



DETS 6-Hour Classroom Course Agency Readiness Checklist

To get started:

Please note: These steps allow you to get started offering the DETS course, in good faith that you will complete full certification steps within 30 days of your first class

- Place first book order either through orders@americansafetyinstitute.com or call us at 1-800-800-7121
- Sign the ASI DETS Classroom Partner Agreement*

To prepare for your first class:

- Receive DETS materials in the mail: Instructor Handbook, Student Workbooks, Exams, and Blank Certificates
- Review Instructor & Student Handbooks in full. Please reach out with any questions or clarification on the course content.
- Download Evaluation Form*, used to monitor instructors and ensure your agency meets FL state regulations
- Download Roster Template* - needed for every class
- Access DETS videos* - needed for every class

During class:

- **First class only:** Complete evaluation form and send to: compliance@americansafetyinstitute.com
- Fill out a roster for each class
 - No spaces should be left blank.
 - Collect student signatures before **and** after class. You may not sign for a student.
- **First class only:** Submit signed Class Roster to ASI via compliance@americansafetyinstitute.com
- Verify age of each student
- Deliver 6 hours of instruction (not including breaks)
- Administer randomized ASI Final Exams
 - Grade each exam with the answer key in the back of the instructor manual. 80% is required to pass.
 - Issue completion certificates to students meeting requirements.
 - Note down certificate number and score on roster
- Enter passed student completions into FLHSMV reporting system - view Guide on how to report*

To complete DETS certification:

Please note: You must complete these steps within 30 days of your first class to be authorized by ASI and the state of Florida to continue offering the DETS class. You will receive a notification when you have met all requirements. To place a second order for books, you must be certified.

- Register and attend a virtual training session via Zoom. Applies to all instructors.
 - You must let ASI know which instructors will be trained in DETS so they can be added to the DMV for processing
- Ensure first class monitoring requirement is met (evaluation form or video submitted)
- You have submitted your first roster, meeting all guidelines

Ongoing Requirements:

- Monitor each certified instructor at least once a year for 2+ hours (submit evaluation form)
- Ensure instructors complete ASI in-service training every two years at recertification
- Maintain accurate student records (i.e., rosters); be prepared for random audits at DMV discretion
- Continue to issue certificates only to students meeting attendance and passing requirements
- Adhere to FLHSMV exam rule: 80% correct required for course completion