



Issuance of Certificate of Driver Education (CDE) Policy

Purpose:

This policy outlines the requirements and procedures for issuing a Certificate of Driver Education (CDE) to students who successfully complete the driver education program at Ahead of the Curb Driving Academy LLC, in accordance with Indiana Bureau of Motor Vehicles (BMV) regulations.

Scope:

This policy applies to all students enrolled in the driver education program at Ahead of the Curb Driving Academy LLC.

Policy:

1. Eligibility Requirements:
 - a. To be eligible for a CDE, students must meet the following requirements:
 - i. The student is at least 15 years of age.
 - ii. Successful completion of the required classroom instruction (online or in-person).
 - iii. Payment in full of all tuition and fees owed to Ahead of the Curb Driving Academy LLC.
 - iv. Compliance with all Ahead of the Curb Driving Academy LLC policies and procedures.
2. Completion of Program:
 - a. Upon successful completion of all eligibility requirements, the student's records will be reviewed by the Ahead of the Curb Driving Academy LLC administration to verify the completion of the program.
3. Issuance of CDE:
 - a. The Ahead of the Curb Driving Academy LLC administration will verify the student's records and ensure all requirements have been met.
 - b. Upon verification, the administration will issue the CDE to the student.
 - c. The CDE will include the student's name, date of birth, completion date, Ahead of the Curb Driving Academy LLC's name and BMV provider number, and any other information required by the Indiana BMV.
 - d. The CDE will be issued in accordance with the current Indiana BMV guidelines.
 - e. Once a Certificate of Driver Education (CDE) has been issued to a student, no refunds will be granted.
 - f. Any remaining driving sessions included in the student's package may only be completed by the student to whom the CDE was issued.
4. Lost or Damaged CDEs:
 - a. Students who lose or damage their CDE may request a replacement.
 - b. Students must provide proof of identity to obtain a replacement CDE.
5. Record Keeping:
 - a. Ahead of the Curb Driving Academy LLC will maintain accurate records of all CDEs issued, including student information and completion dates, in accordance with Indiana BMV regulations.
 - b. These records will be retained for the period three years.
6. BMV Compliance:

- a. Ahead of the Curb Driving Academy LLC will ensure that all CDEs are issued in compliance with the current Indiana BMV regulations.
 - b. Any changes to BMV regulations will be incorporated into this policy as necessary.
7. Fraudulent Activity:
- a. Any fraudulent activity related to the CDE will be reported to the Indiana BMV and appropriate law enforcement agencies.

Ahead of the Curb Driving Academy LLC