

Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses



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PREFACE

The Professional Truck Driver Institute (PTDI) is a 501(c)(3) organization established for the purposes of developing uniform skill, curriculum, and course standards for entry-level commercial motor vehicle (CMV) driver training, and certifying training courses that, at a minimum, meet those standards. This publication is made available in the interest of CMV safety and the advancement of CMV driver training.

PTDI has developed three sets of standards: skill standards; curriculum standards and guidelines; and standards and requirements for course certification. This publication contains PTDI's standards and requirements to obtain PTDI course certification. The skill and curriculum standards are published in separate documents.

All of PTDI's standards result from the collective efforts and consensus of representatives from the motor carrier and insurance industries, drivers, and educators. The curriculum standards incorporate the curricular recommendations of the U. S. Department of Transportation's Federal Highway Administration's former Office of Motor Carriers Model Curriculum. The curriculum standards represent the minimum training elements that a commercial motor vehicle driver-training course should contain, and against which any such course may be judged. The absence of any particular performance element(s) and/or criterion/criteria from a training program should not signify a deficiency in that program, as each course of instruction must be considered individually. In May 2007 PTDI convened a task force of stakeholders to begin a review of the three sets of standards in order to determine any updates needed as a result of changes in industry, technology or legislation. The project was completed in May 2011.

PTDI STATEMENT OF REPRESENTATIONS AND DISCLAIMER

The contents of this publication do not represent official policy of any governmental or quasi-governmental agency. PTDI expressly disclaims any and all liability for the content, use, and application of these skill, curriculum, and course certification standards, and makes no representation or warranty as to the fitness of any individual who has been trained in accordance with the standards or procedures detailed herein.

A school's compliance with PTDI's standards is purely voluntary. PTDI's certification of a course is evidence of a school's compliance with PTDI's curriculum and certification standards. PTDI certifies training courses, not schools. PTDI does not accredit schools or courses. PTDI is not a trade association and, therefore, has no members. Graduates of a PTDI-certified course are not themselves certified for having attended such a course.

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Provisions of the "Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses" were in effect as of September 10, 1999. Substantive revisions or additions to this publication (formerly called "Certification Standards and Requirements for Entry-Level Tractor-Trailer Driver Courses") which have been made since that date are clearly identified. Updates for flow, consistency, clarification and relevancy may not be indicated. Also, see "Notes."

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PROFESSIONAL TRUCK DRIVER INSTITUTE

VOLUNTARY CERTIFICATION:

PURPOSE

The Professional Truck Driver Institute is a national, nonprofit organization established for the two-fold purpose of (1) developing uniform industry skill, curriculum and course certification standards for entry-level CMV driver training and (2) certifying entry-level CMV driver training courses at public, private and carrier schools and motor carrier driver-finishing programs for compliance with PTDI standards.

The PTDI works to advance commercial motor vehicle driver training, proficiency, safety, and professionalism by promoting quality CMV driver training courses and by verifying and publicly attesting to their quality.

Voluntary certification of entry-level courses or driver-finishing programs is the PTDI process that grants public recognition to institutions whose courses or programs for training commercial motor vehicle drivers meet or exceed established qualifications and criteria, as determined through initial and periodic evaluation by the PTDI.

The purposes of the certification process are to provide a professional judgment of course quality, to encourage continuing course improvement, and to increase industry use of commercial motor vehicle driver training courses.

NOTES

These course certification standards are one of three sets of standards – “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers,” “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses” and “Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses.”

The terms “commercial motor vehicle” and “CMV” are used throughout this document to reflect the broad category of vehicles that require a commercial driver’s license to operate.

The term “highway” as used in these standards includes public streets, roads, roadways and highways.

ELIGIBILITY FOR PTDI COURSE CERTIFICATION

PTDI certifies entry-level commercial motor vehicle driver training courses of study throughout the United States and Canada, and may certify courses in other countries as appropriate. Schools providing such training are eligible for course certification without regard to their organizational form, sources of financial support, size of enrollment, or percentage of total effort dedicated to CMV driver training, or time in operation.

The objectives of PTDI certification are to help ensure that entry-level commercial motor vehicle driver training courses: are capably and responsibly managed; offer a well-organized and up-to-date curriculum; are conducted by qualified instructional personnel; use effective instructional materials, equipment, and methods requiring active involvement of learners; use a well-defined system for assessing outcomes and achievements of stated objectives and improving instruction.

In order to encourage new start-up schools to provide training that fulfills the objectives of PTDI's standards and certification, a school may apply for certification upon initiation of a driver-training course. However, in order to verify a school's compliance with the standards as a condition of certification, the on-site visit required for each school will not occur until the school has been conducting its course for at least six months or has had two graduating classes, whichever is longer.

To be considered for PTDI certification, a school must:

1. Be currently duly authorized in the state/province in which it operates to provide such training.
2. Have graduated a minimum of fifteen (15) students in the course for which they are seeking certification within the twelve (12) months preceding the application (or for start-up schools, within the first 12 months of operation.) This provision applies to an initial or continued certification of a PTDI course. However, if a PTDI school with a certified course (either initial or continuing) due to extenuating circumstances cannot meet this minimum number of graduates, the school may apply for a variance from this requirement that will be reviewed and considered by the PTDI Certification Commission on a case-by-case basis.
3. Demonstrate that the training it will provide meets or exceeds the minimum amount of training time required by PTDI standards.
4. Demonstrate that the training it will provide meets or exceeds the minimum skills required by PTDI's standards.
5. Use an identified staff of individuals who are actively involved in training. Courses consisting only of lectures, broadcasts, audio-visual presentations, and other one-way communications are not eligible.

Any variance request must be approved prior to the on-site visit.

INACTIVE STATUS: During the term of certification, a school with a PTDI-certified course may be granted an inactive status and retain its certification for up to one year, contingent upon timely notice to PTDI, continued compliance with the standards, submission of the annual report and payment of the annual certification fee when due. Extenuating circumstances will be considered on an individual basis. To reactivate a course, the school must notify PTDI that the certified course is now being reactivated and must submit an annual report and other verification of continued compliance as may be requested by PTDI.

TRANSFER OF CERTIFICATION: If a school transfers control to another organization, the PTDI certification may also be transferred contingent upon timely notice to PTDI, submission of a memorandum of understanding that the school thoroughly understands the standards and requirements, that they are not changing the integrity of the course and are continuing compliance with the standards. The school will sign a new certification and license agreement. Additional materials that the new organization will submit to PTDI will be determined on an individual basis. Note: If a school does not notify PTDI promptly – in accordance with the Certification and License Agreement – after the change in control, the PTDI certification ceases.

CERTIFICATION ELEMENTS AND REQUIREMENTS

1. A school may not make promotional use of its application to PTDI prior to granting of certification by the PTDI.
 2. These “Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses” must be used in tandem with “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”
 3. Each course is evaluated within its own context and not in comparison to other courses.
 4. Each site that conducts a course of instruction is considered an individual entity. Programs conducted at separate locations or branches are separate entities and are inspected and charged separately.
 5. Fees are expressed in the fee schedule in this publication. All fees must be paid prior to granting of certification or recertification and for continued certification.
 6. The period of initial certification is for five years. Each recertification period is also for five years.
Rev. 3/10/03
 7. The school must sign a Certification and License Agreement as a condition of course certification. Provisions of the Agreement include, but are not limited to:
 - Purchasing Certificates or Seals of Attainment from PTDI and issuing to all graduates who complete PTDI requirements of the certified course and all school requirements;
 - Use of the PTDI logo and certification mark as prescribed by PTDI;
 - Reporting of graduates to HireRight DAC Trucking or other third party consumer reporting agency;
Requirement added 3/10/03
 - Reporting substantive changes to PTDI within 30 days of occurrence, including change of control, personnel, name, curriculum content and hours, or location;
 - Making facilities, equipment and materials available to PTDI when PTDI deems it necessary to determine compliance with the standards.
- Please see the full provisions of this Agreement at the end of these standards and requirements.
8. A school that uses innovative methods that vary from a standard may apply for a Variance for a specific standard. (See Standard 9.4). A form for applying for a variance is included as Appendix E of the standards. It must be approved prior to the on-site visit.
New 7/21/03; Rev.5/20/11
 9. Initial certification and recertification involve a self-evaluation process and review of the Self-Evaluation Report (SER) prior to a site visit.
 10. The certification process on-site evaluation uses peer review. See “The Certification Process” and “On-Site Evaluation” in these standards, requirements and guidelines. Schools reserve the right to request different team members than assigned if there could be a conflict of interest.
 11. Certification requires schools to comply with standards and requirements throughout the certification term. Continued certification is contingent on continued compliance with the standards. Failure to comply will subject a school to corrective action up to and including loss of certification.

12. An annual compliance report is required. The report must address subjects such as changes in personnel; instructor and staff development and supervision; curriculum content and hours; and data on enrollment numbers, graduation rates, and CDL pass rates.
13. When a school modifies the instructional design of a certified course by reducing required hours of instruction (including when behind the wheel instruction as a result of a change in student instructor ratios because of enrollment or when the overall length of the course is not as advertised):

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 - The school must submit a substantive change report describing the change; full documentation for the existing course showing a side-by-side comparison of the original and revised course; a fee (as shown on the Fee Schedule) and a certified statement that the school continues to meet the standards.
 - An on-site visit may be conducted, as determined by the Certification Commission. One person may conduct that visit.
14. Random audits with or without prior notice as appropriate may be conducted during any period of certification to determine continued compliance with standards. These may be initiated by a formal complaint or as part of the routine random process.
15. Responsibility for demonstrating compliance with the standards lies with the applicant. Documentation for the certification process may include materials used to secure school accreditation and/or state/provincial licensing. Information within documents must be consistent across the standards.
16. Courses denied certification or recertification by the PTDI Certification Commission have the right to request reconsideration of the decision by the Commission. The process is explained in this document in the section “Rules and Procedures.”
17. PTDI will publish information indicating that a course has been certified. If the course is not certified, PTDI may state the fact that the organization applied for certification of its course, that certification was not granted, and the date of the decision only upon inquiry. PTDI may not disclose any other information regarding the organization.

Rev.10/15/03

DEFINITIONS OF TERMS

Behind-The-Wheel (BTW)

Behind-the-wheel time is supervised time when the student has actual control of the vehicle during the driving lesson that is being conducted on the range or on the highway.

Breaks

Training schedules should contain reasonable breaks for both the student and the instructors. A fifteen-minute break in the morning, a half-hour to one-hour lunch period and at least a fifteen-minute break in the afternoon would correspond with the normal workday and is considered reasonable. Breaks are not PTDI-certifiable time.

Certification

The process of initially confirming that the minimum standards of the PTDI have been met or exceeded.

Classroom Instruction

Instruction that occurs in a non-vehicle, non-laboratory environment and is accompanied by instructional aids that facilitate large numbers of students at one time. Note: Students are under direct supervision of an instructor who is not otherwise engaged. Note: Classroom time is calculated with lab time for PTDI purposes.

Computer-Based Training (CBT)

The use of computers as a key component of the educational environment. Computer-based training is self-paced learning activities accessible via a computer or handheld device typically delivered via CD-ROM. (See also Web-Based Training and Distance Learning.)

Commercial Motor Vehicle (CMV) (requiring a commercial driver's license (CDL))

In accordance with *FMCSR 383.5* – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle—

- (a) Has a gross combination weight rating of 26,001 pounds or more inclusive of a towed unit(s) with a gross vehicle weight rating of more than 10,000 pounds, or
- (b) Has a gross vehicle weight rating of 26,001 pounds or
- (c) Is designed to transport 16 or more passengers, including the driver, or
- (d) Is of any size and is used in the transportation of *hazardous materials* as defined in this section.

Course

All the operations – including administration, qualified instructors, facilities and equipment – designed to provide qualified students with a course of instruction in the safe and responsible operation of commercial motor vehicles. Each course is evaluated and certified separately.

Course of Instruction

The curriculum – instructional intent, content, methods, and materials.

Direct Contact Instructional Hours

An hour of scheduled instruction given to students; i.e., classroom, lab, behind-the-wheel time, observation time, and independent study, if used. (Note: observation time is not PTDI-certifiable time but is counted for purposes of determining the 10-hour maximum average length of day.)

Distance Learning

Distance learning is an educational or instructional activity that is delivered electronically to students. This could include interactive instructional models such as audio or video computer conferencing, or Internet/Web-based instruction. The use of home-based learning using only a workbook as a study guide is not acceptable. (See also Computer-Based Training and Web-Based Training.)

Discretionary Hours

The 15 (17) hours in addition to the hours prescribed for the five PTDI curriculum units to complete the 104 (125) required classroom/lab hours. These hours may consist of additional hours in those five PTDI curriculum units or additional topics such as additional DOT regulations, First Aid/CPR, CDL written preparation, a defensive driving course, or information about the job search. However, these hours may not substitute for driving hours.

Externship

The option that allows a training course to defer up to 14 (17) of the 44 (53) behind-the-wheel training hours of any individual student to a trucking firm, where that time is completed under close supervision of a driver-trainer attached to the firm. Three (3) BTW hours with the carrier equals one (1) hour BTW time conducted at the school; i.e., 3 hours with the carrier translates to 1 hour of PTDI-certifiable time.

