

Health and Physical Education,
Safety and Recreation Service

NOTIFICATION IN DRIVER EDUCATION CERTIFICATION IN DRIVER EDUCATION ON 1-DAY
INSTITUTE FOR BEHIND-THE-WHEEL TRAINING

TO: Mr. James M. Racey
Leesburg High School
Leesburg, Virginia

FROM: Harold K. Jack, Supervisor of Health and Physical Education, Safety and
Recreation Service

This is to advise you that you have successfully passed a written examination for certification in driver education and training in that your driver's license has been checked and everything up to this point has been found to be in order. In order to complete the requirements for certification in driver education and training, it will be necessary for you to devote one day to behind-the-wheel instruction.

Please report at Leesburg High School at Leesburg
(Name of School) (Town)

at 9:00 A. M. on Thursday, March 25, 1954
(Day of Week) (Date)

A police officer will meet you at the school for the purpose outlined above. Because of the difficulty in arranging schedules, it is imperative that you arrange your work so that you can complete your requirements on the day designated. A full day from 9:00 A. M. to 4:00 P. M. is required.

Upon completion of your work in behind-the-wheel training with the police officer and assuming that your work has been satisfactory, he will certify that such work has been satisfactory to the State Department of Education. In order to obtain certificate, you should request your division superintendent to apply to the Coordinator of Teacher Education for application blanks for certification in driver education and training. These blanks, after being properly filled in, should be returned to the Coordinator of Teacher Education, for processing. This application will be checked against your record and if everything is in order, a certificate will be issued.

Kindly keep in mind the above procedure so that you will know what your responsibilities are for obtaining the certificate after you have completed the requirements.

TO BE MADE OUT IN TRIPLICATE

1 copy to applicant
1 copy to State Police
1 copy to Health and Physical Education Service

8/12/53 -mr

March 26, 1954

Dr. J.L.B. Buck
State Board of Education
Richmond, Virginia

Dear Dr. Buck:

Please send me the necessary form on which
to make application for a certificate to authorize
teaching Driver Education.

Very sincerely yours,

O.L. Emerick
Division Superintendent

OLE:lwb