



Dear Parents:

Too often we hear of tragic automobile crashes that alter the lives of young drivers because someone chose to drive distracted or under the influence of an illicit substance. CAPE and the Dutchess County High Schools have joined efforts to prevent these tragedies that needlessly take the lives of our loved ones, by hosting *Teen Driving: A Family Affair* for students and their families.

During the program, parents and students will hear speakers who represent four different perspectives—the insurance sector, the medical sector, the legal sector, and a personal story from a victim of impaired or distracted driving. These compelling accounts will help reinforce every warning you have ever given your child, every message issued by teachers, and every public service announcement seen or heard through the media.

**In response to the global pandemic, we have created a virtual platform where we can offer this program. The course will be available to your school for a TWO-DAY period, but it will only take about an hour to complete the course in full.**

**This remains a MANDATORY program for students who are applying for school parking permits. It is also required for parents/guardians to take the course, because they play a crucial role in their teen's safe driving. If you want your child to be able to drive to school, you and your student driver **MUST COMPLETE THIS VIRTUAL COURSE IN FULL TO RECEIVE CREDIT.****

**SEE THE ATTACHED PAGE for detailed instructions on how to register and take the course. Once you have finished the course, no further action is needed. Instead of receiving a paper certificate, an electronic record will be generated and sent to your school.**

Best regards,

Community Educator/Teen Driving Coordinator

The Council on Addiction Prevention and Education (CAPE) of Dutchess County, Inc.

# COMPLETING CAPE'S TEEN DRIVING ONLINE

**PLEASE NOTE:** The course will be available to your school from August 24<sup>th</sup> at 12 am until August 25<sup>th</sup> at 11:59 pm, but it only takes about one hour to complete the course.

## 1. VISIT OUR WEBSITE TO CREATE YOUR LOGIN

<https://capedc-education.org> (see screenshot of login portal below)

1. Click the yellow button to create a new account (circled in red)
2. Choose your username & password and fill in the other required fields
3. Once you submit your information, you will receive a confirmation link in your email
4. If you do not see a confirmation email right away, wait a few hours and make sure to check your spam folder as well **PLEASE DO NOT MAKE MULTIPLE ACCOUNTS**
5. If you still do not have a confirmation email within 24 hours, then send the name and email that you registered with to [info@capedc.org](mailto:info@capedc.org)
6. Click the link from the confirmation email (or copy/paste it into your browser) and log into the site

## 2. ENROLL YOURSELF AND TAKE THE COURSE

1. From the main page while logged in you will see all current CAPE classes
2. Select the **Teen Driving** course **DO NOT PAY TO ENROLL IN VICTIM IMPACT PANEL** – This is a completely different course!!!
3. Enroll yourself in Teen Driving with your school's unique key

**PHS Enrollment Key  
TD2020phs!**

- Note: The key is case-sensitive**
4. Make sure to read the instructions at the beginning of the course and complete all sections in full

**BOTH THE STUDENT AND ONE PARENT NEED TO COMPLETE THIS PROCESS SEPARATELY!**

You should be taking this class on separate devices and should each submit a survey response at the end to get full credit.

**ALLOW STUDENTS TO ENROLL THEMSELVES** – This is part of accepting their new driving responsibilities.

**There is an FAQ available inside the course. All questions are addressed by this document.**