Highway

As used in these standards includes public streets, roads, roadways and highways.

Highway Instruction (BTW)

Instruction that normally occurs on public streets and highways. During the highway instruction the vehicle travels over a pre-planned route, or in a designated area, that is known to provide the highway and traffic conditions needed to satisfy the instructional objectives of the lesson being taught. Note: Students are under direct supervision of an instructor who is not otherwise engaged in non-instructional activities.

Independent Study

An alternative method of guiding student learning. It must meet the same objectives with regard to content, time on task and mastery of materials. It is not the same as homework, which merely reinforces materials covered in class. Visual, auditory, simulator, computer-assisted materials and problem-solving activities are appropriate independent study.

Instructional Hours

The hours in which actual training occurs. Training hours are expressed in the PTDI standards in two ways and in the following order – 60 minute hours (i.e., 60 minutes of actual instruction) and 50 minute hours (shown in parentheses) in which only 50 minutes of actual instruction takes place within the hour.

Laboratory Instruction

Instruction occurring outside a classroom that does not involve actual operation of the vehicle and its components. Examples of laboratory instruction include pre-trip inspections, diagnosing/reporting malfunctions and handling cargo. Note: Students are under direct supervision of an instructor who is not otherwise engaged. Instruction that takes place on the range that is not BTW is considered lab time. Note: Lab time is calculated with classroom time for PTDI purposes.

Length of Day

The total length of instructional day including direct contact instructional hours and independent study, if used, and not including breaks.

Night Driving

Behind-the-wheel time from sunset to sunrise.

Observation Time

Time spent observing while other students perform range and highway BTW activities. Observation time may be included in the total program hours but is not included in requirements for individual student time. It is not included in the hours requirement for PTDI course certification.

Organization

Any entity that provides a course of training and testing of commercial motor vehicle drivers. It includes for-hire and private motor carriers; colleges, universities, and vocational schools; career schools; business organizations devoted to training or testing; government agencies; labor and trade associations; and organizations who jointly sponsor a course.

Range Instruction (BTW)

Instruction that normally occurs in a protected area or “driving range” where students may make use of commercial motor vehicles without hazard from other highway users. Note: Students are considered to be under direct supervision of an instructor who is not otherwise engaged in non-instructional activities. Range instruction means BTW time. Instruction that occurs on the range that is not BTW is considered lab time.

Ratio

The proportional relationship of students to vehicle, vehicles to instructor, or students to instructor.

Recertification

The PTDI process of officially reconfirming that the minimum standards of the PTDI have been met or exceeded.

Simulation

A driving simulator is a hardware or software replication of a commercial motor vehicle. A driver training device is an applications tool (utilizing a simulator) that is designed to provide sufficient fidelity in replicating the behavior of a commercial motor vehicle combined with instructional content, driver measurement and student performance comparative reporting.

Student:Vehicle Ratio (SVR) - Range

The number of students normally assigned to a CMV during range (BTW) training activities.

Student:Vehicle Ratio (SVR) – Highway

The number of students normally in the cab of a CMV, along with the instructor, during the highway training portion of your program.

Time exemptions

Verifiable exceptions to meeting the full PTDI time requirements.

Time Waiver

The form and documentation required in order to request that independent study be substituted for a portion of the required minimum hours of classroom/lab.

Variance

The option that allows flexibility for a school to meet a specific standard that cannot be met in a conventional manner, without compromising the standard.

Web-Based Training (WBT)

An approach to distance learning where computer-based training (CBT) is transformed and distributed through the World Wide Web, the Internet or intranets. Educational content tends to be live allowing self-directed or self-paced learning. The WBT system capable of evaluating progress and performance through a learning management system independent of the computer platform. (See also Computer-Based Training & Distance Learning.)

THE PTDI CERTIFICATION/RECERTIFICATION PROCESS FOR ENTRY-LEVEL COMMERCIAL MOTOR VEHICLE (CMV) COURSES

- When offered, a school may attend a voluntary pre-certification workshop. Otherwise, see conference-call option below.
- School reviews “Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses” and “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”
- School requests application package. For recertifications, PTDI automatically sends package when due. The recertification package and process may vary from that shown below.
- PTDI sends school an application package which includes: Confirmation Form, Application for Certification, Verification of Eligibility Form, The PTDI Certification/Recertification Process, and Fee Schedule.
- Upon receipt of above completed application package including application fee from the school, PTDI sends the school a Self-Evaluation Report (SER) package including:
 - Instructions for Completing Self-Evaluation Report (SER)
 - Standards Documentation Form and Variance Form
 - Request for Course Catalog
 - Catalog/Printed Materials Checklist
 - Instructor Qualifications Form
 - Request for Course Outline
 - Request for Examples of Classroom, Range and Highway Lesson Plans
 - Content and Hours Match Form
 - Time Waiver Form
 - Request for copies of ads and web pages
 - Request for completed attendance/time record for sample student
 - Employers Who Hire Graduates Form
- The school forms a committee (instructors, Advisory Committee members, school administrators, school counselors, etc.) who will conduct the self-evaluation of the entry-level CMV-driving course based on PTDI standards. The process is similar to that used when applying for national and regional accreditation.
- At the beginning of the SER process, a PTDI certification specialist conducts an hour-long conference call with the school to review how to complete and submit the SER.
- After completing the self-evaluation according to the “Instructions for Completing Self-Evaluation Report (SER),” the school submits one (1) set of the materials in a tabbed binder to the PTDI certification specialist. Concurrently the school submits the SER Review Fee to the PTDI office.
- The PTDI certification specialist reviews the self-evaluation report to determine whether the course qualifies for the on-site evaluation. PTDI may request clarification or additional materials. After the school makes clarifications to the SER, the school sends clarifications to the certification specialist and two (2) – four (4) full, clarified sets to the PTDI office. (Staff will advise number of copies to submit.)
- Before scheduling an on-site visit, PTDI conducts another hour-long conference call with the school to give additional support and to advise what is needed and what is to be expected at the on-site visit.
- The one-day on-site evaluation for initial certification is conducted by an Educational Team Leader (ETL) from a school with a PTDI-certified course, a Subject Matter Expert (SME) from the geographic area where the applicant school is located, and a PTDI staff representative. Recertification on-site visits are conducted by a PTDI staff representative and an SME. The On-site Visit Fee is due after the on-site visit and before the Certification Commission meets. (Note: If the course does not meet the minimum standards, the school will be notified of recommended improvements.)
- The Certification Commission reviews the SER, report of the on-site evaluation team, documented corrections and any other materials submitted. The Commission meets three times a year, or as needed. Their options are to certify for five years (with or without stipulation), or to defer or deny certification.
- If the course meets the requirements, the course is generally initially certified for five years, with each recertification for a period of five years. PTDI will notify the school of the Certification Commission’s decision within 30 days after the Commission meeting at which the course is considered.

PTDI ON-SITE EVALUATION

INITIAL CERTIFICATION

For initial certification, the on-site evaluation team will review full documentation of the items in the Self-Evaluation Report (SER).

The on-site evaluation team consists of an Educational Team Leader (ETL), from a school with a PTDI-certified course; a Subject Matter Expert (SME), an industry representative from the geographic area where the applicant school is located; and a PTDI staff representative, usually the certification specialist. Schools reserve the right to request different team members than assigned if there could be a conflict of interest. The school provides an SME who is acceptable to PTDI.

It is essential that the team members have access to all the information and reference materials necessary to complete the evaluation of each standard. All records and documents used in the application and Self-Evaluation Report (SER) must be available to the site-visit team. To the extent possible, documentation should be compiled in one location. It should be organized and labeled according to each standard. When documentation for a particular standard also applies to another, it may be cross-referenced; e.g., the documentation might be under Standard 8.1, then “documentation” for Standard 8.3 might say “See Standard 8.1”. The documentation for several standards may be the same; however, the team looks at the various aspects of the material depending on what is required by the standard.

Names, addresses, and phone numbers of three (3) years of graduates and employers who hire graduates must be supplied upon request.

Course administrators, instructors, and some trainees also must be available. The on-site evaluation must be conducted while classes are in session. Team members will tour classrooms and the lab and range areas during instructional periods. They will need to verify the documentation for each standard. The on-site team will make every effort to conduct their evaluation with as little disruption to the classroom, lab, and range activities as possible. Short interviews with students and instructors may also be conducted.

In addition, the on-site evaluation team may conduct a survey of employers of course graduates. The school should prepare a list of individuals who have completed the course within the last two years and are employed by various trucking firms. Include the name of the graduate, their supervisor, and the address and phone number of the place of employment. The team will select a minimum of three employers and conduct a survey during or prior to the on-site evaluation. It is helpful for the school to contact the employers in advance to introduce them to the PTDI process.

Upon completion of the on-site evaluation, the team will prepare a Program Evaluation Report (PER) and will share with the school their impressions of general strengths and recommendations for improvement. The team will not leave a copy of the PER nor indicate whether or not the course will be certified. The PTDI office will send a copy of the PER, as well as a corrective action form if needed, to the course administrator and other officials as may be designated by the school. All evaluation materials – SER, PER and other on-site materials, and corrective action – will be reviewed by the Certification Commission at their next meeting following the on-site visit.

PTDI will notify the school of the Commission’s action within 30 days after the Commission meeting.

RECERTIFICATION PROCESS

The recertification process uses a general process of self-evaluation and site visit similar to the original certification process. However, the process will rely more on annual reports that have been submitted during the prior five-year certification period and may require less paperwork submission than that for the initial certification.

The on-site evaluation team for the recertification will consist of a PTDI staff representative and a local Subject Matter Expert (SME). The school provides an SME who is acceptable to PTDI.

FOLLOW-UP AFTER CERTIFICATION OF COURSE

Note: All fees must have been paid prior to certification.

- Sign and return a copy of the Certification and License Agreement to PTDI. Keep a copy for your files.
- Customize the generic press release provided to notify the public of certification or recertification of your course. PTDI will send a press release to media contacts; school may send to their contacts as well.
- Order Certificates of Attainment or Seals from PTDI to issue to each graduate of your certified course(s). Order a supply for at least six months, preferably for a year. Certificates and seals are uniquely numbered and must be ordered from PTDI. PTDI keeps track of the numbers that were issued to you.
- Issue a Certificate of Attainment, or Seal on your school certificate, to each qualified graduate of your certified course(s); i.e., all who complete all school and all PTDI requirements. Issuing a PTDI Certificate of Seal is a requirement as part of your certification.
- Retain a copy of the certificates or seals issued to students for five years for review by the PTDI. See Standard 8.2. A copy should be kept in each student's permanent file, or in a manner that will be easy for PTDI evaluators to track. You do not need to send a copy to PTDI. Rev. 5/20/11
- Complete the HireRight DAC Trucking agreement and forward to HireRight DAC Trucking in Tulsa, Oklahoma. Then regularly send them a completed form for all graduates as well as those students who do not complete each PTDI-certified course or non-certified course. There is a separate form for PTDI and non-PTDI courses. You do not need to send copies to PTDI. Submission of reports on graduates is a requirement as part of your certification unless prohibited by law.
- Provide PTDI with copies of any material using the PTDI marks for approval of use before it is finalized. The mark must be used only in ways that will affirm Standard 1.1 (Truth in Advertising and Public Information), and as provided for in the Certification and License Agreement.
- Send your web site address to PTDI to link your site with PTDI. Please ask your Webmaster to link PTDI (www.ptdi.org) to your web site as well.
- Inform PTDI in writing within thirty (30) days of the occurrence of any of the following: change of control; change of name; sale of stock totaling more than fifty-one percent (51%) of the outstanding shares; change of address; any revision(s) to the certified course(s); or any event that changes the status of the LICENSEE or affects or could affect the continuation of PTDI's course certification(s).
- Return the required annual report and annual fee promptly when it is due to avoid a late charge and to remain in compliance with the standards and requirements of certification.
- Maintain the standards! Review them periodically.

Added 10/15/03; Rev. 5/20/11

**FEE SCHEDULE
FOR PTDI INITIAL CERTIFICATION,
RECERTIFICATION and OTHER REQUIREMENTS**

All fees are non-refundable

INITIAL CERTIFICATION

The certification fee is payable in three (3) stages

(1) Initial Application Fee (Due with the application)	\$ 550
(2) Review of Self Evaluation Report (due with the SER) <i>(Includes ongoing consultation)</i>	1,100
(3) On-site Visit (includes costs of on-site team; due after on-site visit) <i>(Due before the Certification Commission meeting)</i>	1,645
	<u>\$3,295</u>

INITIAL CERTIFICATION AT ADDITIONAL PERMANENT LOCATION

Available to schools under common ownership of school that has a PTDI-certified course at another permanent location

Application Fee (\$550), SER Review and Ongoing Support (\$500), and On-site Visit (\$1,200)	(Total): \$2,250
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ANNUAL CERTIFICATION FEE

Due each year on anniversary date of certification (Main site)	\$ 750
Due each year on anniversary date of certification (Each additional site)	500
Late fee (per site)	50

RECERTIFICATION

There is no recertification fee; however, an annual fee is due with the annual report each year.

