

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



March 1, 2024

Dear Parent/Guardian:

The Coalition for Public Safety Training in Schools, Inc. (CPSTS) believes each high school student should be afforded the opportunity to obtain a credential vital for gainful employment. Therefore, CPSTS is sponsoring a FREE Scholarship Program for students who meet certain eligibility responsibilities. CPSTS understands that a State of Maryland Driver's License can position a student to meet the hiring standards of many private and public job opportunities; therefore, CPSTS is proud to announce the following scholarship program:

- ❖ The full tuition of \$475.00 for each Junior or Senior student who attends a **Prince George's County High School** and meets the requirements will be **paid in full** by The Coalition for Public Safety Training in Schools, Inc.
- ❖ The scholarship is available to students who are members of the Junior or Senior class (ages 16 to 18 years old).
- ❖ Student 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.
- ❖ Students absent from two (2) classes will forfeit their scholarship and not be allowed to continue with the remainder of classes.

Although this is a free scholarship, registration is required. Therefore, it is the responsibility of each student to ensure that he/she is registered in order to participate in this scholarship program. Training classes will be held for ten (10) Sundays, excluding holidays, beginning on **July 21, 2024**, and ending on **Sept. 29, 2024**. **ALL CLASSES WILL BE ONLINE.**

To register, visit <https://cpsts.org>. If there are questions, please contact Bill Taylor of The Coalition for Public Safety Training in Schools, Inc. at (240) 508-4203, on or before **May 29, 2024**. Attached, is a schedule of the class dates.

**"The driver's license or affiliation with CPSTS does not guarantee employment by a Prince George's County employer; however, it may assist with meeting the hiring standards of private and public job qualifications."**

**"Prince George's County Public Schools is not sponsoring, endorsing, or recommending the activities announced in this flyer/material."**

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**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.

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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.**

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**PARENT PRINTED NAME**

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**PARENT SIGNATURE**

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**DATE**

School Years  
2023 - 2024  
CTE.NEED.MERIT

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

*"Prince George's County Public School is not sponsoring, endorsing, or recommending the activities announced in this flyer/material."*



*"Providing Pathways  
for Youth to Employment"*



**APPLICANT MUST RETURN ALL THREE (3) PAGES OF THIS PARENTAL/GUARDIAN LETTER and ALL SIX (6) PAGES of SCHOLARSHIP APPLICATION WITH SIGNATURES WHEN SUBMITTED ONLINE AND AS A PRINTED PAPER APPLICATION OR WILL BE DISQUALIFIED**

(Revised March 1, 2024)

**Scholarship Program Parent Letter and Application For  
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**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 PGCPSS High School 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.
  - D)** Only 1 (one) eligibility needed.
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 **May 29, 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 **May 29, 2024.**
3. **\*DO NOT use school email address.**

**DEADLINE: Applications must be received by May 29, 2024.**

For further information, please contact:  
Mr. William Taylor at (240) 508-4203 or info@cpsts.org

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**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  
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**MANDATORY ESSAY QUESTION:** Write a 250 words essay (**Mandatory**), 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)**







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**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


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## 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](mailto: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
	<i>(Sample Report Card Accepted)</i> <b>Report Card with GPA Attached to Application (or will be disqualified)</b>	<b>MOST RECENT REPORT CARD [TRANSCRIPTS WILL NOT BE ACCEPTED]</b> <i>(If you can not upload report card. Please send to <a href="mailto:info@cpsts.org">info@cpsts.org</a> in PDF format)</i>
	<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</b> <i>(Located within this application)</i>	<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.**

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(Revised March 1, 2024)



# 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
July 21, 2024	12:00 PM - 3:15 PM	Orientation/Unit 1	Instructor/student
July 28, 2024	12:00 PM - 3:15 PM	Unit 2	Instructor/student
Aug. 4, 2024	12:00 PM - 3:15 PM	Unit 3	Instructor/student
Aug. 11, 2024	12:00 PM - 3:15 PM	Unit 4	Instructor/student
Aug. 18, 2024	12:00 PM - 3:15 PM	Unit 5	Instructor/student
Aug. 25, 2024	12:00 PM - 3:15 PM	Unit 6	Instructor/student
Sept. 8, 2024	12:00 PM - 3:15 PM	Unit 7	Instructor/student
Sept. 15, 2024	12:00 PM - 3:15 PM	Unit 8	Instructor/student
Sept. 22, 2024	12:00 PM - 3:15 PM	Unit 9	Instructor/student
Sept. 29, 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>

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)

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