




# 2024 COOPERATIVE DRIVER TESTING PROGRAM (CDTP) QUICK REFERENCE GUIDE

P.O. Box 201430 Helena, MT 59620 -1430 • Phone (406) 444-1772 Fax (406) 444-2086 • [mvd@mt.gov](mailto:mvd@mt.gov)

## Become Certified for CDTP

1. Must be an OPI-approved Traffic Education Instructor
2. Successfully complete CDTP Certification Training from Motor Vehicle Division (MVD)
3. Submit original signed certification forms to MVD (available on TEDRS)
  - School District Intent to Participate, form 26-0100
  - CDTP Instructor Compliance Affidavit, form 26-0200
    - MVD will verify eligibility and update TEDRS with certification
4. CDTP Instructor will receive a certification letter and test overlays from MVD
5. CDTP Instructor contact an MVD Area Manager or Deputy Bureau Chief to arrange picking up supplies at your local Driver License Station. Supplies such as:
  - Driver license manuals
  - TEP (Traffic Education Permit)
  - Driver License applications
  - Knowledge tests
  - Driving test forms
  - Optional: Learner License – can also be printed via the OPI's TEDRS
  -

 **NOTE:** Please call an MVD Area Manager or Deputy Bureau Chief in your area to arrange a pickup time and introduce yourself.

## Next Steps for Class

1. Students need to go to MVD's eServices to complete a Pre-Application:  
[cars.dojmt.gov/app/](https://cars.dojmt.gov/app/) /#0.
  - (see Parent Guide to the Application Process for further information)
2. Through the eServices pre-application process, students will acquire an assigned Driver License number, the Driver License number should be applied to their paper application.
3. Students complete the Driver License paper application in blue or black ink
  - Parent must sign the application in front of CDTP instructor or have their signature notarized
4. The instructor reviews the application for signatures and completeness
  - Student, parent & instructor signatures (**cannot test without all signatures**)
  - Student presents birth certificate or unexpired U.S. passport
    - Instructor must compare name on the birth certificate to the name on DL application (names must match unless legally changed)
    - Photo copy is acceptable for instructor however student will need a certified birth certificate when appearing at the MVD Driver License Station


- The instructor records on Application for Driver License Minor Examiner Page (form 11-1403) that they have seen the birth certificate and returns the birth certificate to the student
5. Vision screening - All students **MUST** be screened for vision prior to issuance of a Learner License
    - Record vision results on the application
    - Record whether student completed screening with/without corrective lenses
  6. The instructor administers the written CDTP Montana Operator Test
    - Collect and score the test
    - Student may review the test but cannot keep it
    - Record the test score on page two of form 11-1403
    - Instructor/School must store written test results for at least five years
  7. The instructor completes the Notice of Participation on the OPI Certification form (TE03, must be signed) and Student List (TE04)
    - The instructor marks an "X" in the appropriate column for those students who were successful and are waived from taking the written test at an MVD Driver License Station
  8. The instructor issues a learner license to students that passed CDTP Montana Operator Test
    - Students must be at least 14½ years old
  9. **CDTP instructors mails or delivers all driver license applications to their local MVD Driver License Station within 3 days of learner license issuance**
    - Refer to CDTP training manual instructions if you want to administer the knowledge test again


## **Steps for Class Completion**

1. The CDPT Instructor uses CDTP Road Test Results (form 21-1800)
  - The student and the instructor both signed the form before starting the road test
2. The instructor administers the MVD road test to all students
  - The instructor uses the same driving route to ensuring consistent driving situations among all CDTP students
  - The instructor gives the student the Standard Pre-Road Test Instructions before starting the road test
3. The instructor completes the Notice of Completion on the TE03 Certification and TE04 Student List
  - CDTP instructor mails or delivers the CDTP Road Test Results (form 21-1800), to an MVD Driver License Station for students who are waived from taking the road test at an MVD Driver License Station
  - CDTP instructor/school retains the road test results for at least five years

