

May 19, 2020

Mr. Jason Peters
 Acting Assistant Superintendent
 The Medicine Hat School Division
 601 - 1 Avenue S.W.
 Medicine Hat, Alberta T1A 4Y7

Dear Mr. Peters:

Thank you for your submission of the following locally developed course(s). Authorization is shown in the table below:

The Medicine Hat School Division					
Code	Name	Credits	Authorization Period		
LDC3363	Class V Driver Training 35	3 credits	Sept. 1, 2020	Aug. 31, 2021	Acquired from The Northern Lights School Division

Alberta Education authorization is complete and subsequent approval by the school authority board or private school governing body is required **prior** to implementation. Please note that the approval must be within the authorization period.

To support the proper delivery of this course, the additional information below has been provided to acquiring school authorities as part of their authorization letter for this locally developed course.

If Class V Driver Training 35 in your schools includes an off-campus instruction work study component for the in-vehicle portion of the course, please review the Off-campus Education Handbook including:

- "Work Study" means off-campus experiential learning undertaken by a senior high school student where no additional credit is given beyond that awarded for the course(s) of which the work study is an integral part;
- The school authority must ensure all staff adhere to the procedures and processes as defined and delineated in the Off-campus Education Handbook including pre-requisite courses, such as Workplace Safety Systems (HCS3000); and
- School authorities offering off-campus programs shall indemnify and hold harmless the employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the school authority, its employees, students or agents in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the employer, its employees or agents.

If Class V Driver Training 35 in your schools includes training from non-certificated teachers, please review the instructional requirements in the Guide to Education and the School Act including:

- Supervision and student evaluations by certificated teachers as per School Act, Section 18(1); and
- School boards shall not charge any tuition fees as per School Act, Section 49(1).

For more information, please contact Stephen Wright, Senior Manager, Locally Developed Courses at Stephen.Wright@gov.ab.ca or 780-638-4132 (dial 310-0000 first for toll-free access in Alberta).

Sincerely,

[Authorized, signed letter to follow at later date]

Cheryl Przybilla
Executive Director
High School Curriculum Sector