



# Scholarship Program Parent Letter and Application For The Coalition for Public Safety Training in Schools, Inc. (CPSTS)

## Important Information Parents/Guardians Need to Know About This Program

### SCHOLARSHIP PROGRAM POLICIES, PROCEDURES AND EXPECTATIONS

The Coalition for Public Safety Training in Schools, Inc. (CPSTS) and Linnel Driving School (LDS) are proud to offer parents and students this driver education scholarship opportunity.

LDS teaches the State of Maryland Motor Vehicle Administration (MVA) standardized driver education curriculum. These policies, procedures and expectations are being communicated in an effort to add clarity to the scholarship program opportunity.

The MVA designed the standardized curriculum as a two-part course if the scholarship student just got his or her learner's permit. They did not design the program to be a two-week course or a speedy process. That is why the MVA has a 9-month waiting period before the student can get his or her license and a two-year expiration date on his or her learner's permit.

All scholarship recipients must complete the MVA/ LINNEL/CPSTS registration documents prior to the start of the first day of class. Failure to do so will result in forfeiture of the student scholarship opportunity.

There are 10 daily units of content each consisting of 3 hours. Students are not supposed to miss the classroom units and should plan accordingly to the scheduled date that is communicated in advance of the program start date. The MVA requires that if a student misses a class, he or she will have the responsibility for recording which unit missed and the student must call LDS at (301) 341-1700 to see what day and what time the make-up class will be offered.

MVA says all nine units of classroom content MUST be taught before the student can take the written classroom final exam. Students MUST achieve a passing score of 80% or greater before being allowed to proceed to the second part of the in the car behind the wheel evaluations.

The scholarship expectation is that the student will pass the final exam the first time that it is taken. If the student fails the written final exam, it will be the parent's responsibility to pay LDS \$50.00 for the final exam re-test administration fee. Students will be notified after the final exam if they have successfully passed or failed.

After the student passes the written final exam, he or she MUST wait 45 days before calling LDS at (301) 341-1700 to indicate their availability to do the behind the wheel in car evaluations. This 45-day waiting period is mandatory and it is designed so that the scholarship recipients can do the 20/40/60-hour parent practice. It also allows LDS to preschedule the scholarship student into our paid customer pre-scheduled annual schedule. The behind the wheel evaluations are not scheduled back-to-back but instead prescheduled about every 3 to 4 weeks in between each lesson. This also allows the parents and students time to practice and meet the scholarship expectation of 20/40/60 parent practice hour requirements. Students have up to 1 year from the date of the passed written exam to schedule all behind the wheel in car evaluations.

**Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)**

All in car behind the wheel evaluations start and end at the driving school and all the evaluations are prescheduled and confirmed by the LDS administrator. If a student fails to show up for his or her appointment there will be a \$59.00 rescheduling fee. It will be the parent's responsibility to get the students to the evaluation on time and, if applicable, pay the missed appointment fee. We suggest students and parents set an alert on their phone to remind them about the prescheduled appointments as a precautionary measure to help avoid paying the missed appointment fee.

A parent or scholarship student may cancel any behind the wheel evaluation as long as they give LDS 24-hour advance notice and avoid the missed appointment fee. This 24-hour advanced cancellation notice will allow LDS to offer the appointment to another scholarship student and avoid the administrative cost of paying instructors to show up for missed student appointments.

MVA mandates that parents should not preschedule the MVA road test until 3 business days after his or her student passes the final in-car evaluation. This creates a bottleneck of appointments at the MVA and there is no guarantee that the scholarship student will pass the final evaluation. MVA mandates the students get an in-car evaluation score of at least 80 percent or better. Students will fail Driver Education if they achieve less than an 80 percent score or they do not meet the 20/40/60-hour parent practice hour requirement.

If the parent wants to speed up the three prescheduled behind the wheel evaluations, they can pay LDS \$200.00 and LDS will arrange instructor overtime hours and alter instructor schedules to customize this parent request. This service is not recommended by LDS, and it is outside of the scholarship program, and it will not be paid by CPSTS. It is only offered to accommodate a parent request for expedited service.

LDS and CPSTS hope this communication add clarity and defines the LDS/CPSTS/STUDENT/PARENT responsibilities. We sincerely believe this scholarship opportunity to be a partnership to help the students to move his or her life forward into the fast lane of success.

If you should have additional questions or concerns, feel free to call our office at (301) 341-1700.

