

## **Recordkeeping Requirements for DRIVE Trainers Effective March 1, 2009**

1. Those on the Active DRIVE Trainers list who have signed the Curriculum Use Agreement shall be allowed to use the DRIVE materials to train drivers. Only Certificates of Completion signed by these trainers (on the Active DRIVE trainers list at the date of issue) will be considered valid by Ohio Department of Aging and Ohio Department of Transportation for quality assurance compliance monitoring.
2. DRIVE Trainers who do not comply with the record keeping requirements shall be removed from the Active DRIVE trainers list.
3. All DRIVE Trainers shall keep hard copy **documentation**<sup>1</sup> of the drivers they have trained and copies of the certificates of completion for each driver. These documents should be kept for a period **of at least 5 years**. Upon request, they shall be made available to both the Ohio Department of Aging and the Ohio Department of Transportation for Quality Assurance purposes.
4. The template forms for all documentation were included on the DRIVE CD Rom which was sent in February 2008.<sup>2</sup> Additional copies obtained by contacting [ptaliaferro@coaaa.org](mailto:ptaliaferro@coaaa.org).
5. **Only drivers who have completed the entire curriculum can be issued a certificate of completion** to be used in Ohio for quality assurance purposes. This is true for both the DRIVE and the DRIVE Refresher courses.

For questions, please contact Paula Taliaferro at [ptaliaferro@coaaa.org](mailto:ptaliaferro@coaaa.org) or 614-645-7300.

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<sup>1</sup> Documentation should include sign in sheets and registration information (agency/employer, address, etc)

<sup>2</sup> CD Rom includes templates for DRIVE and DRIVE Refresher Certificates of Completion in Word format, and template DRIVE and DRIVE Refresher Participant Lists in either Word or Excel formats.