The Driver Education Completion System (DEC)
(February 2015)

The Wisconsin Department of Transportation's Division of Motor Vehicles has developed an online driver education student completion verification system that all Wisconsin driver education programs are to be using. The system is called the DEC System (Driver Education Completion System).

DEC has replaced paper completion certificates that programs issued to students who successfully completed their driver education programs. Public school districts and private high schools that were DPI-approved in FY 13/14 were the last programs to issue PI 1714 completion certificates. It was determined that implementation of DEC (for DPI-administered programs) was to start July 1, 2014, for all FY 14/15 programs.

In the spring and summer of 2014, all DPI-administered driver education programs were instructed to move to the DEC system and no longer use PI 1714 forms. Unused PI 1714 forms were to be destroyed as soon as the programs were able to access and use the DEC system without problems.

DPI-Approved Programs Getting Access to DEC

The first step in getting DPI-administered DE programs into DEC began in late fall, 2013.   In the fall of 2013, the DPI and DOT conducted information sessions at each of the six fall DPI/WDTSEA Traffic Safety Workshops. Details were shared with attendees on how DEC Administrators were to access DEC, using what is called DaGUI, to authorize one or more DEC Users for their programs. Also shared was information on how authorized DEC Users were to access DEC to submit student course completion data into DEC.

In November of 2013, the DPI sent out an online survey to superintendents and to private school administrators with DE programs. Surveys were completed and electronically submitted to the DPI. The survey data for each program was emailed via an Excel file to Amber Cunningham and the DEC security staff in the DMV. That data was then keyed into the DEC system.

An automated email containing information and two instructional manuals was sent to each DEC Administrator. One manual, **Authorizing Users Using DaGUI**, was for DEC Administrators to follow to authorize DEC Users; the other manual, **New DPI Users Guide**, was for DEC Users to follow to both access DEC and submit student completion data to the DMV. Copies of these guides can be obtained by emailing DOTDrvrTrnSchool@dot.wi.gov, and requesting electronic copies.

After the fact, it was determined that several DEC Administrators never received that email. The reason this happened is believed to be related to local school email systems that tend to filter emails from unknown and potentially unfriendly sources, into what is called their SPAM area.

NOTE: **To address this, every DEC Administrator is encouraged to contact their email system administrators and share that emails from dmv.security@dot.wi.gov and/or from DOTDrvrTrnSchool@dot.wi.gov are emails from friendly sources and should not be filtered to SPAM.**

Programs that have not yet used DEC

If your program has never accessed nor used DEC to this point, you should contact DOTDrvrTrnSchool@dot.wi.gov or call 608-264-7495 and leave a message with the Commercial Driving School Program Coordinator in the DMV. Someone will contact you and provide you with the information you need to both access the DEC System and submit student completion data.