
Develop and Implement Professional Teaching Standards for NTDEETAS

Phases I - II

PROJECT MANAGEMENT PLAN

September 28, 2020 - September 28, 2023

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TITLE

Develop and Implement Professional Teaching Standards for 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 develop and implement professional teaching standards for NTDETAS, allowing states to monitor and promote the driver education profession.

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.

In 2017, ANSTSE, with assistance from a working group, developed a Model Training Curriculum for the Teaching Task Instructor Preparation Program. ANSTSE also developed Stages for a Driver Education Instructor Preparation Program. One of the stages involves a student teaching practicum or teaching with an experienced mentor. Guidelines need to be developed on mentoring. More information also needs to be provided on master trainers and train-the-trainer programs.

OBJECTIVES

The objectives of this project are to:

1. Develop and implement professional teaching standards for NTDETAS, allowing States to monitor and promote the driver education profession.

SUPPORTING MATERIALS

- The Novice Teen Driver Education and Training Administrative Standards (NTDETAS), 2017
- Attachment C – Stages for Driver Education Instructor Preparation Program, 2017
- Attachment D - Table of Contents of the Model Training Materials for the Teaching Task, 2017
- Model Training Curriculum for the Teaching Task Instructor Preparation Program, 2017

SPECIFIC ACTIVITIES

1. Prepare a Project Management Plan (PMP)

Create a 2-year PMP for revising the existing driver education instructor qualification standards, developing standards for trainers-of-trainers and mentors to support the NTDETAS. The COR will review and provide comments.

2. Form a Core Working Group

Form a small core working group of SMEs to assist with developing the driver education instructor standards (this working group will also serve as the working group to provide recommendations to update the NTDETAS Section 3 Instructor Qualifications).

3. Develop the Professional Teaching Standards

Three specific areas in support of driver education professional standards will be to:

- Revisit the existing instructor qualifications standards in Section 3 of the NTDETAS to identify potential updates.
- Develop standards for trainers-of-trainers to be incorporated into the NTDETAS Section 3 Instructor Qualifications.
- Develop standards for mentors to be incorporated into the NTDETAS Section 3 Instructor Qualifications to assist with teaching practicums for mentorship programs.

4. Prepare and Submit Revised PMP

Revise the 2-year PMP that outlines the plan to develop professional teaching standards and have the COR review and provide comments.

DELIVERABLES

Phase I

1. Submit a 2-year Project Management Plan to develop professional teaching curricula standards and an implementation strategy for NTDETAS.
2. Submit revised 2-year Project Management Plan to develop and incorporate Professional Teaching Standards into NTDETAS.

Phase II

3. Submit final developed professional teaching curricula standards and implementation strategy for NTDETAS.

TIMELINE

TASK # C.5.1	Phase I	TASK OWNER	DUE DATE / TARGET DATE	TIME TO COMPLETE	DURATION
C.5.1.8	Develop and Implement Professional Teaching Standards for NTDETAS, allowing States to Monitor and Promote the Driver Education Profession				
C.5.1.8.1	Create and submit a 2-year project plan	HSS w/ input from ANSTSE, SMEs & stakeholders	3/28/2021	4 months	N/A
C.5.1.8.2	COR reviews and provides comments on plan for professional teaching standards	COR	4/11/2021	14 days	N/A
C.5.1.8.3	Begin to update and develop the teaching standards	HSS w/ input from ANSTSE, SMEs, stakeholders, and working group	8/18/2022	18 months	N/A
C.5.1.8.4	COR reviews and provides comments on produced resources or materials	COR	9/8/2020	14 days	N/A
C.5.1.8.5	Revise and submit the 2-year PMP for updating and developing teaching standards	HSS w/ input from ANSTSE, SMEs & stakeholders	8/28/2021	5 months	N/A
C.5.1.8.6	COR reviews and provides comments on revised PMP for teaching standards	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.5.2.6	Develop and Implement Professional Teaching Standards for NTDETAS				
C.5.2.6.1	Continue to update and develop the teaching standards	HSS with input from ANSTSE, stakeholders, SMEs & WG	9/28/2022	12 months	N/A
C.5.2.6.2	Submit final teaching standards to COR	Brett	7/28/2022	12 months	N/A
C.5.2.6.3	COR reviews and provides comments on teaching standards	COR	8/11/2022	14 days	N/A

CONTACT

For additional information please contact:

Brett Robinson
 ANSTSE Secretariat
 President, Highway Safety Services
 Project Manager
 1434 Trim Tree Road
 Indiana, PA 15701
 (724) 349-7233 (SAFE)
brobinson@highwaysafetyservices.com

Christie Falgione
 Director, Highway Safety Services
 Assistant Project Manager
 1434 Trim Tree Road
 Indiana, PA 15701
 (724) 349-7233 (SAFE)
clewis@highwaysafetyservices.com

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