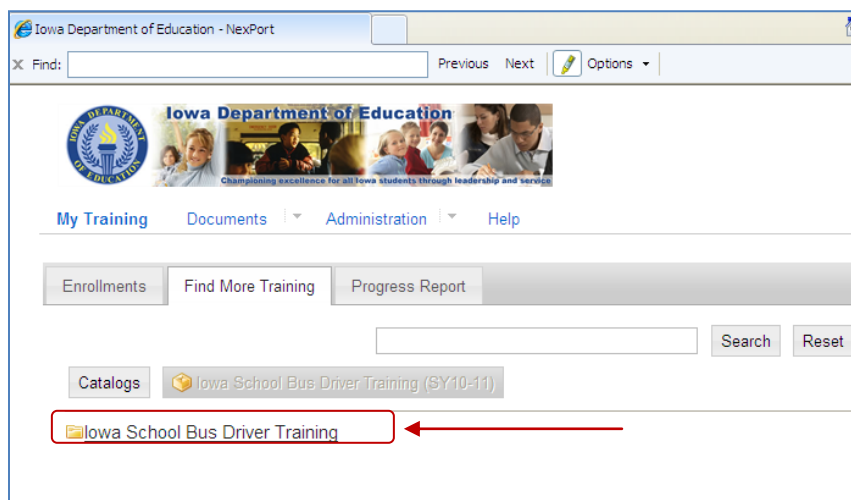
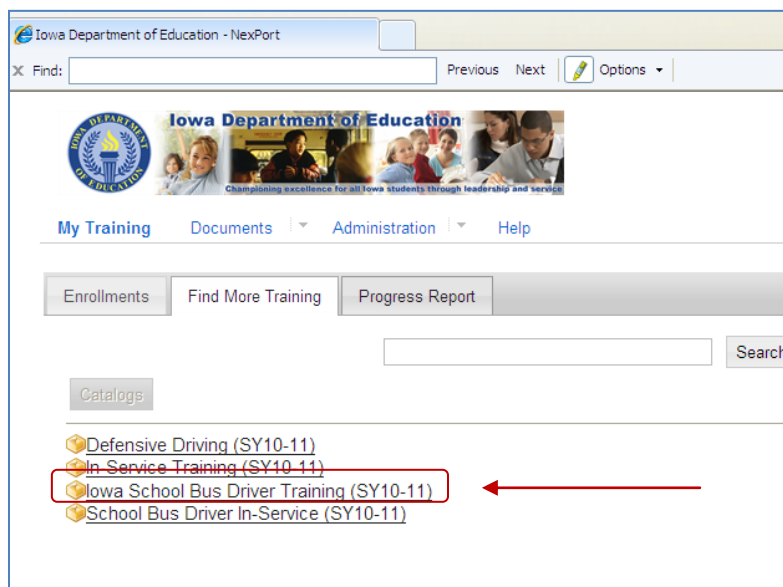