FEE FOR CERTIFYING A SECOND COURSE

Whether submitted with course to be certified or subsequently	\$ 250
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FEE FOR SUBSTANTIVE CHANGE TO COURSE

Normally change will be reviewed without an on-site visit	\$ 250
If on-site visit is required, school will pay on-site expense	

RANDOM AUDITS

Cost is included in Annual Fee

CERTIFICATE/SEAL OF ATTAINMENT SUSTAINING FEE

Required purchase from PTDI and required to be issued to school to each graduate who completed requirements of PTDI-certified course	\$ 2.30 ea.
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SHOW CAUSE OR APPEAL

Fee as prescribed plus expenses are responsibility of school.

Rev. 4/27/06

Rev. 8/13/03

PROFESSIONAL TRUCK DRIVER INSTITUTE, INC.
 555 E. Braddock Rd., Alexandria, VA 22314
 Phone: 703-647-7015; Fax: 703-836-6610; e-mail: ptdi@truckload.org

**APPLICATION FOR CERTIFICATION
 CONFIRMATION FORM**

This is to confirm that the following school is applying for initial certification or recertification of its commercial motor vehicle course(s):

--

Enclosed is my **Application** for: (Note: A separate application is required for each course.)

Initial Certification	Recertification
Initial Certification, Additional Course(s) at Same Location	Recertification, Additional Course at Same Location
Initial Certification, Course at Additional Permanent Location	Recertification, Course at Additional Permanent Location

Enclosed is my Verification of Eligibility .

Enclosed are the **Application Fees**∗:

Initial Certification \$550	Recertification: Annual Fee due with Annual Report∗∗
Initial Certification, Additional Course(s) at Same Location \$250	
Initial Certification, Course at Additional Permanent Location \$550	

∗INITIAL CERTIFICATION: A Self Evaluation Review (SER) and ongoing support fee of \$1,100 for the first course is due when the SER is submitted. An on-site visit fee of \$1,645 (which includes the cost of the onsite team) is due after the on-site visit has been completed.

For certification of a course at an additional permanent location, the fee in addition to the application fee is \$500 for the SER review and ongoing support, and \$1,200 for on-site visit. (Total: \$2,250)

∗∗RECERTIFICATION: Although there is no recertification fee at the time of recertification, there is an annual certification fee of \$750 for the first location and \$500 for each additional permanent location due each year in the anniversary month of certification. (It is due with the Annual Report.)

The certification process generally takes approximately six months before being presented to the Certification Commission. The Certification Commission meets three times a year or as needed. All materials must be in to PTDI, the on-site visit performed, and the performance evaluation report (PER) and response completed at least one month before the Commission meets.

Upon receipt of the completed application package, PTDI will send the Self-Evaluation Report (SER) for the school to complete.

Name	
Signature	
Date	

PROFESSIONAL TRUCK DRIVER INSTITUTE

VERIFICATION OF ELIGIBILITY

I hereby certify that the

Name of training organization:

Address:

meets the eligibility requirements for PTDI certification as indicated below:

1. Is currently duly authorized in the state/province in which it operates to provide such training.
2. Has graduated a minimum of fifteen (15) students in the course for which they are seeking certification within the twelve (12) months preceding the application (or for start-up schools, within the first 12 months of operation.) This provision applies to an initial or continued certification of a PTDI course. However, if a PTDI school with a certified course (either initial or continuing) due to extenuating circumstances cannot meet this minimum number of graduates, the school may apply for a variance from this requirement that will be reviewed and considered by the PTDI Board of Directors on a case-by-case basis.
3. Demonstrates that the training it will provide meets or exceeds the minimum amount of training time required by PTDI standards.
4. Demonstrates that the training it will provide meets or exceeds the minimum skills required by PTDI's standards.
5. Uses an identified staff of individuals who are actively involved in training. Courses consisting only of lectures, broadcasts, audio-visual presentations, and other one-way communications are not eligible.

Note: If school must apply for variance please check here and explain on an attached sheet. _____

ORGANIZATIONAL OFFICIAL:

Type or print name:

Title:

Signature:

Date:

TO: PTDI
555 E. Braddock Rd.
Alexandria, VA 22314
Telephone: 703-647-7015; Fax 703-836-6610

PROFESSIONAL TRUCK DRIVER INSTITUTE (PTDI)

Entry-Level Commercial Motor Vehicle Driver Training Course
Voluntary Certification

APPLICATION FOR CERTIFICATION

Please complete all information requested. This will expedite processing of your application. If you would like an electronic version of the form, please send your request to ptdi@truckload.org.

Note: An application is valid for one year from time of submission. The process will expire if no request is made for an extension.

Date:					
School Name (as to be shown on lists, etc.):					
Address 1: Physical (and Zip):					
Address 2: Mailing (and Zip):					
General School Phone:			General School Fax:		
Toll-Free Phone:			Web Site:		
Address 3: Driver training location, if different from above:					
Address 4: Other:					
Key Contacts: (Please list main contact for PTDI first, secondary contact next, then others; include director, lead instructor, president, etc. You may list 2, 3 or 4 people.) *For Address, please enter 1, 2, 3, and/or 4, referring to the Address 1, 2, 3, and 4 above. <i>NOTE: Program Evaluation Report (PER) will be sent to school director and/or main contact with copy to president/CEO.</i>					
Name	Title	Address *	Phone	Fax	E-mail
Notes:					
Applicant is: Publicly-funded training organization ____ Private training organization ____ Carrier ____ Other _____			Applicant is applying for: Initial certification ____ Recertification ____ If recertification: Date of initial certification: _____ Date of last recertification: _____		
Date training organization was established:					
Date commercial motor vehicle driver training was initiated:			Date first class graduated:		
Name of course being submitted for certification:					
Date course submitted for certification was initiated:			Date first class graduated:		
Number of classroom/lab hours excluding breaks in course being submitted:					
Number of behind-the-wheel hours PER STUDENT on the range and highway for course being submitted:					
Number of students graduated in the last 12 months from the course submitted for certification:					
NOTE: IF YOU ARE APPLYING FOR MORE THAN ONE COURSE, PLEASE COMPLETE SEPARATE APPLICATION FORM FOR COURSE DATA ABOVE. SEE FEES ON REVERSE SIDE.					

- Continued on reverse -

Our training organization is required to be licensed, authorized or approved:		Yes	No
Our training organization is currently licensed, authorized, or approved by:			
Government Agency:			
Mailing Address:			
Contact/Title:		E-mail:	
Phone:	Fax:	Effective Date:	Expiration Date:
Our CMV driver training program is required to be licensed or authorized:		Yes	No
Our program is currently licensed by or our organization is currently accredited by (list one; do not include PTDI):			
Agency:			
Mailing Address:			
Contact/Title:		E-mail:	
Phone:	Fax:	Effective Date:	Expiration Date:

* * * * *

FEES FOR INITIAL CERTIFICATION	
(1) Application Fee (due with submission of application)	\$ 550
(2) Review of Self Evaluation Report <i>(includes ongoing consultation)</i> (Due with submission of SER)	1,100
(3) On-site Visit (includes costs of on-site team; due after on-site visit and before Certification Commission meets to review submission)	<u>1,645</u>
	\$3,295
FEE for INITIAL CERTIFICATION OF EACH ADDITIONAL COURSE at SAME LOCATION <i>(Concurrently submitted with first course or subsequently)</i>	
	\$ 250
FEE FOR INITIAL CERTIFICATION AT ADDITIONAL PERMANENT LOCATION (App Fee \$550; SER Review and Ongoing Support \$500; On-site Visit \$1200): \$2,250	
There is no fee at the time of recertification. There is an annual certification fee of \$750 for the first location and \$500 for each additional permanent location due with an Annual Report in the anniversary month of certification.	
All fees are nonrefundable.	

The information contained in this application is correct to the best of our knowledge. We agree to make no promotional use of our application prior to granting of certification by the PTDI.

We have reviewed the "Certification Standards and Requirements for Entry-Level Commercial Motor Vehicle Driver Courses," particularly the sections "Certification Elements and Requirements" and "Certification Standards."

In signing this application, we specifically authorize the PTDI to publish information indicating that our course(s) has been certified. If the course(s) is not certified, we hereby authorize PTDI to state the fact that the organization applied for certification of its course(s), that certification was not granted, and the date of decision only upon inquiry. PTDI may not disclose any other information regarding our organization.

A certificate or seal of attainment must be given to each student who successfully completes a certified course. Such certificate must be purchased from PTDI, or the school or institution must purchase from PTDI the registered logo seal to affix to their own certificate.

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Application authorized by (Please print): _____	Title: _____
Signature: _____	

NOTE: Completed Verification of Eligibility must accompany this form.

FOR INFORMATION, CALL (703) 647-7015.
RETURN TO: Professional Truck Driver Institute
555 E. Braddock Road, Alexandria, VA 22314

m/SER/certification standards
m/App/App Pkg Rev 5/20/11

**Professional Truck Driver Institute
Certification Standards
and
Evaluation Guidelines**

This section contains the certification standards as well as evaluation guidelines for helping the school determine whether they are meeting the standards.

The top section of each page is the standard.

The sections below the standard are evaluation guidelines:

- Suggested examples of documents/information to examine
- Evaluation process could include
- Suggested points of inquiry

The guidelines are not part of the standard but may help the school fulfill and document adherence to the standards.

Please note that all standards apply to the entire course being certified.

These certification standards must be used in tandem with the curriculum standards found in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

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Standard 1 - Course Administration

1.1 Truth in Advertising and Public Information

Advertising statements and informational materials, including all printed material, websites, television and radio ads, audiotapes, and publications are clear, truthful, accurate and unambiguous in describing the school’s driver training program.

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Suggested examples of documents/information to examine (Usually found in office):

- School catalogues
- Web pages
- Accreditation Reports and state/provincial approvals
- Print ad copy -- current and the last year
- Radio and television transcripts/tapes
- Materials given to prospective students
- Posters, memos and materials
- Student packet of materials

Evaluation process could include:

1. Reviewing catalog and other materials submitted with application.
2. Visiting the office to ask questions and collect materials.
3. Asking for the same materials that are given to students, employers and prospective students.
4. Comparing materials to Appendix A of Standard 1.1 – Checklist for Printed Materials (Also see SER)
5. Comparing materials to Appendix B of Standard 1.1 – Examples of Advertising that Is not Acceptable or Is Questionable
6. Checking to see how claims of meeting PTDI standard or similar language are used. (Collect sample and forward back to Certification Commission.)
7. Comparing claims and actual data from students, administrators, and records.
8. Ensuring any PTDI approved modification in instructional design is clearly communicated to students.

Note: Whenever a school will not be offering or conducting a PTDI-certified course, students must be notified prior to class start.

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Suggested points of inquiry:

1. Do claims match the findings data, especially for hours of training and outcomes?
2. Do the materials provide a realistic picture of the training provided?
3. Do actual costs match advertised costs so that there are no hidden costs?
4. Do promotions and advertisements avoid superlatives?
5. Does copy present verifiable numbers?
6. Are PTDI-certified courses clearly distinguished from other courses offered?
7. Are the points in the Checklist for Printed Materials (Appendix A of Standard 1.1 and in the SER) covered?
8. Is information consistent across documents/media?

Standard 1 - Course Administration

1.2 Organizational Framework

The course is clearly administered through a defined organizational framework that has institutional support and with a staff who possess administrative qualifications.

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<p>Suggested examples of documents/information to examine:</p> <ul style="list-style-type: none"> Organizational chart Accreditation Reports Duty statements Job descriptions Descriptions of administrative staff development program and its governing rules Resumes and application information Facilities and equipment Administrative personnel files System for staff requests for support and materials <p><i>(Note: Examine instructor staff files under Standards 3.1 and 3.2.)</i></p>	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Are lines of responsibility and authority clearly drawn so you can see who is in charge of training? 2. Does training program staff have clear authority for their program and clear access to administrators? 3. Does administrative staff participate regularly in the program? 4. Are necessary equipment and materials for instruction available and used? 5. Are program-related requests honored in a timely manner? 6. Are the training and experience of administrative staff in areas of training administration, training planning, student affairs, public relations, finance, and records as well as other skills appropriate to their assigned jobs? 7. Does administrative staff stay current on factors that may affect the course? 8. Are training materials regularly updated?
<p>Evaluation process could include:</p> <ul style="list-style-type: none"> • Examining <ul style="list-style-type: none"> • organizational charts • records and policies • personnel files as appropriate • applications of various types (accreditation, state/provincial licenses, etc.) • Conversing with program administrator and director about <ul style="list-style-type: none"> • who makes instructional decisions. • institutional support activities • policies for administrative staff development programs <p><i>Note: Examine instructor staff under Standards 3.1 and 3.2.</i></p>	

Standard 1 - Course Administration

1.3 Course Goals

The course of instruction is guided by clearly stated objectives that match needs of students and the transportation industry.

Objectives must be industry specific to meet the job performance requirements of the industry and clearly indicate the type of knowledge, skill and behavior students must demonstrate.