# Additional Items

1. The student must successfully complete the CDTP course, hold their permit for 6 months, and be 15 years of age or older to obtain a Montana Driver License
2. When the student goes to their local MVD Driver License Station they will need:
  - Certified Birth Certificate or unexpired Passport (plus INS documents for foreign nationals)
  - 2<sup>nd</sup> form of identification (see list on MVD website)
  - Provide their Social Security number
  - Provide proof of residential address (this can be in the parents/legal guardian/responsible adult's name for minors)
  - Parent/legal guardian/responsible adult present
  - Parent/legal guardian/responsible adult certification (form 21-1600)
  - Vision screening will be done again at an MVD Driver License Station
  - Students who have had the road test certified to be waived, may still be chosen at random to take the MVD road test
  - Students who did not have either test certified to be waived must take the related MVD tests
  - Student pays the Driver License fee
  - Student's license is processed with GDL restrictions "First year restricted GDL" and student is given temporary license

 **NOTE:** Unless there is an ADA accommodation request, passengers other than the student and examiner will not be permitted on a MVD road test

 **NOTE:** Give students Checklist for New Driver License (form 20-0055A)

For assistance with CDTP Certification or when an Area Manager or Deputy Bureau Chief is unavailable, Contract Driver Services Bureau Chief.

<b>Tyson Miller</b>	406-606-2637 work mobile
<i>DSB Bureau Chief</i>	tyson.miller@mt.gov

For OPI Questions contact:

<b>Dwight Nelson</b>	406-422-3944 work mobile
<i>OPI Director</i>	dwight.nelson@mt.gov

# MVD DRIVER LICENSE AREA MANAGERS AND DEPUTY BUREAU CHIEFS 2024

For assistance with a specific student situation, contact your local Area Manager or a Deputy Bureau Chief. These phone numbers are not to be given out to the public.

Eastern Region		
<b>Laura Blackman</b> <i>Bozeman – Area Manager</i>	406-312-0821 work mobile lblackman@mt.gov	Big Timber, Bozeman, Livingston, White Sulphur Springs
<b>Penny Davies</b> <i>Billings – Area Manager</i>	406-594-1092 work mobile penny.davies@mt.gov	Billings Columbus, Harlowton, Hardin, Lewistown, Red Lodge, Roundup
<b>Bridget Cook</b> <i>Great Falls – Area Manager</i>	406-438-1966 work mobile brcook@mt.gov	Chester, Chinook, Choteau, Conrad, Cut Bank, Fort Benton, Great Falls, Havre, Malta, Shelby
<b>Ashlee Jones</b> <i>Miles City – Area Manager</i>	406-234-4866 office 406-594-0563 work mobile ashlee.jones@mt.gov	Baker, Broadus, Circle, Colstrip, Forsyth, Glasgow, Glendive, Miles City, Plentywood, Scobey, Sidney, Wolf Point
<b>Sandy Pastian</b> <i>Eastern Deputy Bureau Chief</i>	406-606-2429 work mobile sandy.pastian@mt.gov	

Western Region		
<b>Kurtis Robbins</b> <i>Helena – Area Manager</i>	406-443-9270 office 406-438-0727 work mobile kurtis.robbins@mt.gov	Butte, Deer Lodge, Billon, Helena, Townsend, Virginia City
<b>Serena Barcellos</b> <i>Kalispell – Area Manager</i>	406-461-5835 work mobile serena.barcellos@mt.gov	Eureka, Kalispell, Libby, Polson
<b>Jaclyn Summers</b> <i>Missoula – Area Manager</i>	406-329-1358 office 406-603-0917 work mobile jaclyn.summers@mt.gov	Hamilton, Missoula, Philipsburg, Superior, Thompson Falls,
<b>Derek Tedrick</b> <i>Western Deputy Bureau Chief</i>	406-594-7928 work mobile derek.tedrick@mt.gov	

# MVD DRIVER LICENSING STATION MAP

