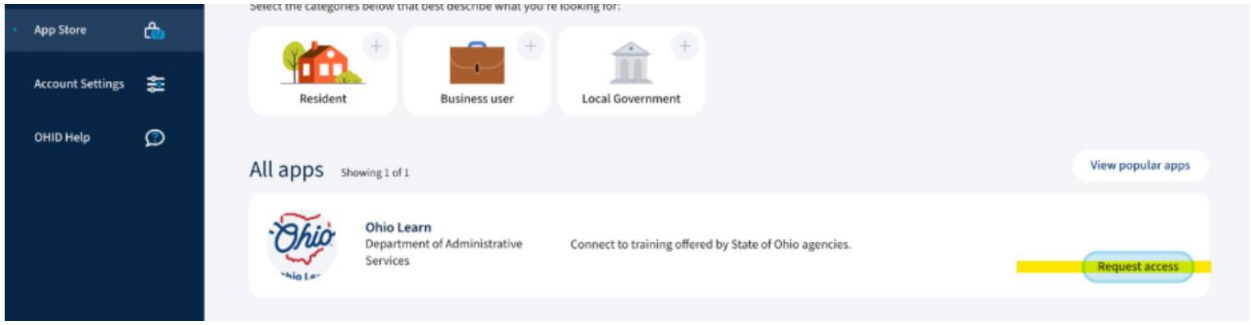
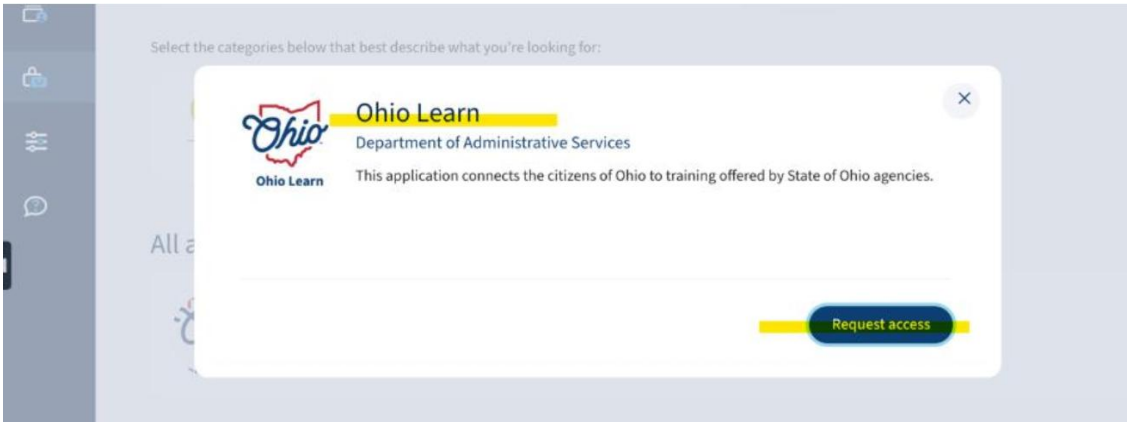
Ohio Preservice Motor Van Driver Training Course

Course Description: The Ohio Preservice Motor Van Driver Training course is designed to teach new and returning drivers all aspects of student transportation to acquire both initial certification and recertification. This online course will be the delivery method for the **theory content** that is required by Ohio Administrative Code (OAC) 3301-83-10 (B). Drivers will need to complete the pre-trip, driving performance evaluation and review by a certified on-the-bus-instructor, or by another individual employed and designated by an educational service center, school or district, demonstrating that the driver is accustomed to the vehicle.

Driver Registration and OH|ID Account Creation: The district or employer will register the driver for the online course through the regional preservice instructor's office. The driver's full legal name, OH|ID number, and email address are required for registration. Learners need to **create an OH|ID account** (if they don't already have one)to begin the application process for Ohio Learn: https://ohid.ohio.gov/create-account. *You may review information on the Help Logging In webpage if you need assistance with setting up your OHID account.*

Application Request Process: After account creation or after logging in to OH|ID, navigate to the App Store, search for **Ohio Learn**, and request the application.



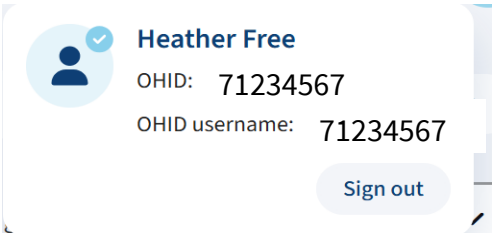


The learner **must** login to OH|ID and request and open the Ohio Learn application (which is where the course will be available once approved). This is completed by accessing the "App Store" from within OH|ID and searching for "Ohio Learn" and then following the steps to "Request" the application. Once

that is completed, the learner should open the application. At that point, the learner will become available in Ohio Learn and we should be able to successfully add them to the course.

Course Assignment Process: After the learner has paid for the course and set up their **OH|ID account with the Ohio Learn application**, the ESC will assign the course. **The learner must confirm they have logged in to OHID & requested and accessed Ohio Learn**.

The following information is needed to complete the assignment process:



The learner's **OH|ID number** (an 8-digit number starting with 7 – this is **NOT** the same as their Educator State ID that may start with an alphabetical prefix), found in the upper right corner of the main OHID page after login (learner send screenshot confirming their number to the ESC point of contact)

OH|ID Example

Course Completion: Once the learner successfully completes the course, they will receive a **certificate of completion** satisfying the **theory portion** of the required training. Drivers will need to complete the pre-trip, driving performance evaluation and review by a certified on-the-bus-instructor, or by another individual employed and designated by an educational service center, school or district, demonstrating that the driver is accustomed to the vehicle. All completed training documents should be submitted to their regional pre-service office; Once all training information is verified, the pre-service instructor will issue a training certificate.