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<p>Suggested examples of documents/information to examine:</p> <p>Course catalogue Course syllabus Mission of program or institution</p>	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Are the goals clearly stated and appropriate? 2. Are the goals integral and appropriate to instruction? 3. Do the goals specify instruction that matches industry need? 4. Do the goals lead to measurable objectives? 5. Are goals integrated into school, course materials and outcomes?
<p>Evaluation should include:</p> <ol style="list-style-type: none"> 1. Reviewing printed materials for statements of goals and objectives. 2. Asking students and teachers about goals and comparing responses to those of administration and printed materials. 	

Standard 1 - Course Administration

1.4 Student Eligibility and Admissions

The school has clear, written eligibility course requirements and admissions policy that the school follows and provides to prospective students.

Except as otherwise required by law, an applicant must meet the applicable minimum federal/state/provincial driver qualification requirements.

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<p>Suggested examples of documents/information to examine:</p> <ul style="list-style-type: none"> Recruiting information/promotional information Catalogues, brochures, ads and other promotional materials of all types Application for admission Copy of enrollment agreement Other admission and enrollment materials Accreditation documents, if applicable Written policies Descriptions of exceptions Student files and records Physical exams and drug screens 	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Is there written policy, and is the policy followed consistently? 2. Do the materials state and define the eligibility requirements? 3. Do those requirements meet the requirements of the law and regulation? 4. Is the message consistent across documents? 5. Is there any evidence of discrimination or inappropriate activity?
<p>Evaluation process could include:</p> <ol style="list-style-type: none"> 1. Discussing with administrators how recruiting takes place 2. Collecting and examining all types of written and promotional materials 3. Asking where to find information on eligibility. 4. Discussing eligibility requirements and examining all documents on which they appear. 5. Looking at applications and action documents and matching them to policy. 6. Discussing exceptions/waivers with administrators. 7. Talking with students to see if policies are followed. 	<ol style="list-style-type: none"> 6. Does course actually follow stated requirements? 7. Do schools/courses offer assistance to help prospective students succeed? If so, how is this achieved? 8. Are enrollment agreements used and are rules clearly stated? 9. Do commissions or bonuses adversely affect recruiting?

Standard 1 - Course Administration

1.5 Written Policies and Procedures

The school must utilize a written safety/accident prevention policy. Any liability of the school and/or students should be clearly defined and evidence of insurance coverage provided.

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Suggested examples of documents/information to examine:

- Accreditation documents
- Policy manuals
- Memos and directives
- Signs, postings and other materials on display
- Written materials provided to students, staff, employers, and prospective students, especially promotional and marketing materials.

Evaluation process could include:

1. Collecting and examining a variety of documents.
2. Checking consistency of language across documents.
3. Talking with students, instructors, and administrative staff to ensure that policies are implemented and are implemented consistently.
4. Considering the range of issues covered by policy, including for range and highway.

Suggested points of inquiry:

1. Are regulations and issues such as safety, liability, and rules covered in the materials?
2. Is the message consistent across documents?
3. Are all appropriate topics and regulations covered?
4. Are any important documents missing? (e.g. policy manual)
5. Are policies followed and are they followed consistently?
6. Are policies explained for prospective and actual students? If so, how?
7. Are policies provided to students or posted?

Standard 2 – Curriculum

2.1 Course Outline

A course outline clearly identifies units of instruction including their sequence, broad purpose, and general content.

It is provided to all participants and is available to other interested parties.

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Suggested examples of documents/information to examine:

- Course description
- Course and/or curriculum outlines
- Course syllabus
- Schedule of subjects
- Materials provided to students
- Daily forms and reporting sheets
- Daily Lesson plans

Evaluation process could include:

1. Examining course outlines or syllabi.
2. Examining the information provided about how course topics match those of standards.
3. Asking instructors when and where a sample of subjects is taught.
4. Looking at sample lesson plans and outlines to confirm information.

Suggested points of inquiry:

1. Do topics correspond with PTDI Standard for content topics? (See “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”)
2. Is the information provided to students in a clear and concise manner?
3. Are the materials followed/implemented in the training?
4. Are units of instruction clearly delineated and used?
5. Does activity follow purpose?
6. Are time, progress and skills tracked according to outline?

Standard 2 – Curriculum

2.2 Course Content and Objectives Specifications

The course is composed of units of instruction that cover the knowledge and skills required to operate a commercial motor vehicle safely and properly.

Units are designed around a combination of performance, knowledge and skill objectives, although not every unit necessarily will have some of each.

The instructional sequence is structured to enable efficient teaching and learning.

Performance objectives specify what students can do at the conclusion of instruction and are linked directly to the PTDI Curriculum Standards.

Knowledge objectives describe what students know at the conclusion of instruction and are linked directly to the PTDI Curriculum Standards.

Skill objectives describe the level of performance students must master/demonstrate at the conclusion of instruction and are linked directly to the PTDI Curriculum Standards.

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Suggested examples of documents/information to examine:

Course syllabus, outlines and descriptions
Lesson plans and instructional material
Text materials

Suggested points of inquiry:

1. Do the units of instruction match the required content of the PTDI Curriculum Standards? (See “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”)
2. Does the sequence follow a clear and planned pattern?
3. Are skills, knowledge (and attitudes) specified and intentionally addressed, both as objectives and in teaching?

Evaluation process could include:

1. Determining if instruction is based on specified objectives.
2. Checking samples of lessons plans to ensure standards of content are being addressed during instruction.
3. Comparing content and objectives to PTDI curriculum standards and guidelines

Standard 2 - Curriculum

2.3 Print Materials

Printed instructional materials:

- are appropriate to their intended use during instruction, or preparation for instruction
- fit conditions of use (e.g., classroom, on range, in vehicle, self study, distance education, externship)
- are appropriate to ability level of trainees
- are provided to each trainee
- contain up-to-date information.

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Suggested examples of documents/information to examine:

- Texts in use
- Handouts and other materials
- Posters
- Checklists
- Student records/grades

Suggested points of inquiry:

1. Do the materials present the content consistent with the objectives?
2. At what reading level are the materials written and does it match trainee skills?
3. Do the materials attract and hold trainee interest?
4. Is each trainee provided with the appropriate amount of training materials?
5. Are the materials current with standards and practice in the industry?

Evaluation process could include:

1. Collecting and examining materials used in course.
2. Selecting sample of materials and matching those to course content, outline and objectives.
3. Looking for up to date information in materials.
4. Sampling materials for reading level, up-to-datedness, and capacity to deal with individual student differences.

Standard 2 - Curriculum

2.4 Audio-Visual/Multimedia Materials/Simulation

Materials are up-to-date, appropriate, and fit into instructional sequence and lessons.

Simulators, electronic multimedia and computer-assisted instruction activities may be used and count toward classroom/laboratory time. All such training materials must meet the requirements for curriculum materials outlined for classroom-based training in Standard 2.2 (Course Content and Objectives Specifications.)

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Suggested examples of documents/information to examine:

- Video and audio media
- Computer assisted materials
- Simulator materials
- Models and similar materials

Suggested points of inquiry:

1. Do the materials support the instructional objectives?
2. Are the materials current for the industry and as instructional materials? Is equipment, style of dress and language current?
3. Are the materials appropriately integrated into instruction activities?
4. Do materials fit the sequence?

Evaluation process could include:

1. Collecting and examining materials used in course.
2. Selecting sample of materials and matching those to course content, outline and objectives.
3. Looking for up-to-date information in materials.
4. Looking at lesson plans to ensure materials are integrated into lessons and are used at the appropriate time.

Standard 3 - Instructional Personnel

3.1 Instructor Qualifications

Instructional personnel must be competent persons who by way of education, training and/or experience are knowledgeable of course content, and are capable of identifying specific course and/or administrative matters that could affect course quality. They must also have education and experience that qualify them for their assignments. The following elements are required:

- Skill instructors, where commercial motor vehicle-driving competency is required, have a minimum of three (3) years experience as a licensed commercial motor vehicle driver with a driving record which meets state/provincial requirements, school policy/standards, and regulatory requirements.
- Classroom instructors have documentation of instructional skills, such as formal training, in-service education or teaching experience.
- Each instructor must have a state/provincial license and other permit, if applicable, and meet state/provincial requirements for a vocational instructor.

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Suggested examples of documents/information to examine:

Resumes
 HireRight DAC Trucking files or other industry database
 Personal interview on-site if there is an issue
 Instructor Qualification Forms in SER

Evaluation process could include:

1. Verifying qualifications from PTDI form and personnel files.
2. Comparing qualifications to regulations.
3. Discussing experience and training with instructors.
4. Asking program administrators about any special circumstances.
5. Explanation if someone does not meet the standards.

Suggested points of inquiry:

1. Does each instructor meet each part of the standard?
2. If there is variance, what are the special circumstances and are they reasonable? Indicate this on the “Instructor Qualifications Checklist.”
3. Are instructors teaching subjects they are clearly qualified to teach?
4. Is a state/provincial teaching license required? Is a copy in the file?
5. Complete the “Instructor Qualifications Checklist.”

Standard 3 - Instructional Personnel

3.2 Instructor Staff Development and Supervision

Instructors must participate in an ongoing staff development program and activities, such as in-service training, membership and participation in trade and professional organizations, or other training activities designed to improve their teaching competencies.

Also, to ensure high quality instruction, instructors are carefully supervised and systematically evaluated at least annually with appropriate documentation. Instructors who have been employed by the school for less than one year should be evaluated quarterly.

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<p>Suggested examples of documents/information to examine:</p> <p>Instructor Qualifications form in SER Orientation materials and program Descriptions and materials from a monitoring system Performance appraisals In-Service training programs and records</p>	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Is there a manual and orientation program for instructors? 2. Is there a regular monitoring program for instructor activity? 3. Is there a regular and useful performance appraisal system for instructors? 4. Is there an in-service program; is it useful; and is it used by instructors? 5. Are evaluations documented? 6. Is in-service documented?
<p>Evaluation process could include:</p> <ol style="list-style-type: none"> 1. Talking with instructors to ask about instructor staff development and supervision programs. 2. Discussing how instructors were trained for their jobs. 3. Examining the performance evaluation system and talking about it with staff. <p><i>Note: Staff meetings are not the same as staff development</i></p>	

Standard 4 - Training Vehicles

4.1 Training Vehicles

Vehicles are comparable in size and power to industry sector for which students are being trained.

All highway vehicles are in good mechanical condition and comply with applicable federal/state/provincial safety requirements.

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Suggested examples of documents/information to examine:

- Inventory and use records
- Vehicle inspection reports
- Evidence of insurance

Suggested points of inquiry:

1. Do vehicles match (or exceed) those used by employers in the region served by training?
2. If there is deviation, what is the rationale and is it justified?
3. Does equipment accommodate a specialized program?
4. Is there a policy and procedure to ensure that vehicles are regularly maintained and inspected?
5. Are inspection compliance documents on file for all registered vehicles?
6. Is the filing system clear, systematic, and comprehensive?
7. Is the equipment specific to the training activity; i.e., is range equipment adequate for range purposes and highway equipment adequate for highway purposes?

Evaluation process could include:

1. Reviewing the inventory of equipment and matching it to those of the motor carrier industry.
2. Examining reports to insure what equipment is used in the program.
3. Inspecting vehicle files and inspection reports and visually comparing to the vehicles.
4. Discussing policy and practice with maintenance staff, administrators, and instructors.

Note: It is recommended that range vehicles meet an appropriate level of safety.

Standard 5 - Instruction

5.1 Classroom/Lab Instruction

Classroom/lab instruction is composed of units of instruction that cover the information required to operate a commercial motor vehicle safely.

Instruction covers subject areas identified by the PTDI curriculum and skills standards including the performance criteria.

Classroom/lab instruction is supported by appropriate visual and instructional aids such as slides, films, videotapes, electronic multimedia, displays, textbooks and written instructional materials, models, charts, mock-ups, simulators and computer-based instructional activities.

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Suggested examples of documents/information to examine:

Curriculum guidelines and outlines
 Texts, workbooks, instructional aids and other materials

Suggested points of inquiry:

1. Do materials reflect PTDI standards? (See “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers” and “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”)
2. Are all critical topics covered, and covered at the correct level of emphasis? (See Content, Discretionary Hours, Exhibits 1 and 2, Minimum Training Hours and Time Exemptions in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”)
3. Do the various materials coordinate with each other?
4. Is the material clearly linked to instructional objectives and expected outcomes?
5. Do the materials reflect the learning needs of the trainee?
6. See Standard 9.1 to validate any Independent Study used.

Evaluation process could include:

1. Discussing curriculum content with instructors and administrators.
2. Interviewing students to ensure that what instructors and administrators say is actually taught.
3. Examining content and materials and comparing to standard.
4. Visiting classroom and observing instruction.
5. Observing how materials are being used.

Standard 5 - Instruction

5.2 Instructional Time

Each student must receive a minimum of 148 hours (60-minute hours) or 178 hours (50-minute hours) of instruction.

- This could be a combination of learning techniques such as classroom, lab, Computer-Based Training, and/or simulation, and must include range and highway driving.

Classroom and lab time must be a minimum of 104 hours (60-minute hours) or 125 (50-minute hours).

