

Old Capitol Building
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Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

May 5, 2023

(X) Action Required
Due date: August 14, 2023
() Informational

BULLETIN NO. 032-23 STUDENT TRANSPORTATION

TO: Educational Service District Superintendents
School District Superintendents
Selected Administrators of Private Schools
Traffic Safety Education Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Traffic Safety Education Program Approval Application
Form SPI/TSE M-365 (Rev. 4/23)
DOL form DTS-661-026 OSPI School District/Instructor Registration
Continuing Education Requirements for Traffic Safety Instructors

CONTACT: Mindy Smith, Program Supervisor
360-725-6121, mindy.smith@k12.wa.us

PURPOSE/BACKGROUND

Public and private schools intending to offer Traffic Safety Education (TSE) are required, under Washington Administrative Code (WAC) 392-153-014, to apply annually to the Office of Superintendent of Public Instruction (OSPI) for program approval. Programs must be approved by OSPI to enter valid completion information into the Department of Licensing's (DOL) License Express for Business account.

To request program approval of a TSE program for the 2023–24 school year, complete the following steps:

1. Go to the [Traffic Safety Education](#) website.
2. Click on the "TSE Online Program Data" link to log in and update your data (program data, personnel, vehicles, and schools' tabs).
3. Complete, and return the revised [Traffic Safety Education Program Approval Application, Form SPI/TSE M-365 \(Rev 4/23\)](#).

4. Complete [OSPI School District/Instructor Registration form](#) and return to OSPI with the program approval application.

Each school district must update their TSE online program data. The TSE Coordinator information on the *Traffic Safety Education Program Approval Application* must match the TSE coordinator information listed on OSPI's website.

REGISTRATION PROCESS

The [OSPI School District/Instructor Registration form](#) and the [Traffic Safety Education Program Approval Application](#), Form SPI/TSE M-365 (Rev 4/23) must be emailed or mailed to OSPI by August 14.

Email a scanned copy of both documents to: K12TSE@k12.wa.us, or

Mail to:

Traffic Safety Education
Office of Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504-7200

After the district program data is reviewed by OSPI, TSE programs that comply with chapter 28A.220 RCW and chapter 392-153 WAC will be approved. OSPI will email the district superintendent and TSE coordinator a program approval letter, the OSPI signed program application and completed DOL School District/Instructor Registration (DTS-661-026). The school district must submit the approved School District/Instructor Registration (DTS-661-026) to DOL using their online Professional and Business Licensing System. If you are providing only a summer 2023 program, please apply for program approval at this time, and follow the same steps listed above.

Districts are required to ensure TSE instructors teaching in an approved program meet the continuing education requirements outlined in WAC 392-153-020 and 021. Instructors with a TSE endorsement are required to complete 40 clock hours every five years. Instructors with a TSE conditional certificate are required to complete 60 clock hours (48 of which can be district approved hours) in the two-year period (or less) prior to renewal.

Please ensure all online program data is updated and the program approval application is complete and signed.

BULLETIN NO. 32-23 ST
May 5, 2023
Page 3

INFORMATION AND ASSISTANCE

For questions regarding this bulletin please contact Mindy Smith, Program Supervisor, at mindy.smith@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page at the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Patti Enbody
Director
Student Transportation and
Traffic Safety Education

CR:sn

Attachment: ***Form 1 – Traffic Safety Education Application for Program Approval, FORM SPI/TSE M-365***

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.