



### **Virtual Classroom Instruction Guidelines**

To ensure consistent and quality education, all professional driving schools must adhere to the following guidelines when conducting virtual classroom instruction:

- **Utilize an online training solution that will be interactive:** Zoom, GoToMeeting, Microsoft Teams etc.
  - Provide the virtual provider's privacy policy.
  - Ensure the technological requirements for virtual delivery are provided, prior to the beginning of the course.
  
- **Live Instruction must be from a Driving School location** (main or branch) accessible by the public (and RMV agents for auditing purposes).
  - Individual who is conducting the class must hold a valid Driving Instructor Certificate, be visible and available to all students for the duration of the class. Driving Instructor should not leave the students in the class unattended at any time.
  - Instructors must facilitate the course by interacting with students regularly, through chat and other instructor managed communication tools, actively monitoring students' progress, and reviewing assignments or tests as necessary.
  
- **Student /Teacher ratio is 25 students per one Instructor** (maximum).
  
- **Virtual and In-Person classes are not to be combined.**
  - Webcam visual confirmation during the class is required.
  - Classes are either virtual or in person (both require live Instruction).
  - The structure of the course should facilitate student to student interaction, which allows students to benefit from the questions and experiences of others.
  
- **Attendance**
  - The RMV requires student signatures for every completed module. These can either be ink or electronic signatures and must be available upon request from an RMV staff member or during an audit.
  - Attendance must be confirmed for all students at the beginning and end of each class (at minimum).
  - **Electronic signatures must have the student's legal name and date & time stamped.**
  - Students will not receive credit for the module if they are not present for any portion of the class.
    - Establish policies for addressing student inactivity; remove students after specified amount of inactivity and require lesson to be retaken.
    - Track student time in the course by amount of time logged in.
  
- Final Exam shall consist of a minimum of 50 questions. At least 30 percent of the questions must pertain to the rules of the road. The remaining questions are at the discretion of the driving school but should be based on the Driver's Education Curriculum.

- The requirements for attendance and participation also applies to the Parent/Guardian Class. **Webcam visual confirmation is required.**
- All modules / classes should be entered within 7 days of completion. Non-compliance to the RMV requirements will be considered a violation of the RMV process. Driving schools will be subject to disciplinary action.
- The RMV will request log in details for Virtual Classes to complete Virtual Visits, supporting consistency and compliance.