- Classroom/lab and skills training must include each component outlined in the Curriculum Standards Units of Instruction as found in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Behind-the-wheel instruction must be a minimum of 44 hours (60-minute hours) or 53 hours (50-minute hours) per student and completed as follows:

- Highway instruction must include a minimum of 12 hours including six hours with a 15,000 pound load.
- The remaining 32 hours may be range, highway or a combination of range and highway.
- One hour must include night driving principles.
- Classroom/lab and skills training must include each component outlined in the Curriculum Standards Units of Instruction as found in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

If the student to vehicle ratio exceeds 1 to 1 (1:1), see “Curriculum Standards and Guidelines for Entry Level Commercial Motor Vehicle Driver Courses” for appropriate time conversion.

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Suggested examples of documents/information to examine:

- Attendance sheets and other student records from 2-3 classes
- Instructors logs, notes and time sheets
- Logbooks
- Content and Hours Match (Tab 6 of SER)
- Scale tickets

Suggested points of inquiry:

1. Do the times meet the standard in each category? (See Minimum Training Hours, Discretionary Classroom Hours, Externship Option, Ratios, Time Exemptions, and Exhibits 1 and 2 of “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”.)
2. Are conversions for student to vehicle ratios and for 50 and 60-minute classes accurate and appropriate?
3. Are night driving principles practiced? (See Minimum Training Hours in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”.)
4. Are observation and break time in addition to the required 104 classroom/lab hours and 44 individual BTW hours?

Evaluation process could include:

1. Sampling several student records from previous classes to look at instructional time.
2. Discussing time with students and instructors.
3. Sampling a set of logbooks, attendance sheets and notes to confirm time issues.
4. Reviewing the Content and Hours Match (Tab 6 of SER) submitted for certification and ensuring that content and hours match.

Standard 5 - Instruction

5.3 Student/Instructor/Vehicle Ratio

Student/instructor ratio during group instruction such as classroom and/or lab must average one instructor for not more than each group of 30 students (1:30) over the year and never exceeds one instructor per 36 students.

Range driving ratios must be a minimum of one (1) instructor for 3 vehicles (1:3) and one (1) instructor per 12 trainees (1:12). A waiver may apply for student proficiency development/practice provided that Standard 5.7 is met (see Standard 9.4 Variance Option).

Highway driving ratios must be one (1) instructor per one (1) vehicle (1:1) and a maximum of 4 trainees per vehicle.

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<p>Suggested examples of documents/information to examine:</p> <ul style="list-style-type: none"> Student records Time sheets Class attendance lists/class rosters Interviews with students 	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Compare information and records to standard to calculate numbers. (See Ratios and Exhibit 1 in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”.) 2. Look for exceptions to the standard and collect explanations for the situation. <p>Note: The ratio the school used in the development of the course should be the ratio shown in Tab 6 of the SER for range and highway.</p> <p>Note: If a school professes a 1:1 student:instructor ratio and there are multiple students in training at any one time, what are the other students – who are not engaged in BTW activities – doing?</p>
<p>Evaluation process could include:</p> <ol style="list-style-type: none"> 1. Visiting class, labs, and range to observe instruction and ratio. 2. Discussing ratios with instructors and students to confirm number. 3. Discussing exceptions with administrators. 	

Standard 5 - Instruction

5.4 Lesson Plans

The course must have written daily lesson plans for classroom, lab, range and highway, and instructors comply with the daily lesson plans to ensure quality, consistency, and uniformity of instruction.

These outlines or plans are used to guide each session.

They should include:

- content
- key points
- objectives
- frequent evaluation activities
- trainee practice or use of information

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<p>Suggested examples of documents/information to examine:</p> <p>Lesson plans Instructor notes and records Record sheets of trainees Materials provided to trainees</p>	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Do lesson plans provide direction for teaching in terms of topics, key points, sequence, objectives, expected outcomes, evaluation, learner practice, and introductory activities? 2. Do lesson plans follow course outlines in terms of content and objectives? 3. Are the lesson plans followed? 4. Are rules and expectations shared with, discussed and understood by students?
<p>Evaluation process could include:</p> <ol style="list-style-type: none"> 1. Reviewing a sample of lesson plans from different segments of course. 2. Interviewing students to ensure consistency with plan. 3. Interviewing instructors about practices. 4. Observing instruction and comparing it to lesson plan. 	

Standard 5 - Instruction

5.5

Classroom Conditions

The learning environment is safe, sanitary, and comfortable, with adequate furnishings, light, temperature, ventilation, and space.

Suggested examples of documents/information to examine:

Training space for factors
Inventory of equipment

Evaluation process could include:

1. Visiting classrooms.
2. Discussing conditions with student and instructors.
3. Reviewing classroom training materials.

Suggested points of inquiry:

1. Are chairs and tables of the appropriate size and height?
2. Does lighting meet guidelines for instructional areas?
3. Are temperature and air movement appropriate to learning?
4. Is there appropriate space per square foot per trainee in each area?

Standard 5 - Instruction

5.6 Range Conditions

Range instruction is provided on a safe, controlled driving range or yard where trainees can operate a commercial motor vehicle without exposure to hazards from other highway users.

The driving range is free of obstruction and the surface enables novice drivers to maneuver safely and free from interference from other vehicles that may also be operating on the range.

Adequate sight lines and lighting are available to instructors and trainees.

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Suggested examples of documents/information to examine:

Description and diagram of the range
The facility itself

Suggested points of inquiry:

1. Is the area safe and free from exposure to hazards?
2. Is there sufficient space and site-lines for the way instruction is provided?
3. Are controls and rules in place and clearly communicated?

Evaluation process could include:

1. Reviewing range description.
2. Examining rules/procedures to ensure controls to ensure safety are in place.
3. Interviewing instructors and students about range operations.

Standard 5 - Instruction

5.7 Highway Instruction Conditions

Behind-the-wheel (BTW) instruction is conducted under various highway and traffic conditions that satisfy the PTDI skill and curriculum standards objectives and will demonstrate that the student can operate the vehicle safely.

Rev. 3/10/03; 5/20/11

Suggested examples of documents/information to examine:

- Route schedules
- Schedules of teaching time and vehicle use
- Student record forms, logs, and/or instructional records

Suggested points of inquiry:

1. What highway, traffic, terrain, climate, and time conditions are provided for a sample of students?
2. What types of equipment and for how long are used for a sample of trainees?

Evaluation process could include:

1. Reviewing documents to ensure highway instruction occurs, for the appropriate time and under required conditions (highway, traffic, terrain, and weather).
2. Discussing instructional experiences with students to confirm instruction, time, ratios and driving conditions.
3. Interviewing instructors about highway instruction.

Standard 5 - Instruction

5.8 Length of Day

The total time for a typical instructional day must not exceed ten (10) hours average, including direct contact instructional hours, and independent study, if used.

More than six (6) consecutive days of training using the 10-hour rule is discouraged.

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Suggested examples of documents/information to examine:

- Attendance sheets and other student records from 2-3 classes
- Instructors' logs, notes and time sheets
- Explanation of time expenditures, including any for concurrent instruction
- Logbooks
- Content and Hours Match (Tab 6 of SER)

Suggested points of inquiry:

1. Does length of day include not only time spent at the school, but also time spent in independent study?
2. Is length of instructional day not more than 10 hours on average (not including breaks?)

Evaluation process could include:

1. Sampling several student records from previous classes to look at instructional time.
2. Discussing time with students and instructors.
3. Sampling a set of logbooks, attendance sheets and notes to confirm time issues.
4. Reviewing Tab 6 of the SER for time and content.

Standard 6 - Student Evaluation and Testing

6.1 Classroom/Lab Tests

Knowledge and skills performance and assessment criteria are outlined in the “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers “and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Each student must be evaluated for each unit of instruction in skills and knowledge as outlined in the “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers “and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Tests and/or performance assessments are used to test each student’s knowledge and/or skills for each unit of instruction.

Test questions are phrased with sufficient clarity to avoid confusing students.

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<p>Suggested examples of documents/information to examine:</p> <p>Sample tests, graded worksheets, and lesson plans (and objectives) with which they are used A sample of student tests Sample of feedback to students on test results</p>	<p>Suggested points of inquiry:</p> <ol style="list-style-type: none"> 1. Are the items clearly linked to instructional units and objectives? 2. Do test instruments sample objectives and address the most important information? 3. Are tests integrated as part of the instructional process? 4. How are “cut-scores” determined and used? 5. Is the language readable, clear, and understandable?
<p>Evaluation process could include:</p> <ol style="list-style-type: none"> 1. Examining a sample of tests to see how they work and how they are integrated into teaching and the curriculum. 2. Discussing with instructors how and when tests are used. 3. Discussing with students how feedback and assistance are offered. 4. Discussing test content, frequency and use with students. 	

Standard 6 - Student Evaluation and Testing

6.2 Range Tests

Knowledge and skills performance and assessment criteria are outlined in “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers” and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Each student is evaluated in skills performance as outlined in the “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers” and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Range tests assess a student’s proficiency of the fundamental vehicle control skills and routine driving procedures.

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Suggested examples of documents/information to examine:

- Sample of tests together with lesson plans and objectives they address
- Sample of student records

Suggested points of inquiry:

1. Are the tests appropriate to the objective and used?
2. Are tests administered routinely and fairly?
3. How are tests incorporated into instructional processes?
4. How are “cut-scores” determined and used?
5. What type of reporting and assistance is provided?
6. If a test is given only at the end of the course, how is progress monitored?

Evaluation process could include:

1. Examining a sample of tests to see how they work and how they are integrated into teaching and the curriculum.
2. Discussing with instructors how and when tests are used.
3. Discussing with students how feedback and assistance is offered.
4. Determining the source of the test materials.
5. Observing a test in practice, if possible.
6. Discussing test content, frequency and use with students.

Standard 6 - Student Evaluation and Testing

6.3 Road Tests

Knowledge and skills performance and assessment criteria are outlined in “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers” and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.” Road, street or highway tests assess the student’s attainment of objectives of this part of the training.

Each student is evaluated in skills performance as outlined in the “Skill Standards for Entry-Level Commercial Motor Vehicle Drivers” and the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”

Routes are conducted in traffic and permit a broad range of observation, and the results are recorded on an examination checklist.

The routes to be used are pre-planned to provide as comprehensive a test of the student’s driving skill as possible in the geographic area in which the school is located.

Student proficiency tests (BTW) are administered in a vehicle which is comparable in size and power to the industry sector for which students are being trained.

If students are being trained for or by a specific employer, the employer’s requirements supersede this standard.

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Suggested examples of documents/information to examine:

- Tests together with lesson plans and objectives they cover
- Explanation of how tests are used
- Sample of student records
- Directions and forms that are used to administer and record
- Sample of feedback to student
- Exam checklist

Suggested points of inquiry:

1. What are the objectives?
2. Are the tests appropriate to the objective and used?
3. Are tests administered routinely and fairly?
4. How are tests incorporated into instructional processes?
5. How are “cut-scores” determined and used?

Evaluation process could include:

1. Examining a sample of tests to see how they work and how they are integrated into teaching and the curriculum.
2. Discussing with instructors how and when tests are used and how they deal with individual differences.
3. Discussing with students how tests are used as well as how feedback and assistance are offered.
4. Reviewing a checklist or other materials and comparing it to industry practice.

Standard 6 - Student Evaluation and Testing

6.4 Graduation

Graduation criteria include successful completion of a course of instruction that meets the PTDI curriculum standards and hours, and includes appropriate subject matter tests and road skill tests. As a condition of graduating, each student must obtain his/her CDL.

Eighty-five percent (85%) of students graduating from a PTDI course must meet all the PTDI standards within two (2) times the length of the course (in numbers of business days) or two (2) times the length of wait periods (i.e., the actual time between making an appointment for a test and the test date) between test times, whichever time period is longer.

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Suggested examples of documents/information to examine:

- Student records of a sample of trainees who graduated
- Written policy
- Description of how CDL is incorporated into the process
- Sample of tests
- Examples of student recognition

Evaluation process could include:

1. Examining a sample of tests to look for content.
2. Discussing criteria with administrators and instructors to determine how they are set and used.
3. Determining if students understand what is expected of them.
4. Checking student files for CDL pass records.

Suggested points of inquiry:

1. What are requirements?
2. Do test conform to the standard?
3. How are CDLs incorporated into the effort?
4. What types of acknowledgment is used and when?
5. Are rules followed consistently?

Standard 7 - Outcomes

7.1 Follow-up

A follow-up system is used to determine:

- student employment
- program effectiveness
- CDL pass rates
- placement rates
- course failure rates

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Suggested examples of documents/information to examine:

- List (names, addresses and phone numbers) of graduates
- List (names, addresses and phone numbers) of employers (See SER.)
- Student evaluation forms
- Feedback that the program collects from graduates and employers
- Record of reports sent to HireRight DAC Trucking

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Suggested points of inquiry:

1. Is outcome data maintained, available and accurate?
2. Does data reflect industry and student satisfaction?
3. Is information used to improve program?
4. How is information used to improve course?
5. What kind of employment rate is achieved?
6. For recertification, are there records that the school is reporting to a third-party consumer-reporting agency as designated by PTDI for each student graduating from the course? Reporting is a requirement of PTDI certification.