**By selecting the "I agree" box, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.**

---

**PARENT PRINTED NAME**

---

**PARENT SIGNATURE**

---

**DATE**

School Years  
2023 - 2024  
CTE.NEED.MERIT

# Driver Education Scholarship Program for Coalition for Public Safety Training in Schools, Inc. (CPSTS)

*"The High School you attend is not sponsoring, endorsing, or recommending the activities announced in this flyer/material."*



*"Providing Pathways  
for Youth to Employment"*

**APPLICANT MUST RETURN ALL PAGES OF THIS PARENTAL/GUARDIAN LETTER, SCHOLARSHIP APPLICATION and REPORT CARD ALONG WITH SIGNATURES WHEN SUBMITTED ONLINE AND AS A PRINTED PAPER APPLICATION OR WILL BE DISQUALIFIED**

Revised 01/06/2024

**Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)**

## **Scholarship Application Requirements**

**FOR AN APPLICATION TO BE CONSIDERED, YOU MUST:**

1. Be a resident, living in Prince George's County Maryland.
2. Be a Junior or Senior ages 16 to 18 years.
3. Have a commitment from parents to ensure the student attends and participate in all sessions.
4. Must meet the eligibility requirements of
  - A)** Enrolled in a CTE Program with a 2.0+ GPA, or
  - B)** Qualify for the Free and Reduced Lunch program with a 2.0+ GPA or
  - C)** Have a 3.0+ GPA as of last marking period.
5. Free and Reduced Lunch program copy of the approval letter must be submitted.
6. Complete and sign the application.
7. Write a **250-word essay** on this subject: **How will a driver's license help you to gain sustainable employment in your chosen course of study.**
8. Submit completed application and required documents, including signed Parental/Guardian Letter, most recent **REPORT CARD [TRANSCRIPTS WILL NOT BE ACCEPTED]** to: info@cpsts.org by **February 28, 2024.** *(If current Report Card is not attached, you will be disqualified.)*
9. Follow all instructions and use the Check List to ensure application is complete incomplete applications will disqualify the application.

**PLEASE NOTE:**

1. This application applies to **High School Juniors and Seniors.**
2. Return completed application by **February 28, 2024.**

**\*DO NOT use school email address.**

**DEADLINE: Applications must be received by February 28, 2024.**

For further information, please contact:  
Mr. William Taylor at (240) 508-4203 or info@cpsts.org  
Mr. Linwood Nelson at (301)996-2459 (cell) • (301) 341-1700 (office)

Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)

**CHECK ONE:** CTE with a 2.0+ GPA CTE Program Name \_\_\_\_\_  
FARM with a 2.0+ GPA 3.0+ GPA

**SCHOLARSHIP APPLICATION** *(Please PRINT and answer all questions)*

School Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Full Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_

\*Applicant's Email: \_\_\_\_\_

*(A school email address is NOT to be used)*

Applicant's Cell Phone: \_\_\_\_\_

Applicant's Home Telephone Number: \_\_\_\_\_

PRINT Parent/Guardian's Name: \_\_\_\_\_

Parent Phone# and Email:

(home) — Phone: \_\_\_\_\_  
— Email: \_\_\_\_\_

(work) — Phone: \_\_\_\_\_  
— Email: \_\_\_\_\_

By selecting the "I agree" box, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.

Parent/Guardian Signature: \_\_\_\_\_

**Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)**

**MANDATORY ESSAY QUESTION:** Write a 250 words essay, please answer the following question:

**How will a driver's license help you to gain sustainable employment in your chosen course of study?**

Essay **MUST** be typed below and include your **Full Name and Birthday (month/year)**

**Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)**

**Standard Operating Procedures and Policies**

1. All students are expected to arrive timely, prepared to take notes and participate in all classrooms (in person or virtual) and Behind the Wheel activities.
2. There will be respect between all students, parents/guardians, and all Linnel Driving School instructors and staff, everyone will be treated with kindness, respect, and a level of professionalism.
3. All classroom and cars are to be treated with appreciation and not to be damaged or vandalized. If so, it will be the responsibility of the parent/guardian for reimbursement of any the damages.
4. No profanity, horse playing, disrespect toward the instructor (or fellow classmates or disruptive classroom activities including, but not limited to spitting, cussing, yelling, inappropriate conversation, classroom cell phone use, abusive behavior entering and exiting of the classroom will NOT be tolerated and can be grounds for immediate removal from the program.
5. Students who fail to attend two (2) classes will be removed from the scholarship program and the scholarship withdrawn. The decision for student removal is left to the discretion of Linnel Driving School or the Coalition for Public Safety Training in Schools, Inc.
6. Students are required to notify the Coalition for Public Safety Training in Schools, Inc., or Linnel Driving School of a change of address prior to the completion of the 10-week course.
7. Students who pass the Final Exam (Week 10) MUST wait 45 days to contact Linnel Driving School to schedule Behind-the-Wheel evaluations.
8. All Behind-the-Wheel evaluations MUST be completed within 1 year from the date of the Final Exam where the grade scored was 80% or better.
9. Any negative issues will be addressed by the following process:
  - Step One:** Parent/Guardian, Student and Instructor telephone conference.
  - Step Two:** Mandatory Parent/Guardian classroom attendance to assist in minimizing disruptive behavior.
  - Step Three:** Student removal from program.

