



Georgia Department of Driver Services

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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: All Technical Schools, Colleges and Universities using the DDS Online Certification Reporting Application (OCRA)

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: March 14, 2014

RE: OCRA Enhancements & Training

The Department of Driver Services (DDS) would like to remind you of recent enhancements and functionalities to the Online Certification Reporting Application (OCRA):

- The finalizing of a class in OCRA will automatically transmit the student's certificate of completion to their driving record.
- When adding a DT class into OCRA, programs must select either the 30 hour classroom, 30/6, or 6 BTW (Behind the Wheel). Multiple course types should not be selected. Any student who does not complete both the 30 hour classroom and 6 hour BTW should be removed from the 30/6 class roster. The appropriate course type should then be set up to add the student to the roster and issue a certificate.
- Students should not be entered into OCRA and issued dual certificates for 30/6 and 30 hour classroom or 30/6 and 6 BTW.
- Classes should not be finalized until all hours of instruction have been completed.

All Driver Training Instructors and Administrative office staff at Technical Schools, Colleges and Universities who have access to the DDS Online Certification Reporting Application (OCRA) to issue Driver Training Certificates of Completion, are now required to complete a 30 minute online training presentation regarding various OCRA functions. This powerpoint presentation as well as three required forms may be downloaded from the OCRA welcome screen. The Acknowledgement Form, the OCRA College/Technical School Driver Training Administrator Application and the OCRA Administrative Privileges for Technical Schools, Colleges and Universities Form should be printed and signed by the Director/Instructor and President of the Technical School, College or University and returned to the Department by **June 30, 2014**.

Failure to complete the training and submit the Acknowledgement Form, the OCRA College/Technical School Driver Training Administrator Application and the OCRA Administrative Privileges for Technical Schools, Colleges and Universities Form by the June 30, 2014 deadline will result in deactivation of OCRA privileges for the Driver Training Program, OCRA Administrator and the Instructor.

The Regulatory Compliance Division's staff is able to answer any questions you may have regarding the enhancements and training. We may be reached at 678-413-8745 or by email at reginfo@dds.ga.gov. Thank you for helping to ensure the integrity of our system and the Driver Training program.