Evaluation process could include:

1. Calling a sample of employers to ask suggested questions.
2. Collecting student responses to the suggested questionnaire and reviewing the answers.
3. Discussing issues with administrators and instructors.
4. Checking that graduates are being reported to HireRight DAC Trucking (Mandatory reporting by schools with certified courses unless exempt.)
5. Asking employers of graduates about stated goals.
6. Discussing employment rates, reasons for a student's non-employment.
7. Discussing student critiques of the school and recommended additions and deletions to the curriculum.

Standard 8 - Records

8.1 In-Training File

An “in-training” file is maintained for each student.

The file must contain the student’s training records, attendance/time records, test results, unit completion, progress information such as achievement of objectives record, behind-the-wheel time records and such other documents that are required by federal/state/provincial law.

The files must be up-to-date and secure.

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Suggested examples of documents/information to examine:

Sample of student files

Suggested points of inquiry:

1. Are appropriate records kept for each trainee?
2. Are records accurate and up-to-date?
3. Are all important data elements included?
4. Are the records secured?

Evaluation process could include:

1. Reviewing a sample of student files for content, correctness, and timeliness.
2. Discussing how records are kept, maintained and used with instructors and administrators.

Standard 8 - Records

8.2 Student Records

Complete records of graduates are kept as required by their state/province or for a minimum of five (5) years.

Permanent records are kept as required by their state/province or for a minimum of five years.

A permanent student record includes, at a minimum,

- records of admission
- documentation that the student meets the admissions requirements
- records of attendance (dates of entry and departure)
- records of training time
- program of study including clock/credit hours and grades
- performance, status and completion date
- copies of PTDI certificate or graduation certificate with PTDI seal

Records are provided to PTDI upon request.

Records are securely maintained.

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Suggested examples of documents/information to examine:

Sample of files
 Record of PTDI Certificates or Seals of Attainment issued
 Description of system and safeguards

Suggested points of inquiry:

1. Are appropriate records kept?
2. Are records secure and accessible?
3. For how long are records kept?
4. What is the system for ordering transcripts or other information?
5. For recertification, are there records that the school is issuing a PTDI Certificate or Seal of Attainment?

Evaluation process could include:

1. Discussing records and records system with administrators.
2. Reviewing a sample of files for information.
3. Discussing the process used for retrieving information, upon request.
4. Discussing terms for issuing PTDI Certificate or Seal of Attainment. (Note: It is a PTDI requirement to issue one to each graduate who completes all PTDI requirements and all school requirements for graduation)

Standard 8 - Records

8.3 Behind-the-Wheel Time Records

Each student (including students participating in an externship program) keeps a “driver duty status record” or other appropriate documentation of the student’s behind-the-wheel time that is recorded in such a way as to be:

- clear and unambiguous
- signed by the student and also
- signed or initialed by the instructor
- acknowledged by the student if any corrections are made
- easily understood for audit purposes

Verification of the correctness of the record/document would include:

- Start/stop time
- BTW time
- Range/highway time
- Night driving
- Weighted trailer time
- Time totals

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Suggested examples of documents/information to examine:

Log books, forms or whatever is used
Description of how the program keeps this information

Suggested points of inquiry:

1. Is the record clear and unambiguous?
2. Can the time be tracked and verified?
3. Are the records accurate?
4. How do students keep track of time behind the wheel?
5. How does the record distinguish between observation and driving time and range time?

Evaluation process could include:

1. Discussing how this type of information is kept and maintained in the system.
2. Examining information in the system to insure the information is available and used.

Note: This standard verifies that a form is used to track BTW time. Use standard 5.2 – (Instructional Time) to document whether enough BTW time is received.

Standard 9 – Options

9.1 Independent Study

Independent study is an alternative method of guiding student learning in addition to traditional classroom instruction and must meet the same objectives with regard to content, time on task and mastery of material. It requires independent consideration and mastery of a designated body of knowledge and is, therefore, differentiated from homework, which merely reinforces materials covered in class. Independent study should include the following key elements for each unit:

- Number and title of PTDI curriculum classroom unit for which it is proposed independent study be substituted; e.g., Unit 1, Unit 2 (See Curriculum Standard Units of Instruction in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses.”)
- Classroom hours required for that unit, including both classroom contact hours and independent study
- Total number of hours being submitted with independent study
- Performance objectives
- Knowledge objectives
- Independent study materials to be used
- Estimated time to complete independent study materials
- Procedure used to determine whether the student did in fact achieve the objectives
- Evaluation instruments and other documentation indicating successful completion of independent study

Thirty-four (34) (41)hours of independent study may be utilized for classroom/lab instruction, subject to a minimum of 70 (84) hours actual classroom/lab instructions, in order to meet the required 104 (125)hours of classroom/lab time. Courses must explain how the option is used and complete and file the time waiver form. (See Appendix C of these standards.)

If independent study is used it should be cited in the school catalog, brochures, and other documents where it is legal to do so.

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Suggested examples of documents/information to examine:

Waiver form from SER and explanation of how independent study is used (See “Proposed Substitution of Independent Study for Classroom Hours-Time Waiver” in Appendix C of these standards, “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses” and in SER.).

Lesson plans

Class records to verify how time is counted.

Assessment results to see how information is credited.

Suggested points of inquiry:

1. Is the school’s rationale reasonable and within the guideline?
2. Are the subjects and time within the allowance?
3. How is the information valued, assessed and credited? (See Time Waiver Requirements in “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”.)

Evaluation process could include:

1. Discussing how waivers are used with instructors, administrators, and students.
2. Looking at records to ensure how time and content is counted.
3. Interviewing instructors to see how they ensure content has been mastered.
4. Discussing with students how they used and benefited from independent study.

Standard 9 – Options

9.2 Distance Learning Option

1. All PTDI enrollment standards as outlined in Standard 1.4 (Student Eligibility and Admissions) are applicable.
2. Distance learning is defined as: educational or instructional activity that is delivered electronically to students. This could include interactive instructional models such as audio or video computer conferencing, or Internet/Web-based instruction. The use of home-based learning using only a workbook as a study guide is not acceptable.
3. The core curriculum in distance learning must be the same or comparable to the curriculum in the on-campus program.
4. The course provides for timely interaction between instructor and student.
5. The course being offered electronically must be the equivalent of all hours of credit as required for classroom/lab time in PTDI Standard 5.2 (Instructional Time).
6. The school must verify appropriate training and support services to instructors who teach courses and programs electronically as outlined in Standard 3.2 (Instructor Development). Training must be documented and placed in the instructor file.
7. Prospective students in distance education programs must be provided with information regarding admission; skills needed to participate; equipment requirements; academic support services available; course and program completion requirements; and any additional costs for distance learning programming as outlined in Standard 1.1 (Truth in Advertising & Public Information).
8. Each student must take a proctored exam at a certified location offered by the school. Documentation of identity, date and time, location of the test and test scores must be signed by the appropriate administrator and placed in the student file.
9. Courses begin and end within a specified or controlled time frame and require that the assignments and tests be submitted by specific due dates. Students must be able to review completed lessons as part of the course offered prior to any proctored exam.

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Suggested examples of documents/information to examine:

WBT materials
 Admissions information and records
 Instructor files for distance-learning training
 Hours of instructional time and allocation for individual units of study
 Records of instructor/student interaction
 Documentation of instructor availability (times) or call return policy

Suggested points of inquiry:

1. How is the course being delivered?
2. What is the source of the curriculum materials?
3. Is the curriculum the same as or comparable to that provided on campus?
4. How and where are exams given?
5. Are there reviews of materials learned, or can learning be verified?

Evaluation process could include:

1. Communicating with students via phone or computer to ascertain interaction with instructor
2. Trying out a WBT module
3. Reviewing format and verifying source of WBT materials
4. Reviewing student records, including tests.
5. Reviewing training schedules for onsite activities.
6. Reviewing records of instructor/student interaction during course

Standard 9 – Options

9.3

Externship Option

An externship program should contain the following elements:

- weekly student evaluation
- objectives that specify and direct training
- skilled and experienced driver-trainers to teach and monitor training
- quality training materials
- a curriculum that describes the elements of training that the CMV trainee will experience
- performance assessment of critical skills
- a system of feedback and record keeping for the CMV trainee, both for the trainee and the school
- clearly articulated program policies on issues such as attendance, pay, insurance, and liability
- a formal agreement between the carrier and the training institution

The Externship Option allows a training course to defer up to 14 hours (60-minute hours) or 17 (50-minute hours) of the 44 hours (60-minute hours) or 53 (50-minute hours) behind-the-wheel training of any individual to a trucking firm.

Of the total behind-the-wheel hours, 30 hours (60-minute hours) or 36 (50-minute hours) must be conducted during the school/residence part of the program.

In externship designs, time equivalents indicate that three (3) hours of instruction in-the-CMV equals one (1) hour of Professional Truck Driver Institute-certified course instruction conducted at the school.

This standard is evaluated against the Externship Criteria Validation Checklist, Appendix D.

Checklist added 7/21/03

Suggested examples of documents/information to examine:

Log books and/or other types of time records
 Lesson plans and outlines
 Memos of understanding between courses and carriers
 Explanations/descriptions of programs
 Training materials

Evaluation process could include:

1. Reviewing written records and agreements about the externship.
2. Interviewing administrators of school.
3. Discussing training with students and driver-trainers, if possible.
4. Reviewing training materials, hours, career objectives, and activity.
5. Examining policies for the program.

Suggested points of inquiry:

1. Is the instruction objective focused?
 2. Does activity match objectives?
 3. Does the course meet time and content requirements?
 4. Is there a formal agreement between the carrier and training institutions and does it work?
 5. Are the hours and activities closely monitored?
 6. Are the hours and activities included in the total training time provided to the student?
- See Externship Option and Exhibit 1 (Programmatic Course Options in Hours) in the “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”.

Standard 9 – Options

9.4 Variance Option

The variance option allows a school to apply for a variance of a specific standard that cannot be met in a conventional manner. The school may propose an alternative method of compliance other than described in the PTDI certification Standards. Each request must address a specific standard and will not be given in blanket form for a group of standards. Final determination of a request will rest with the Certification Commission. Requests for variance of a standard are not subject to appeal. Requests for variance are to be made prior to the team visit in order to avoid unnecessary delay in the process or misunderstanding during the on-site visit at the school.

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Suggested examples of documents/information to examine:

The variance request form is Appendix E of the certification standards.

Evaluation process could include:

School is to apply for variance of any standard prior to an on-site visit. It is to be approved by the Certification Commission prior to the on-site visit.

Suggested points of inquiry:

1. Does the request for variance address a specific standard?
2. To which standard does the request for variance apply?
3. Why is the school unable to meet the standard as written?
4. How does the alternative method of compliance differ from the standard as written?

**Standard 1.1
Checklist for Printed Materials**

These materials are used by the Certification Commission to verify compliance with Standard 1.1 - Truth in Advertising and Public Information for printed materials, including Website. These items must be available to prospective students and other interested parties. All materials must be clear, truthful, accurate and unambiguous.

1. Name and address of organization and training locations
2. Date of current course catalog
3. Description of the organization and its program philosophy
4. Statement on the need, role, and importance of commercial driver and his/her profession
5. Admission requirements and procedures, including school, state/provincial and federal CDL age eligibility
6. Goals and objectives of the program
7. Scope and sequence of the program offered to clearly identify the coverage of the training
8. Number of clock hours of instruction
9. Number of classroom/lab and actual range/highway behind-the-wheel time per student
10. Length of time in days and weeks normally required for completion of the program
11. Hours of operation and the days of the week of operation
12. Calendar for the program year including beginning and ending dates of classes, holidays, etc.
13. General description of the program's general physical facilities and training environment
14. General description of training vehicles used during instruction
15. Evaluation or grading system
16. Required levels of performance for graduation or successful completion of the program
17. Certificates, awards, or documents bestowed upon graduation or successful completion of the program
18. Policy related to tardiness and absences
19. Policy related to make-up time
20. Policy related to conduct and termination
21. Policy related to cancellation, refunds and tuition reimbursements
22. Tuition and all other charges for which a student may be responsible
23. Description of the extent and nature of student services, including placement assistance, counseling, housing, etc.
24. Graduation rates for the last calendar or accreditation reporting year
25. Rates of students employed following graduation for the last calendar or accreditation reporting year
26. Student's prospective income upon graduation, using current employment conditions
27. Requirements of independent study, if used
28. Requirements of distance learning, if used
29. Requirements of externship, if used
30. Assurance that PTDI approved modification in instructional design is clearly communicated to students.
31. Assurance that if school is not offering or conducting a PTDI-certified course, students are notified prior to class start.

