
Driver Education Course and Endorsement Program Detail Sheet

The “Teaching Concepts of Driver Education” course and the Driver Education Endorsement program are offered through the College of Professional & Continuing Education (CPCE) at Rowan University. The course/program is designed to give individuals seeking New Jersey State Driver Education Teacher Endorsement the most convenient route to that goal.

Overview of the Course/Program

- This program is comprised of one undergraduate 3-credit course.
 - The course is usually offered in a web-assisted format meaning that, outside of the scheduled behind-the-wheel sessions, there will also be several face-to-face meetings required. Some coursework, however, is completed via the web using Blackboard.
 - Students may register for the course, or they may register for the course *and* matriculate into the program.
 - Any interested person who meets the course qualifications may register for the course, but those wishing for Rowan University to submit their credentials to the State for endorsement must officially matriculate into the program by completing the matriculation section of the CPCE Driver Education Registration & Matriculation Form and by completing all additional steps as outlined in this document. (See the “How to Register for the Course” and the “How to Apply” sections of this document for more information.)
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Overview of the Coursework

- Course Title: **Teaching Concepts of Driver Education**
- Course Registration Codes (CRS): PHED 36.100
- Course Level: Undergraduate
- Credit Hours: 3
- Mode of Delivery: Web-assisted, usually offered as an accelerated course across 8 weeks. (There will also be several face-to-face meetings and a required behind-the-wheel session.)
 - Behind-the-wheel session will be scheduled outside of class time.
- Location: Most meetings (including the behind-the-wheel session) will be held on Rowan’s main campus in Glassboro, NJ.
- Pre-registration qualifications:
 - Those who wish to register must hold an NJ CEAS, standard New Jersey Instructional Certificate;
 - OR
 - Be enrolled in a health/physical education teacher prep/certification program in the state of New Jersey.
- **Course Description:**
 - The course is designed for individuals seeking New Jersey Driver Education Teacher Endorsement. The content includes learning to teach motor vehicle operation and driving environments, and the student development of teaching techniques emphasizing safety, risk perception, and decision-making processes applied in a vehicle. Learning how to instruct others in performing behind-the-wheel driving will be scheduled outside of class time.

Program/Course Entry Points

- The next program/course entry point is listed below; however, depending upon demand, additional program/course entry points may be available. Check with cpceacademicservices@rowan.edu.
 - The next scheduled entry point is spring 2010, on-site module 4 (March 15 to May 1, 2010).

How to Register for the Course

To register for the course, please submit the following “registration package”:

- ✓ CPCE Driver Education Registration & Matriculation Form, which is available on the CPCE website at www.rowan.edu/colleges/cpce/apply/forms.cfm;
- ✓ A copy of your NJ CEAS, standard New Jersey Instructional Certificate (any subject is acceptable);
- OR
- ✓ A copy of your current transcripts from a health or physical education teacher prep/certification program in the state of NJ;
- ✓ A copy of your valid New Jersey or out-of-state driver’s license.

Registration Package Deadlines

Students are strongly encouraged to submit all required materials listed above ASAP before the start of the class. Registration packages are accepted and reviewed on a first-come, first-served, rolling basis up until 14 business days prior to the start of the class. (Please refer to the “Program/Course Entry Points” dates.) Registration packages must be complete by this deadline in order to be approved by the Academic Advisor and to be registered by CPCE before the class begins. (Approved students will be registered manually by CPCE and emailed a confirmation with further instructions for payment, texts, etc.)

Submit Registration Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 8562565638.

*(Please do not submit registration materials to the Driver Education Academic Advisor as this will delay processing.)
(Please be sure to also read the “Note for Non-Matriculated Students” section of this document.)*

How to Register for the Course *and* Matriculate into the Program

Part A: To register for the course *and* matriculate into the program, please submit the following “registration package”:

- ✓ CPCE Driver Education Registration & Matriculation Form, which is available on the CPCE website at www.rowan.edu/colleges/cpce/apply/forms.cfm (Be sure to complete and sign the matriculation section.);
- ✓ A copy of your NJ CEAS, standard New Jersey Instructional Certificate (any subject is acceptable);
OR
A copy of your current transcripts from a health or physical education teacher prep/certification program in the State of NJ;
- ✓ A copy of your valid New Jersey or out-of-state driver’s license.

Note: Only Part A is required to be registered for the course. If all of the above is submitted and the student completes the matriculation section of the CPCE Driver Education Registration & Matriculation Form, the student will also automatically be matriculated with the proper program code at the time of registration; however, additional steps are still necessary for the student to successfully complete the program and be submitted for endorsement by Rowan University. (See below.)

Part B: To successfully complete the program:

The following must be completed and/or submitted by the student (if applicable) to the Driver Education Academic Advisor:

- ✓ Be matriculated into the program with the program code .BMUE-DRVED/.BMND-DRVED;
- ✓ Earn a grade of “C” or better in the Teaching Concepts of Driver Education course;
- ✓ Submit an official Motor Vehicle Commission driving record/abstract to the Academic Advisor ;
 - This abstract must be obtained from your *regional* Motor Vehicle Commission Office and a small fee (paid directly to the MVC) is also required.
- ✓ Submit a typed and notarized statement documenting three years of consecutive driving experience to the Academic Advisor.
 - Sample of required statement:

I, _____, have been licensed to operate a motorized vehicle in the state of _____
continuously for _____ years.

