

AUTHORIZED THIRD PARTY (ATP) LIMITED FUNCTIONS PROCESSOR

ATP: _____

Camera Station Training

- Review MVD Policy- Digital Image Standards 16.5.1 (Located on Polaris)
- Review MVD Policy- Digital Video Workstation (DVW) 16.5.3 (Located on Polaris)
- OJT of Five Customer Photos

Vision Screening

- Review MVD Policy Vision Policy 15.1.1
- Review MVD Policy Vision Screening 15.1.3
- Review MVD Policy Vision Restrictions 15.1.4
- Review MVD Policy 16.1.1 Driver License/Identification Card Application (guidelines for proper completion)
- Review Vision Screening Instructions (Attached)
- OJT of Five Customer Vision Screenings

Note: In circumstances relating to medical review, suspension and/or revocation, the Limited Functions Processor (LFP) shall defer the vision screening to the DL Certified Processor.

Instructions to Monitor Testing Area

- Visually scan the testing area periodically
- Monitor that only customers taking the test are in the testing area
- Monitor for use of inappropriate assistance
- Review MVD Policy Operator Knowledge Test Requirements 16.2.1
- Score written tests

Note: When inappropriate assistance is being observed, the Limited Function Processor (LFP) shall advise the DL Certified Processor to take action.

By signing below, the ATP DL Certified Processor confirms that the Limited Function Processor has been successfully trained and has completed the necessary requirements to perform the limited functions listed above.

Limited Functions Processor: _____ RACF: _____

Limited Functions Processor Signature: _____ Date: _____

DL Certified Processor: _____ RACF: _____

DL Certified Processor Signature: _____ Date: _____

ATP Representative: _____ ATP Representative Signature: _____

Please submit the required document to Third Party Administration and maintain a copy in the authorized Limited Functions Processor employment file. Terms may be subject to change at any time as determined by Third Party Administration. If you have any questions, please contact Third Party Administration at CertificationDesk@azdot.gov.

MVD USE ONLY

Acknowledged by _____ Date _____