

# Iowa Mandated Drinking Driver Educational Provider Agreement

March 1, 2017 – February 28, 2018

Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Do you have a website that provides information about your program?  Yes  No

If yes, please provide the URL: \_\_\_\_\_

Do you currently offer the 12 hour drinking driver program?  Yes  No

Do you offer a program that combines education and jail time?  Yes  No

Do you offer a program that combines education and 2<sup>nd</sup> offense jail time?  Yes  No

Do you offer the program in a language other than English?  Yes  No

If yes, what language(s)? \_\_\_\_\_

Agency Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Approval to provide the mandated drinking driver program in the state of Iowa must be given by the Iowa Department of Education prior to any courses being offered. Approved providers must agree to adhere to the following requirements:

- The program must be offered through a community college, a substance abuse treatment agency licensed under Chapter 125 of the Iowa Code, or a correctional institution.
- The 12-hour Prime for Life program must be used and the instructor must strictly adhere to the curriculum. A full 12 hours of instruction must be given – not including breaks and meals. The 12-hour Prime for Life program **may not** be offered in more than **four (4) hour blocks without a minimum of 30 minute break** being given between sessions, and **instructional time may not be more than 8 hours per day**.
- All students attending the course must receive their own workbook. Workbooks may not be duplicated or reused.
- Best practices have shown that the class size should be limited to no more than 30 students per instructor.
- A fee of \$115 shall be charged to all participants unless they are deemed to be indigent. You may not charge more or less than this amount unless the Department of Education instructs you to do so. This fee includes a \$10 administrative fee per student that is to be remitted to the Department of Education on a quarterly basis.
- All instructors must be certified to teach the Prime for Life 12-hour curriculum, and keep their certification up-to-date by recertifying every 2 years.
- Upon successful completion and payment, the agency will electronically submit class completion data on each student into the IDOT's DDS system within **five (5) business days**.
- Quarterly, each provider is required to submit an electronic listing of students that have attended the drinking driver course at their agency. This listing and the quarterly payment must be submitted within 30 days of the end of the quarter. Providers that fail to submit their report and fees to the Department of Education within this time period may have their approval suspended and access to the Department of Transportation DSS system removed until both are received. The listing must include the student's name, mailing address, date of birth, and sex, class date, instructor, and completion status. Agencies may email the electronic listing to: [OWIowa@iowa.gov](mailto:OWIowa@iowa.gov). Quarterly payments should continue to be submitted to:

Iowa Department of Education  
Drinking Driver Program  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0416



