

**Date:** March 16, 2020  
**Bulletin:** Driving School Owners and Operators  
**From:** Business Licensing and Driver Instructional Services Division  
**RE:** Distance Learning

In response to the existing state of emergency resulting from COVID-19, the Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) has approved the emergency use of distance learning to provide the certified driver education program only for the period of time a state of emergency is declared in Maryland. Below are the requirements that must be met to provide this program through distance learning.

- Distance learning must take place in a “Virtual Classroom” format.
- Classes must be led by an instructor.
- Students must have the ability to interact with the instructor in real time.
- Class size will be restricted to no more than 20 enrollments
- Instructors must have the ability to identify students participating through visual confirmation. Student computers must have cameras to allow the instructor to visually confirm the student’s participation.
- A schedule of all classes must be submitted to MDOT MVA in advance of the class offering.
- Students must have the ability to view the MDOT MVA-approved curriculum Power Point presentation, including all embedded videos.
- Students must have a secure method for completing all quizzes and tests. Recorded quiz and test answers must be stored for each student.
- MDOT MVA must be provided a method for its officials to monitor/audit all classroom sessions unannounced.
- All other regulatory requirements must be met without exception.

Schools seeking to implement distance learning must submit to MDOT MVA, in advance, signed certification that the system they will be using meets all the standards outlined above, as well as all other regulatory requirements for approval by MDOT MVA.

The approval of distance learning is in response to the declared emergency only, and that approval will expire when the emergency proclamation is rescinded.

Questions should be directed to the Business Licensing and Driver Instructional Services Division at 410-787-7769 or [delicensing@mdot.maryland.gov](mailto:delicensing@mdot.maryland.gov)