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Standard 1.1
Examples of Advertising That Is Not Acceptable or Is Questionable

The following is not an exhaustive list of examples. Unacceptable or questionable advertising includes:

<i>Note: Schools are responsible to know the advertising guidelines that affect them under accrediting bodies (if the school is accredited), state/provincial laws and regulations, and U.S. Federal Trade Commission.</i>
1. Misrepresenting any of the PTDI standards.
2. Misrepresenting advertising accreditation.
3. Misrepresenting course certification. Reference to “certified” without identifying certifying body is ambiguous.
4. Advertising that a school or course has been “approved”, unless it is licensed and/or authorized by state/provincial or federal law.
5. Using a deceptive or misleading name, label, insignia or designation.
6. Failure to disclose the nature, extent and purpose of “approval” or certification.
7. Misrepresenting that courses are recommended by vocational counselors, staffing agencies, educational organizations, etc.
8. Using inaccurate or misleading testimonials or endorsements.
9. Misrepresenting facilities, services, staff qualifications, or employment opportunities.
10. Misrepresenting availability, cost or nature of financial assistance
11. Misrepresenting the nature and extent of any personal instruction, tutoring, placement assistance, etc.
12. Guaranteeing employment or a specific wage.
13. Guaranteeing “lifetime placement assistance” or “lifetime retraining” without disclosing the life to which the representation refers. (Note: the FTC interprets “lifetime” as that of the student, not the business.)
14. Misrepresenting placement statistics of the school.
15. Misrepresenting enrollment requirements or employment limitations, such as unfavorable MVR or felony conviction.
16. Issuing diplomas or certificates of completion or attainment that misrepresent the accomplishments of the student.
17. Representing that a student who graduates from a PTDI-certified course will be “certified.” (Note: The course is certified; not the graduate.)
18. Using promotional material or advertising that offers employment “Help wanted,” “Business opportunities,” etc.)
19. Failing to disclose the total cost or the school’s refund policy if the student does not complete the program.
20. Failing to disclose all requirements for successfully completing the course or program, including termination policy.
21. Using words such as “free” or “company paid” training without a disclosure of the terms.
22. Using superlatives in objective claims or implications of superiority
23. Demeaning or discrediting another school or organization.
24. Using a PTDI-certified course to sell enrollment in a non-PTDI-certified course.

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**Standard 9.1
PROPOSED SUBSTITUTION OF INDEPENDENT STUDY OPTION
FOR CLASSROOM/LAB HOURS**

(TIME WAIVER)

Please complete a separate time waiver form for each unit for which you are requesting a waiver. See “Time Waiver Requirements for Independent Study Option” on page 7 of “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses” for instructions.

Unit for which it is proposed that independent study be substituted:

- Unit 1 – Basic Operation _____
- Unit 2 – Safe Operating Practices for Basic Operation _____
- Unit 3 – Advanced Operating Practices _____
- Unit 4 – Vehicle Systems and Reporting Malfunctions _____
- Unit 5 – Non-Vehicle Activities _____
- Other – _____

Classroom hours required for that unit (Refer to page 16 of “Curriculum Standards and Guidelines for Entry-Level Commercial Motor Vehicle Driver Courses”): _____

Total number of hours being submitted for a time waiver for this unit: _____

Performance objectives for this unit (Refer to Curriculum Standards pages 18-45):

Knowledge objectives for this unit:

Independent Study Material:

Title _____ Author _____

Chapter No. _____ Title _____

Or

Other material _____

Estimated time to study this material or to complete the project

Evaluation instruments and other documentation to be used _____

Training day and time test will be given _____

**Standard 9.3
Externship Criteria Validation Checklist**

An externship is a training method that is part of a program of study of an educational institution. The intention of the externship program is to apply educational training in an actual work environment and to encourage and develop the student's self-confidence and reinforce the student's commitment to their career. The externship takes the school's curriculum beyond the controlled environment and expands the learning experience into the real working world.

Students receive school credit for their externship experience and it is invaluable in reinforcing the importance of responsibility, professionalism, dependability and other factors that affect their lives.

An entry-level CMV-driver training externship is a relatively short-term, structured, monitored, on-the-job training and learning opportunity during which the trainee drives with a carrier while receiving formal instruction. During an externship, the trainee, the employer, and the participating educational institution each discharges specific responsibilities and derives specific benefits.

The required elements of an externship include:

Weekly Student Evaluation

Weekly evaluations should be a record designed by the school that is used to ensure that training occurred and that conveys the performance of the trainee. The evaluations should include:

- Externship company name
- Trainer's name and signature
- Trainee's name and signature
- Beginning and ending dates of the week
- Total on-duty hours
- Total behind-the-wheel hours
- Performance evaluation of specific skills performed by trainees during the week

Detailed objectives that specify and direct training

- The objectives are written and communicated to the trainer and trainee
- The objectives are designed around a combination of performance, knowledge, and skill objectives
- The realization of the objectives demonstrates the trainee's ability to operate as a solo driver

Skilled and experienced driver-trainers to teach and monitor learning

Driver-trainers should possess the following qualifications:

- Meet minimum hiring criteria for trainers for the company
- Know and comply with company procedures for operations, safety, and training
- Have credibility and a good reputation within the company
- Have completed a train-the-trainer program

- Continued -

Quality training materials

Training materials used during the course of instruction or for training preparation:

- Are appropriate to their intended use
- Fit conditions of use (e.g., classroom or in vehicle)
- Are appropriate to the ability level of driver trainees
- Are provided to each driver trainee
- Contain current industry information
- Cover critical subjects and topics

Curriculum that describes the elements of training that the trainee will experience

- Instruction must be divided into driving and non-driving aspects
- Some training occurs in a non-vehicle environment and is composed of non-driving units of instruction that cover information about the trucking firm and operating a commercial motor vehicle safely and properly as a first seat driver
- Highway instruction is supported with appropriate written materials

Performance assessments of critical skills

Assessment should include:

- Skill performance is assessed to determine obtainment of objective
- Assessment is communicated to trainee and school
- Progress of skill development should be demonstrated
- Remedial actions for less than satisfactory performance

A system of feedback and record keeping for the trainee, for both the trainee and the cooperating school.

The system should include as a minimum:

- Weekly submission, to the school, of progress evaluations completed by the driver-trainer
- A critique of the trainer from the trainee upon completion of externship
- A record of training hours, non-driving and behind-the-wheel
- Beginning and ending dates

Clearly articulated program policies

Policies on issues such as:

- Attendance
- Pay
- Insurance
- Liability
- Remedial training

A formal agreement between the carrier and the training institution

An agreement that clearly defines:

- The training institution's responsibilities
- The carrier's responsibilities
- The student's responsibilities
- Responsible parties within each organization

New 7/21/03

**Standard 9.4
Request for Variance**

Please complete a separate request form for each standard.

Date:
Institution/Program seeking variance:
Standard Number and Title:
Verbatim statement of current standard for which institution/program is seeking variance:
Explanation of how course varies from standard: (Attach statement if needed)
Statement of why institution/program is unable to meet the referenced standard and why the Certification Commission should consider variance: (Attach statement if needed)

New 7/21/03

Attach all supporting documents showing how standard is delivered other than as stated in the PTDI standards.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
APPEALS, SHOW CAUSE, AND COMPLAINTS**

Part 1 – NOTICE of CERTIFICATION COMMISSION DECISION

Notification of a decision of the Certification Commission shall be transmitted in writing to the applicant within thirty (30) calendar days following the close of the Certification Commission meeting at which the applicant's course was considered. If the Certification Commission's action is to deny or withdraw certification, the notification shall advise the school of its right to appeal the decision pursuant to these rules, and of the right to a hearing.

As used in these Rules and Procedures, the term "certification" means, as appropriate, "initial certification" and "recertification".

Part 2 – EFFECTIVE DATE

Any decision of the Certification Commission shall be effective fifteen (15) days following receipt by the school of the official written notification of the Certification Commission's action.

If the decision of the Certification Commission is one to deny or withdraw certification, and if the school in fact files a timely notice of appeal with the Chair of the Certification Commission, then that decision shall not become effective until the effective date of the Appeal Panel's final decision disposing of the school's appeal. Appeal Panel decisions become effective on the date that written notice of the decision is received by the school.

A certified course that is the subject of a decision to deny or withdraw certification shall remain and be carried on any PTDI-published list of certified courses pending exhaustion of the appeal process and until or after, as appropriate, the effective date of the Appeal Panel's final decision. A certified course that is the subject of a decision to defer certification shall remain and be carried on any PTDI-published list of certified courses pending a final decision by the Certification Commission.

Part 3 – RULES OF PROCEDURE for APPEAL

3.1 – Scope

All schools which are denied course certification; which have a course certification withdrawn; or which otherwise are expressly granted the right to appeal herein, shall be entitled to appeal the decision of the Certification Commission according to the procedures herein.

3.2 – Notification Procedures

Notices of Certification Commission or Appeal Panel actions, and any notices of appeal, shall be sent by U.S. Postal Service certified mail, return receipt requested; nationally-recognized overnight courier; facsimile transmission or by any other means that assigns an individual identification number and is capable of being traced during or after transit.

3.3 – Exclusive Remedy

The appeal procedure provided herein is the exclusive remedy by which a school may redress what it believes is an adverse, erroneous, mistaken, or incorrect decision of the Certification Commission. Absent the granting of a petition for a variance, the Commission will not act upon or address petitions for reconsideration, reinstatement, or other such relief. If a school's appeal is denied, its recourse for relief is to wait six (6) months to reapply for certification.

Decisions rendered by the Appeal Panel are final and binding for the applicable term of six months. Decisions on appeal are not subject to review, modification, or suspension by the staff, or Board of PTDI.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
APPEALS, SHOW CAUSE, AND COMPLAINTS**

3.4 – Basis for Appeal

- A. A school that is adversely affected by a Certification Commission decision may appeal such decision if it has reason to believe:
 - 1. That the decision was erroneous as a matter of fact or law;
 - 2. That there has been an oversight or omission in the Certification Commission’s decision making process;
 - 3. That the decision was arbitrary and capricious; or
 - 4. That it is already in compliance with PTDI’s Standards and Requirements for Course Certification.
- B. The responsibility of demonstrating of compliance with the standards shall in all cases rest with the school.

3.5 – Appeal Procedure

- A. Any school that so desires may, within fifteen (15) days of the date upon which it receives notice of a Certification Commission decision, notify the Chair of the Certification Commission in writing that it is appealing the Certification Commission’s decision, and whether it wishes to appear at an appeals hearing to offer oral testimony or argument.
- B. The notice of appeal shall further set forth the names, titles, and addresses of all individuals or counsel, respectively, who will appear on behalf of the school or testify or argue on its behalf.
- C. The notice of appeal shall further set forth in detail the grounds for appeal, described in Subsection 3.4 above, which the school intends to pursue, and the specific reasons why it is appealing.
- D. Any such notice of appeal not filed within the fifteen (15)-day appeal period provided above shall constitute waiver of a school’s rights to appeal of, and hearing on, the respective Certification Commission’s decision.
- E. The appeal will be heard at the earliest practical time.

3.6 – Standard of Review on Appeal

On appeal, the school has the responsibility of proving that the Certification Commission’s decision was erroneous, not supported by the evidence of record, or was otherwise arbitrary and capricious.

3.7 – Appeal Document

- A. Within twenty (20) days after filing its written notice of appeal of the Certification Commission’s decision, the school shall submit five (5) copies of an Appeal Document to the Chair of the Appeal Panel. The Appeal Document shall set forth in detail all of the facts and arguments which the school believes supports a reversal or modification of the Certification Commission’s adverse certification decision. The statements shall be accompanied by all documents and other materials upon which the school relies to support its appeal.
- B. Failure of a school to timely submit an Appeal Document after filing a notice of appeal constitutes a waiver of its rights to further challenge the Certification Commission’s decision.

3.8 – Appeal Review Procedures

- A. The Chair of the Appeal Panel shall assemble and distribute to Appeal Panel members the complete record of the certification proceeding, including but not limited to the school’s application, site visit report and recommendation, Notice of Appeal, Appeal Document, and other relevant documents.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
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- B. An Appeal Panel shall review the proceeding and, if reserved by the school, hear oral testimony or argument. The Appeal Panel shall grant the appeal after the school proves conclusively that as of the time of the Certification Commission's decision, it met PTDI's Standards and Requirements for Course Certification, and any other applicable PTDI qualification criteria.
- C. The Appeal Panel shall be composed of a minimum of three individuals; two who shall be Certification Commission members and one other person who shall be an educational team leader who was not involved in the original review and is not a member of the Commission or the PTDI Board of Directors. The Panel shall appoint one of their numbers to act as Chair. The decision of the Appeal Panel shall be a two-thirds vote.
- D. In order to effect action on any matter under the jurisdiction of the Appeal Panel, all Panel members or their designated alternates must be present. A decision represents the action of the Appeal Panel after it has received the vote of two-thirds of the Panel members.
- E. The Appeal Panel is empowered, upon a proper showing, to grant the school's appeal and order such other and further relief as may be necessary to effect its decision, e.g., it may reverse the Certification Commission's decision to withdraw or deny certification. The Appeal Panel's decision is binding upon the Certification Commission, and shall be conveyed to the appellant school as soon as is practicable after the appeal is heard.

3.9 – Appeal Hearing Procedures

- A. The Chair of the Appeal Panel shall commence the hearing with an opening statement describing the applicable standard of review and the procedures to be followed at the hearing.
- B. The school appealing the Certification Commission's decision may offer oral argument in support of its position. Generally a period of forty-five (45) minutes should be allocated for an appeal presentation. The Chair has the discretion to grant additional time.
- C. Any member of the Appeal Panel may pose questions of the school's representative(s) at any time during the oral argument. Nothing in these rules shall prevent any Panel member from inquiring into any issue relative to the school's compliance with PTDI standards and other certification requirements.

