.2.3.3	Collect resources & aid States on emerging issues through communications & web mtgs	Christie	9/28/2022	Ongoing	N/A
C.5.2.3.4	Implement the strategy to track resources or other emerging advancements	Tracy	9/28/2022	Ongoing	N/A
C.5.2.3.5	Produce and submit drafts of resources/materials as necessary	Brett	8/28/2022	Ongoing	N/A
C.5.2.3.6	COR reviews and provides comments on produced resources or materials	COR	9/11/2022	14 days	N/A

TASK # C.5.3	Phase III	TASK OWNER	DUE DATE	TIME TO COMPLETE	DURATION
C.5.3.3	Identification of Emerging Issues				
C.5.3.3.1	Continuously monitor emerging issues	Tracy	9/28/2023	Ongoing	N/A
C.5.3.3.2	Identify areas in need of improvement in the NTDETAS and Strategic Plan	Brett	9/28/2023	Ongoing	N/A
C.5.3.3.3	Collect resources and aid States through emails, conference calls and web meetings	Christie	9/28/2023	Ongoing	N/A
C.5.3.3.4	Implement the strategy to track resources or other emerging advancements	Tracy	9/28/2023	Ongoing	N/A
C.5.3.3.5	Produce and submit resources/materials as a result of emerging issues	Brett	8/31/2023	Within 36 months	N/A
C.5.3.3.6	COR reviews and provides comments on produced resources or materials	COR	9/14/2023	14 days	N/A
C.5.3.3.7	Prepare final list of all emerging issues	Tracy	9/28/2023	Within 36 months	N/A

Support NHTSA's National Perspective and Promotion of the NTDETAS

TASK # C.5.1	Phase I	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.1.6	Support NHTSA's National Perspective and Promotion of the NTDETAS				
C.5.1.6.1	Finalize and submit PMP	Brett and Christie	12/28/2020	3 months	N/A
C.5.1.6.2	COR reviews plan to support NHTSA and promotion of NTDETAS	COR	1/11/2021	14 days	N/A
C.5.1.6.3	Implementation of the PMP	Brett and Christie	9/28/2021	Ongoing	N/A
C.5.1.6.4	Submit resources or materials produced	Brett	9/28/2021	11 months	N/A
C.5.1.6.5	COR reviews and provides comments on produced resources or materials	COR	Within 14 days of receipt	14 days	N/A
C.5.1.6.6	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.1.6.7	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.1.6.8	Attend and present at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2021	11 months	6 pres. 1 day present, 2 travel days
C.5.1.6.9	Conduct workshops at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2021	11 months	6 workshops, 1 day conduct, 2 travel days
C.5.1.6.10	Prepare and submit a revised PMP	Brett and Christie	8/28/2021	5 months	N/A
C.5.1.6.11	COR reviews and provides comments on revised PMP	COR	9/17/2021	14 days	N/A

TASK # C.5.2	Phase II	TASK OWNER	DUE DATE	TIME TO COMPLETE	DURATION
C.5.2.4	Support NHTSA's National Perspective and Promotion of the				
C.5.2.4.1	Implementation of the PMP on the dissemination of the NTDEETAS	Brett and Christie	9/28/2022	Ongoing	N/A
C.5.2.4.2	Attend and present at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2022	12 months	6 pres, 1 day present, 2 travel days
C.5.2.4.3	Conduct workshops at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2022	12 months	6 workshops, 1 day conduct, 2 travel days
C.5.2.4.4	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.2.4.5	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.2.4.6	Submit resources or materials produced	Brett	8/28/2022	12 months	N/A
C.5.2.4.7	COR reviews and provides comments on produced resources or materials	COR	9/11/2022	14 days	N/A
C.5.2.4.8	Prepare and submit a revised PMP on the national persp. and prom. of NTDEETAS	Brett and Christie	8/28/2022	5 months	N/A
C.5.2.4.9	COR reviews and provides comments on revised PMP	COR	9/11/2022	14 days	N/A

TASK # C.5.3	Phase III	TASK OWNER	DUE DATE	TIME TO COMPLETE	DURATION
C.5.3.4	Support NHTSA's National Perspective and Promotion of the				
C.5.3.4.1	Implementation of the PMP on the dissemination of the NTDEETAS	Brett and Christie	9/28/2023	Ongoing	N/A
C.5.3.4.2	Attend and present at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2023	12 months	6 pres. 1 day present, 2 travel days
C.5.3.4.3	Conduct workshops at national, regional and/or State conferences	Brett, ANSTSE and/or ADTSEA consultant SME's	9/28/2023	12 months	6 workshops, 1 day conduct, 2 travel days
C.5.3.4.4	Submit "Notice of Travel"	Christie	30 days prior to travel	At least 30 days	N/A
C.5.3.4.5	COR reviews/approves travel	COR	Within 5 days of receipt	5 days	N/A
C.5.3.4.6	Submit resources or materials produced as a result of supporting NHTSA and NTDEETAS	Brett	8/31/2023	12 months	N/A
C.5.3.4.7	COR reviews and provides comments on produced resources or materials	COR	9/14/2023	14 days	N/A

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ACRONYMS

AAA	American Automobile Association
AAMVA	American Association of Motor Vehicle Administrators
ADTSEA	American Driver and Traffic Safety Education Association
ADED	Association for Driver Rehabilitation Specialists
ANSTSE	Association of National Stakeholders in Traffic Safety Education
COR	Contracting Officer's Representative
DETA	Driver Education and Training Administrators
DOT	Department of Transportation
DSAA	Driving School Association of the Americas
GHSA	Governors Highway Safety Association
HSS	Highway Safety Services, LLC
NHTSA	National Highway Traffic Safety Administration
NTDETAS	Novice Teen Driver Education and Training Administrative Standards
PM	Project Manager
PMP	Project Management Plan
Standards	Novice Teen Driver Education and Training Administrative Standards
TRB	Transportation Research Board