



Instructions to Parents

Rev. 10/31/18

Step 1: Submit the affidavit

If you have not yet mailed the Parent Taught Driver's Education Affidavit (enclosed) to the Dept. of Public Safety in OKC, please do that first. You will need to have this back, approved by them, before your child will be allowed to test for their permit if they are under the age of 16. **You will not be allowed to use a Designated Examiner for the driving test without an affidavit approval number.**

Step 2: Phase 1 – 30 hours of classroom (at-home) instruction

You, as the parent, are the teacher. You may instruct your child on your timeline. We recommend that you complete two or three lessons per week, going over each page of material and the tests found within the text at the end of each chapter. Discuss each test question with your student and decide together what the best answers are, using the text as your reference. **The tests in this book are for extra practice. You do NOT submit these tests for grading.**

Read and discuss the *Oklahoma Driver's Manual* thoroughly, and review the additional material in the AAA brochures. If you do not have an Oklahoma Driver's Manual, contact a local tag office to pick one up for a small fee or download it from DPS's website, <http://www.dps.state.ok.us/dls/okdm.html>. **This book is what the DMV tests out of for the learner's permit so be sure to pick one up so your child can be prepared for the written exam to obtain their permit.**

Step 3: Obtain the learner's permit – Student must be a minimum age of 15½.

If not yet received, take the student to the Department of Motor Vehicles (Driver's License Testing Center) to take the state's written exam. **NOTE: This exam is separate from any of the exams you will do through AAA for Driver's Education.** To obtain the permit, the student will need to take the following with him or her:

- Applicant must bring Primary ID. (Usually a State -Certified Birth Certificate)
- Applicant must bring Secondary ID. (Usually a Social Security Card)
- Applicant must provide Social Security Number.
- If the student is under 18 years of age, he or she must bring documentation showing they are currently enrolled in school and have passed the 8th Grade Reading Proficiency Exam. Usually referred to as the "school letter." If you cannot obtain a letter from an Oklahoma school you may go to http://www.dps.state.ok.us/dls/apply/dl_enrollment.html for a list of alternate documents.
- If the student is under the age of 18, they must have a **Parent or Legal Guardian** present.
- If the student is between the age of 15 ½ and 16, you must bring your paid AAA receipt and your approved affidavit (mentioned in step 1) to show proof of enrollment in a driver's education course.
- Applicant must bring in any documents showing a legal name change: Such as marriage, adoption, divorce, etc. These documents should connect all of the last names from the birth certificate to the current last name.

Step 4: Phase 2 – 55 hours of driving (including 10 hours at night)

Note: You must be with your student at all times in the front passenger seat of the vehicle. Your student must have their learner's permit and DPS affidavit with them at all times.

After you have completed Phase 1, you may begin instruction of the behind-the-wheel *Teaching Your Teens to Drive* phase of the AAA Take the Wheel curriculum using the enclosed DVD and the parent/teen handbook.

Use the Parent/Teen handbook in conjunction with the DVD, following all instructions and completing all assignments. **The book is for your reference and will not be turned in.** Following your completion of *Teaching Your Teens to Drive*, you and your teen should both discuss, fill-out, and sign the Vehicle Use and Operation Agreement found at the end of the handbook. This agreement is for your use between you and your child and does not have to be submitted.

Step 5: Take the AAA Post Test

Once you have completed Phase 1 and 2, you may make arrangements to have your teen take the Post Test **ONLINE** using your smartphone, tablet or computer.

The exam is 50 questions, multiple choice, covering material in the How to Drive student manual. You must request your online test credentials by calling 918-748-1071. Your confirmation email will include your username and test link. If a passing score of 70% or better is achieved, a Take the Wheel program completion certificate will be automatically mailed to you within 5-7 business days.

Please do NOT schedule your child's driving exam for their driver's license until after you have received the certificate in the mail.

If at any time you have questions about this program, you can visit our website at www.AAA.com/TakeTheWheel for a list of FAQs.

You may also contact us at:

**Call: 800-999-4952
Ext. 4364120 or 4362722**

Email: driversed@aaamidatlantic.com

