

Iowa Mandated Drinking Driver Educational Provider Agreement

January 1, 2019 – December 31, 2019

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 2nd 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 granted by the Iowa Department of Education prior to any courses being offered. By signing this agreement, providers 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 state operated 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 provided – 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 a 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 be provided 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 \$180 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 Iowa Department of Education instructs you to do so. This fee includes a \$15 administrative fee per student to be remitted to the Iowa Department of Education on a quarterly basis.
- All instructors must be certified to teach the *Prime for Life* 12-hour curriculum and must keep their certification up-to-date by recertifying every 2 years.
- Upon successful completion and payment of the course, the agency will electronically submit completion data on each student into the Iowa Department of Transportation (IDOT) 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 of the \$15/student administrative fee must be submitted within 30 days of the end of each quarter. Providers that fail to submit their report and fees to the Iowa Department of Education within this time period may have their approval suspended and access to the Iowa Department of Transportation reporting system removed until both are received. The listing must include the student's name, mailing address, date of birth, sex, class date, instructor, and completion status. Agencies may email the electronic listing to: OWIowa@iowa.gov. Quarterly payments should be submitted to:

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

- Providers must keep the Iowa Department of Education informed of all changes in contact information, instructors, class location/time, and status.

We agree to abide by all of the requirements of this agreement, and understand that failing to do so may impact our agency's ability to provide the state-mandated drinking driver program in Iowa.

Name of the College/Agency Administrator <i>(please print)</i>	Signature	Date Signed
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Drinking Driver Education Instructors

Please list all instructors that will be teaching the drinking driver program through your agency/college. Please use separate sheet if additional room is needed.

Name (first, last)	Name (first, last)

Locations

Please indicate the address/contact information for each location at which your agency offers the course. Please use separate sheet if additional room is needed.

Address	Contact	Telephone Number