

Online Certification Reporting Application (OCRA)

OCRA Privileges Form for Technical Schools, Colleges and Universities

Grant OCRA Privileges:

Remove OCRA Privileges:

I, _____, in my capacity as Director of the Driver's Education program, request the following person be granted OCRA Privileges for the program(s) I represent.

I, _____, in my capacity as Director of the Driver's Education program, request the OCRA Privileges be removed for the person listed below.

<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>	<i>Date of Birth</i>
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<i>E-mail Address (required)</i>	<i>Work Telephone #</i>	<i>Secondary Telephone #</i>
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***Provide a secure, individual email address that only this person can access*

<i>Work Address</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip Code</i>
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NOTE: Admin Access – allows the above individual FULL access to OCRA to add, remove, edit, and finalize course and student information. DT Instructor Access – ONLY available for Driver Training Instructors and allows them to finalize and print certificates. They will not be able to add, remove, or edit course or student information.

The request to grant or remove OCRA Privileges will affect the following programs (attached additional pages as needed):

<i>Name of College/Tech School as it appears in OCRA</i>	<input type="checkbox"/> Admin Access	<input type="checkbox"/> DT Inst. Access
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<i>Name of College/Tech School as it appears in OCRA</i>	<input type="checkbox"/> Admin Access	<input type="checkbox"/> DT Inst. Access
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<i>Name of College/Tech School as it appears in OCRA</i>	<input type="checkbox"/> Admin Access	<input type="checkbox"/> DT Inst. Access
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<i>Name of College/Tech School as it appears in OCRA</i>	<input type="checkbox"/> Admin Access	<input type="checkbox"/> DT Inst. Access
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I have reviewed and understand the levels of access described in the note section above and hereby authorize DDS to make the changes for the programs as indicated.

<i>Director Printed Name</i>	<i>Title</i>
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<i>Director Signature</i>	<i>Date</i>
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The User ID and Password assigned to staff member will be e-mailed to the address indicated above. Please allow at least 2-3 business days for processing.