**By selecting the “I agree” box, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.**

---

(Printed Parent/Guardian Name)

---

(Signature of Parent/Guardian)

---

Date



**Scholarship Program Parent Letter and Application For  
The Coalition for Public Safety Training in Schools, Inc. (CPSTS)**

**Maryland Motor Vehicle Administration Requirements**

1. Maryland Motor Vehicle Administration (MVA) requires each student who drives the car to have a valid learner's permit. Also, all students must hold a valid learner's permit for nine months before taking the MVA Road Test to get his or her license. Students are required to obtain **60** hours of driving practice with a parent or mentor during the holding period.
2. Maryland Motor Vehicle Administration requires the parent's participation and involvement in training students in the car with practice.
3. Students are required to have at least **20** hours of Behind-the-Wheel practice with the parent or mentor before the **1<sup>st</sup>** Behind-the-Wheel **evaluation**.
4. Students are required to have at least **40** hours of Behind-the-Wheel practice with the parent or mentor before the **2<sup>nd</sup>** Behind-the-Wheel **evaluation**.
5. Students are required to have at least 60 hours of Behind-the-Wheel practice with the parent or guardian before the **3<sup>rd</sup>** Behind-the-Wheel **evaluation**.
6. Students participating in the virtual training are required to remain active on camera for the entire training period in order to receive lesson credit.
7. Students who successfully obtain a Maryland driver's license are also eligible for a reimbursement of up to \$50 for the license fee. Contact CPSTS for Details.

**By selecting the "I agree" box, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.**

\_\_\_\_\_

(Printed Parent Name)

(Signature of Parent/Guardian)

Date

**By selecting the "I agree" box, I am signing this document electronically. I agree that my electronic signature is the legal equivalent of my manual/handwritten signature on this document.**

\_\_\_\_\_

(Printed Student Name)

(Signature of Student)

Date

## STUDENT APPLICANT CHECKLIST

*(This is to be kept for your records-please do not submit)*

**Important:** Please use this checklist as your own level of accountability. Upon the submission of your scholarship application, and supporting documents you will receive a congratulatory email with your next step.

All applications & documents **MUST** be submitted electronically using the 'SUBMIT' button or emailed to info@CPSTS.org. Do not hand deliver applications or documents to any location.

	<b>Required Printed Parent/Guardian Name &amp; Contact Information</b>	Needed on pages 3 and 6
	<b>Required Signed Parent/Guardian Signatures</b>	Needed on pages 3, 6, 8 and 9
	<b>Report Card with GPA Attached to Application (or will be disqualified)</b>	Must be from the most recent marking quarter with GPA <b>MANDATORY</b>
	<b>Free and Reduced Lunch Approval Letter</b>	If Free and Reduced Lunch eligibility claimed on page 6
	<b>CTE Program Name</b>	If CTE eligibility claimed on page 6
	<b>Printed and answered ALL questions</b>	<b>MANDATORY</b>
	<b>250 - Word Essay (or will be disqualified)</b>	<b>MANDATORY</b>
	<b>Must return all 3 pages of Parental/Guardian Letter (Located within this application)</b>	<b>MANDATORY</b>
	<b>Required Signed Student Signature</b>	Needed on page 9

**Applicants will NOT BE CONTACTED FOR MISSING OR OMITTED DOCUMENTS. Incomplete application packages will automatically disqualify the applicant.**



# Driver Education Scholarship Program Schedule

**TRAINING WILL BE CONDUCTED ONLINE**

## SCHOOL YEAR 2023 - 2024

*Dates/Times are Subjected to Change*

Sunday Class Dates	Class Time	Unit Covered	Information/Comment
April 14, 2024	12:00 PM - 3:15 PM	Orientation/Unit 1	Instructor/student
April 21, 2024	12:00 PM - 3:15 PM	Unit 2	Instructor/student
April 28, 2024	12:00 PM - 3:15 PM	Unit 3	Instructor/student
May 5, 2024	12:00 PM - 3:15 PM	Unit 4	Instructor/student
May 19, 2024	12:00 PM - 3:15 PM	Unit 5	Instructor/student
June 2, 2024	12:00 PM - 3:15 PM	Unit 6	Instructor/student
June 9, 2024	12:00 PM - 3:15 PM	Unit 7	Instructor/student
June 23, 2024	12:00 PM - 3:15 PM	Unit 8	Instructor/student
June 30, 2024	12:00 PM - 3:15 PM	Unit 9	Instructor/student
July 7, 2024	<b>12:00 PM - 3:15 PM</b>	<b>Final Exam</b>	<b>Student must pass with 80% or greater to move forward to behind-the wheel portion</b>