

Wow! The last email for 2015!! I wanted to touch on some topics that I continue to get questions on...

HOW TO READ A CAN LETTER

So, I decided to once and for all explain how the CAN (Course Approval Notification and Check list) letter is supposed to be read... Below is a completely made up CAN letter with completely made up people. Any similarities you may notice are completely coincidental ☺

Note some areas you should be aware of:

1. The dates that the paperwork came into my State Ed office and the date I actually approved your program are on the bottom left hand side.
2. The dates your program expire and are approved until:
 - The lower right hand side shows 2 dates - The top date is when the "next thing" due within your program will need to be sent to me by. On this particular CAN, it shows that the program is ok until 07/01/16. The reason is because Betty White has an out of state license, and an abstract needs to be sent to me with a DE-1A to amend the program. Once that amendment is sent, the program will be all set to run until 8/27/16 when Hugh Jackman's driver's license will need to be updated, etc....
 - The lower date shows when your 3 years of approval is expiring. The lower right hand date never changes. Your program is yours until the 3 years are up unless the program violates guidelines or your school opts out of running a DTSE program.
3. I will always change your CAN letter according to when changes are made on the DE-1A you send me. For example, if you drop Charlie Brown from your program, I will take him off of your CAN letter. If you add someone in Charlie's place, I will add that person to the CAN letter.
4. Please take notice of the dates on your school's particular CAN letter and mark the dates on a calendar so you remember that they need to be amended. Too many times schools have forgotten and then problems arise!!



Driver Traffic & Safety Education Course Approval Notification & Check List

Your Driver & Traffic Safety Education Course has been reviewed. Please note that it is your program's responsibility to maintain its approved status by amending your program's Critical Components as they expire. The date that your program is approved until is noted by the "Program Approved Until" field below. Do not confuse this with the "Amendments Accepted Until" date. You may amend items in your program via form DE-1A until the "Amendments Accepted Until" date below. As you amend critical components your "Program Approved Until" date will be extended, and you will be issued a new Course Approval Notification & Check List form.

For your convenience, the expiration dates of your program's Critical Components are listed in the table labeled Comments below. You program will be approved for a period of up to three years, but not to exceed the earliest expiration date of any Critical Component. Should you change or update any Critical Component (listed below or in your original DTSE Program Approval form DE-1, you must submit amendment form DE-1A with the necessary adjustments. If disapproved, please return this entire packet with the necessary information required

Date	Comments: Items listed below must be amended prior to their expiration date via form DE-1A to maintain program's approved status.
07/01/16	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
08/27/16	Hugh Jackman's driver's license. See Note.
09/30/16	Sheldon Cooper's, George Clooney's and Farrah Fawcett's MV-524 cards. See Note.
10/01/16	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
02/01/17	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
04/14/17	Charlie Brown's Driver's license. See Note.
06/30/17	Driving School contract.
07/01/17	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
10/01/17	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
02/01/18	Official driving abstract for Betty White, including letter indicating which school the original abstract is filed with. See Note.
	Note: When updating any teacher's or instructor's credential, please include every supportive document associated with that teacher/instructor such as MV-283, MV-524, drivers' license, NYS secondary teaching certificate (public schools only), and/or certificate or affirmation of basic 30 hour instructor's course.

School, College, or BOCES	Most Wonderful High School	Program Approved Until	07/01/16
Address	23 Fairyland Avenue Wonderland, NY 12345	Amendments Accepted Until	06/30/18
Date DE-1 Received	05/13/16	Not Approved	
Date DE-1 Processed	05/23/16	SED Reviewer Initial	MC
Date DE-1A Received			
Date DE-1A Processed			

Note: No notification will be sent to alert programs of pending expiration. It is the school, college, or BOCES responsibility to reapply for NYS-DTSE course approval upon expiration of previous approval.

3 Pieces of Information on 1 page

So, I always take the time to copy, cut and tape the 3 pieces of information for your lecture teachers and/or drivers. I also make sure to include my handy-dandy blue sheet on how YOU can do it, too. Here's the exact process. It helps ME tremendously and will help YOU with cost of postage, ease of having everything all in one place, as well as with amendments.

Mary's Driving School
Certifies that
Kermit T. Frog
Has successfully completed the 30 hour Basic Driving Course
On December 16, 2015

Mary _____ 12/16/2015
Mary, President Mary's Driving School Date

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Driver's license
HERE

MV-524 or MV-283 card
HERE

Please keep these for your records.

Having a single sheet for each Lecture teacher (MV-283) and/or Instructor (MV-524) whether it be all on one side or double-sided, makes it much easier to keep all 3 pieces per person organized and in one place.

When updating someone, just take the copy of their new card or license and cut it out with scissors. Use some scotch tape to tape it right on top of the old one and you're set! Just make a copy, whether it be single or double sided to send with your DE-1 or DE-1A and you're completely up-to-date!

You certainly don't need to follow this model but it makes it a lot easier and processing faster.

Thanks!

PS - to make a full page certificate small enough to fit 3 pieces on one page, copy at 78%, then add license and certification at bottom. Copy the page at 100% and you're all set!

Lastly, I want to wish each and every single one of you the HAPPIEST of holidays, and an AMAZINGLY Happy New Year!!

Mary ☺