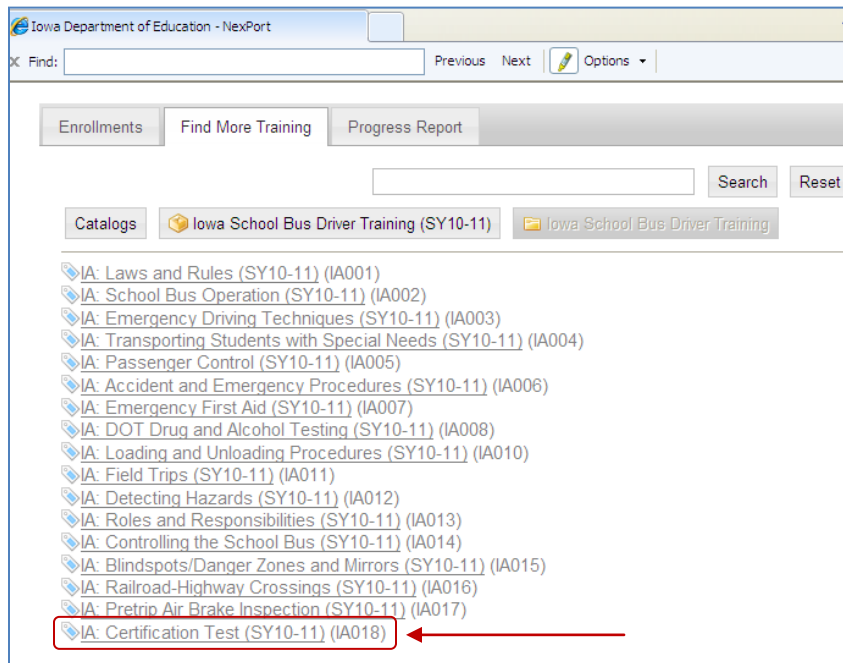
New Driver Certification Exam Process

You then must proctor, or administer, the final module which is the certification test. This can be done via a computer in your office or one someplace in the school. But regardless, your district must administer the certification test. [The driver will need to enroll in the Certification Test, then go to “my training” list and click on the Certification Test.](#) At that point they will be able to begin the test. Again, they must do this at your location so someone from your school can verify the person taking the exam and sign the certificate.

Upon completing the test with a passing score of 80%, your new driver will need to print off a certificate of completion.

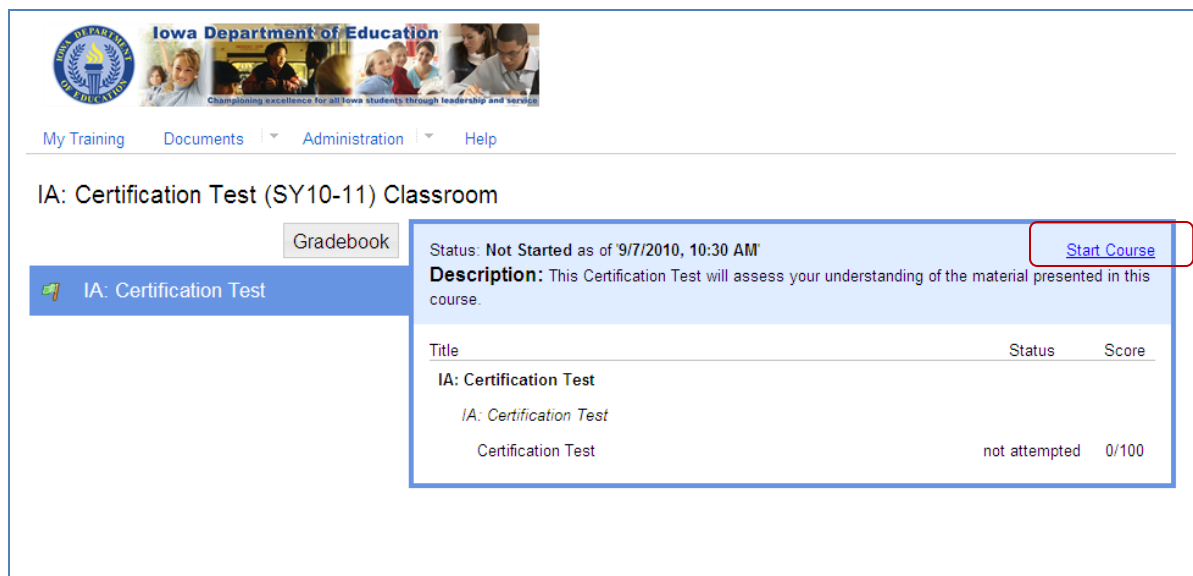
There will be a line on the certificate of completion for you to sign to verify that you did indeed proctor the test with this driver.





When you select the certification test, you will need to enroll in the test. Then they will need to select the enrollment tab to view the trainings they have enrolled in just as they did for the other modules.

They will click on the certification test and the following screen will appear.



Click on the “start course” to begin the exam. Remember – they are to be taking this exam at the school where the Transportation Director is located so they can verify the person taking the exam and sign the certificate the driver prints out upon successful completion of the exam.

For Technical Support with the navigation or testing during the online program, please contact 800-261-6248 or enrollment@schooltrainingsolutions.com

Certificates of completion must be faxed to IWCC 712 325-3721 prior to the driver attending the face-to-face follow-up portion of the new driver training.