----Signature----

(Legal notarization required)

Part C: To successfully complete the program and be submitted for Endorsement to the State by Rowan University:

The following must be completed and/or submitted (if applicable) by the student to the Driver Education Academic Advisor:

- ✓ Complete Parts A & B above, which includes earning a final grade of “C” or better in the course;
- ✓ Complete and submit the College of Education Certification Application Form available from www.rowan.edu/colleges/education/student-services/certification/;
 - Note: Submission to the State is only possible at certain times each year so be sure to submit your materials according to the deadlines outlined in the above website.
- ✓ Submit with the above application a \$170.00 (state-required) fee made payable to “Rowan University.”

Note: It is the students’ responsibility to submit the items in Part A to CPCE in order to be properly registered and matriculated for the course. Once the student also successfully follows the additional requirements/steps listed in Parts B & C above, Rowan University will submit their credentials to the State of New Jersey for endorsement. Any and all questions regarding Parts B & C should be directed to the Driver Education Academic Advisor.

Registration Package (Part A) Deadlines

Students are strongly encouraged to apply (submit all required materials from Part A) ASAP before the start of the class. Registration packages are accepted and reviewed on a first-come, first-served, rolling basis up until 14 business days prior to the start of the class. (Please refer to the “Program/Course Entry Points” dates.) Application packages must be complete by this deadline in order to be approved by the Academic Advisor and to be registered/matriculated by CPCE before the class begins. (Approved students will be registered manually by CPCE and emailed a confirmation with further instructions for payment, texts, etc.)

Submit Registration Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 8562565638.

(Please do not submit registration materials to the Driver Education Academic Advisor as this will delay processing.)

Applying for Certification to the State on Your Own

Those students who are registered for the course but who do not matriculate and/or do not complete Parts B & C above (but do successfully complete the course with a grade of “C” or better) may apply for endorsement on their own through the State of New Jersey Department of Education website: www.nj.gov/njded/educators/license.

Registration Schedule and Course Information

CPCE students are Rowan students; however, you will often follow different administrative processes. This is especially true for registration and course information as detailed below.

- Once you are officially registered for this course/program, a confirmation email with further instructions will be emailed to you by CPCE. This is the only notification that will be sent, and it will include information about course payment and accessing your online bill. While most information you require should be included in the confirmation email, the items below will also be helpful.
- The official schedule and start and end dates for each class are located in the “Part of Term” column in the Section Tally (www.rowan.edu/cpcecoursesearch).
- All course and textbook information for CPCE courses can also be found each term in the Course Section Tally located at www.rowan.edu/cpcecoursesearch. CPCE students should use the information in the tally and not the Banner Self Service site to make sure they have all necessary details about the course start and end dates, as well as meeting times and locations. Any pre-reqs or course restrictions can be found by clicking on the “CRN” (the number all the way to the left in the chart). Textbook requirements and purchase locations can be found by clicking on the “Materials Required” link under the “AddInfo” column. If no link appears, this means that your textbooks will be listed soon.
- Refunds for a course are only possible during the official CPCE drop period. The drop period for the Teaching Concepts of Driver Education course/program will be the first 5 days of the “Part of Term” identified in the Section Tally (www.rowan.edu/cpcecoursesearch). To drop this course within that period, please contact 856-256-5435 or cpceacademicservices@rowan.edu.
- Once a student is registered for a course/program, all official communications from Rowan University are sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.
- **Please direct all registration-related questions to cpceacademicservices@rowan.edu.**

CPCE Costs & Financial Aid

- For the spring 2010 offering, the Teaching Concepts of Driver Education course/program will be charged at a rate of \$395.00 per credit hour (\$1185 for the 3 credit course). There will also be an additional \$100 lab/equipment fee assigned to the course. Except for any required texts, this will be the total cost of the course.
- The registration confirmation email sent to each student will include payment information and instructions about accessing their online bill via Banner Self Service at www.rowan.edu/selfservice.
- Because this is only a 3-credit course/program, unless the student is already a currently matriculated (in another program) aid-recipient at Rowan, financial aid would not normally apply.
- For the most up-to-date information about costs, please see the “CPCE Costs, Billing & Payment Information” document available at www.rowan.edu/colleges/cpce/forms.cfm.

Note for Non-Matriculated Students

- Non-matriculated undergraduate students (not enrolled in a degree/certificate program at Rowan) may take a maximum of 11.5 credits per semester but may not accumulate a total number of credits greater than 24.
- Non-matriculated graduate students (not enrolled in a degree/certificate program at Rowan) may take a maximum of 9 ** credits until accepted (matriculated) into a graduate program. (**There are some exceptions to this number, so please check with CPCE if unsure.)

Driver Education Contact Information

Kathleen (Katie) Grillo

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-5130

Email: grillo@rowan.edu

Shari Willis

Driver Education Academic Advisor

(Provides academic and other assistance after initial registration including—if applicable—submission for endorsement)

Phone: 856-256-3702

Email: williss@rowan.edu