3.10 – Appeal Decision

Following its receipt of testimony and argument at an appeal hearing, the Appeal Panel shall issue a written decision stating its decision and fully setting forth all of the reasons therefor. The decision shall be issued within thirty (30) days of the conclusion of the appeal hearing. The Chair of the Appeal Panel shall direct notice of the Commission's decision to the school's designated representative, who shall subsequently receive a written copy of the Appeal Panel's decision. The Appeal Panel shall take one or more of the following decisions with respect to the appeal:

- A. Affirm the Certification Commission's decision in its entirety or in all material respects.
- B. Reverse the Certification Commission's decision on the grounds that:
 - 1. The Certification Commission's decision was clearly erroneous;
 - 2. The Certification Commission's decision was not based upon the evidence of record;
 - 3. The Certification Commission's decision was arbitrary and capricious;
 - 4. The school's compliance with PTDI's Certification Standards & Requirements for Entry-Level Tractor-Trailer Driver Course and other applicable standards has been conclusively established.
- C. Reverse the Certification Commission's decision on any of the foregoing grounds and impose stipulations to be met concurrently with certification.

RULES AND PROCEDURES FOR NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE, APPEALS, SHOW CAUSE, AND COMPLAINTS

Any decision of the Appeal Panel is final and not subject to appeal, reconsideration, arbitration, or further review by any state/provincial or federal court.

3.11 – Expenses of Appeal

- A. The expenses incurred by the school in the development and presentation of an appeal shall be wholly borne by the school filing and prosecuting the appeal, including payment of any appeal fee that may be prescribed.
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- B. Expenses incurred in convening the Appeal Panel, distributing the Appeal Document and remaining portions of the record, and conducting the appeal hearing, shall be incurred by PTDI.

Part 4 – SHOW CAUSE PROCEEDINGS

4.1 – Scope

A course certification may be withdrawn, revoked, amended, made subject to stipulations, or made subject to the submission of reports at any time, following due diligence, that PTDI has a reasonable basis to believe that the course or institution offering the course is not in compliance with one or more of the certification requirements of PTDI. Due diligence consists of conducting an on-site review of the course facilities, investigating a properly documented complaint, or investigation of other information that comes to its attention.

Following the invocation of these procedures, a school may avert immediate withdrawal, revocation, or amendment of a course certification, or the imposition of stipulations or reporting requirements, if it timely acknowledges the show cause invocation and if it supplies substantial evidence of an intent to correct or remedy any noted deficiencies in its compliance, as more specifically described below.

A certified course that is the subject of a show cause order shall remain and be carried on any PTDI-published list of certified courses pending exhaustion of the show cause procedure and until or after, as appropriate, the effective date of the final disposition, if any, by the Certification Commission or the Appeal Panel.

4.2 – Notification Procedures

Notices of Certification Commission actions, including notices invoking a show cause proceeding, shall be sent by U.S. Postal Service certified mail, return receipt requested; nationally-recognized overnight courier; facsimile transmission or by any other means that assigns an individual identification number and is capable of being traced during or after transit.

4.3 – Initiation of Show Cause Proceeding

- A. Where the Commission has reason(s) to believe that a certified course no longer complies with PTDI's Certification Standards & Requirements for Entry-Level Tractor-Trailer Driver Courses, or has failed to comply with any other order or requirement of the Commission, it shall order the course provider to show cause why its certification should not be, as appropriate, withdrawn, revoked, amended, or made subject to stipulation or reporting. The Commission may invoke a show cause proceeding
 - 1. on its own motion;
 - 2. following an on-site inspection;
 - 3. following investigation of a properly-documented complaint; as defined below, and
 - 4. following investigation of other information that comes to its attention. The Commission, between Commission meetings, may authorize the conduct of on-site visits and the investigation of complaints.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
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- B. Any show cause proceeding that is initiated shall be reduced to writing, and the order invoking the show cause proceeding shall promptly be sent to the president or chief executive officer of the school, which is the subject of the order. The show cause order shall
1. state fully the reason(s) why the proceeding was invoked;
 2. identify the particular standard(s) and requirement(s) with which it is alleged the school or course provider is not in compliance, or the administrative or other requirements that the school has failed to observe;
 3. recite the evidence suggesting or indicating that the school may not be in compliance with the Commission's requirements;
 4. advise the school of its obligations in the show cause proceedings; and
 5. specify the date by which the school must respond to the order to avert adverse action.
- C. The show cause order may direct the school to submit specific documents or materials to the Commission and may allow the school to submit to an additional on-site evaluation to gather facts and evidence pertinent to the issues raised in the order. Such evaluation and documentation shall be at the school's expense, unless otherwise specifically ordered by the Commission.
- D. The decision to issue a show cause order is not appealable under Part 3 or under any other Part of these Rules; however, the Certification Commission's decision on and disposition of the show cause order is expressly intended to be appealable pursuant to Part 3 of these Rules.

4.4 – Response to Show Cause Order

- A. Any school that so desires may, within twenty-one (21) days from the date of its receipt of a show cause order, notify the Chair of the Certification Commission in writing of its response to the show cause order. The response shall, at a minimum, indicate the school's intent to respond to the show-cause order, and any intent to appear before the Certification Commission to offer oral testimony or argument.
- B. Within twenty-one (21) days of receipt of an administrative show cause order, a school may submit to the Chair of the Certification Commission evidence of its compliance with the noted deficiency(ies), which compliance may include evidence of corrective action taken to remedy prior noncompliance.
- C. Appropriate documentation to support a response to a show cause order, and which demonstrates that the school is in compliance with PTDI's Certification Standards & Requirements for Entry-Level Tractor-Trailer Driver Courses and any other Commission orders or requirements cited in the show cause order, may be submitted to the Chair of the Certification Commission at any time, but no less than thirty (30) days prior to the meeting of the Certification Commission at which the show cause order is to be heard. Documentation must also state the names, titles, and addresses of all individuals or counsel, respectively, who will appear on behalf of the school or testify or argue on its behalf.
- D. Failure of a school to timely submit any documentation in response to a show cause order after filing a notice of its intent to respond constitutes a waiver of its rights to further challenge the show cause order.
- E. Appearances before the Certification Commission are limited to forty-five (45) minutes. Parties appearing before the Certification Commission may not introduce new evidence or documentation that has not previously been submitted.

A transcript of a hearing before the Certification Commission on a show cause order shall be furnished at the expense of the party challenging the order provided that party notifies PTDI, at least twenty-one (21) days in advance of the Certification Commission meeting at which the show cause order is to be heard, of its desire to have the proceedings recorded and transcribed. PTDI reserves the right to have the show cause proceedings recorded and transcribed.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
APPEALS, SHOW CAUSE, AND COMPLAINTS**

4.5 – Standard of Review

In opposing a show cause order, the school has the responsibility of proving that the Certification Commission's decision to invoke the show cause procedure was erroneous, not supported by the evidence of record, or was otherwise arbitrary and capricious.

4.6 – Decision on Show Cause Order

- A. After expiration of the time limit for submission of a response to the show cause order, or for a hearing on the show cause order, or for the adoption of any additional requirements placed on a school relative to a show cause order, the Commission may take any of the following actions:
1. Rescind the show cause order and order no change in the school's certification status;
 2. Defer action on the show cause order pending the development of additional facts or the conduct of further proceedings;
 3. Continue the school's certification with stipulations or with recommendations for improvement;
 4. Withdraw or revoke the school's or course's certification;
 5. Require the school to submit to an early renewal of certification;
 6. Order the school to submit progress reports documenting its efforts to become compliant or remain compliant with the applicable Standards and Requirements for Course Certification, or other orders and requirements; and
 7. Issue such other or further order, or impose such other or further requirement, which it believes is necessary, proper, fair, and equitable to preserve the integrity of the PTDI program, including ordering future appearance(s) before the Certification Commission.
- B. A decision on the show cause order must receive a vote of a majority of members of the Certification Commission in order for the decision to represent the decision of the Commission.
- C. Following its receipt of evidence and any testimony and argument at an oral hearing, the Commission shall issue a written decision on a show cause order, stating its decision and fully setting forth all of the reasons therefor. The decision shall be issued within thirty (30) days of the due date for the receipt of all documentation or, in the event of an oral hearing, within thirty (30) days after the conclusion of the hearing. Notice of the Certification Commission's decision shall be transmitted from the Chair of the Commission directly to the school's designated representative, who shall subsequently receive a written copy of the decision.
- D. Any decision of the Certification Commission finally disposing of a show cause order shall be appealable pursuant to Part 3 of these Rules, and any notice of decision on a show cause order, issued pursuant to Section 4.6(c), shall contain notice that the decision carries the right to appeal, including the right to an oral hearing. Decisions by the Certification Commission are not subject to review, modification, or suspension by the organization, staff, or Board of PTDI.

4.7 – Expenses of Show Cause Proceeding

A. The expenses incurred in responding to a show cause order, including but not limited to preparation of documentation and transcription, plus any show cause expense fee that may be prescribed, shall be wholly borne by the school or course provider responding to the show cause order.

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B. Expenses incurred in convening the Certification Commission, distributing the school's documentation, and conducting the show cause hearing, shall be incurred by PTDI.

**RULES AND PROCEDURES FOR
NOTICE OF CERTIFICATION COMMISSION DECISION, EFFECTIVE DATE,
APPEALS, SHOW CAUSE, AND COMPLAINTS**

Part 5 – COMPLAINTS

- A. PTDI remains committed to ensuring that the quality and integrity of its course curriculum, and the Certification Standards & Requirements for Entry-Level Tractor-Trailer Driver Courses, are unimpeachable. In order to help safeguard the training and course certification standards for the industry and the public, PTDI will receive and investigate complaints including but not limited to those relating to a particular school or course provider’s curriculum, student skill standards, and standards and requirements for course certification.
- B. Before a complaint about a school or its compliance can trigger an investigation that may include a site visit:
1. the complaint must be in writing and signed by an identifiable individual, with contact information (name, address, and telephone number);
 2. the Complainant must detail the efforts made to have the school or course provider address and resolve his complaint(s), and must at a minimum provide the date(s) and identity(ies) of those individuals at the school with whom he or she has dealt, and provide a copy of the school’s response, if any;
 3. the complaint must be reviewed by the Certification Commission to determine that it is material and not frivolous;
 4. the school shall receive a copy of the complaint;
 5. the school shall be given an opportunity to respond to the complaint; and
 6. the Commission must receive the school’s response within twenty-one (21) days.
- C. Where the investigation of the validity of a complaint, against schools with a certified course(s) and those schools applying for course certification, involves a site visit, the site visit (i) shall be conducted by at least two PTDI representatives; (ii) need not involve the original or a previous site-visit team; and (iii) shall have access to information developed by the original site-visit team. If in the course of investigation of a complaint other areas of noncompliance are found, the Commission may initiate other action as appropriate against the school or course provider.

Part 6 – APPLICABILITY

These Rules and Procedures shall apply where a course for which certification is being sought, or against which a show cause proceeding has been initiated, is a course providing entry-level tractor-trailer driver instruction, and where a course or program provides tractor-trailer driver finishing training. If the latter,

1. the word “carrier” may be substituted for the word “school;”
2. the term “Standards and Requirements for Tractor-Trailer Driver Finishing Program Certification” may supplant the term “Certification Standards & Requirements for Entry-Level Tractor-Trailer Driver Courses;” and
3. the rules and procedures shall in all other respects be read to apply to carriers and others operating a tractor-trailer driver-finishing program.

m/Standards/CERTIFICATION STANDARDS & REQUIREMENTS

Rev. 9/10/99
Part 6 added 4/2000
Document Rev. 10/15/03
3.11A & 4.7A Rev. 4/27/06
“Commission” Rev. 5/20/11

PTDI CERTIFICATION AND LICENSE AGREEMENT

This agreement is between PROFESSIONAL TRUCK DRIVER INSTITUTE, INC. ("PTDI"), 555 E. Braddock Road, Alexandria, VA 22314 and «COMPANY» ("LICENSEE"), «ADDRESS_1», «CITY», «STATE_PROVINCE» «ZIP».

WHEREAS PTDI certifies entry-level driver courses and driver-finishing training programs for commercial motor vehicle drivers and the publication and public awareness that a training course has been certified by PTDI is of benefit and value to individual schools and motor carriers that are engaged in the training of commercial motor vehicle drivers; and

WHEREAS PTDI is sole and exclusive owner of all rights, title, and interest in and to the PTDI certification mark(s) and service mark(s) shown on Attachment A to this License Agreement; and

WHEREAS LICENSEE desires to use the Mark(s) in conjunction with training course(s) that have been certified by PTDI for operators of commercial motor vehicles, and

WHEREAS PTDI is willing to allow LICENSEE to use the Mark(s) in conjunction with its course(s) that have been certified by PTDI for operators of commercial vehicles;

THEREFORE, in consideration of the foregoing and payment of all applicable fees and in further consideration of the mutual covenants set forth herein:

Definitions.

The following definitions apply to this License:

- (a) "PTDI" means the Professional Truck Driver Institute, Inc., and is the licensor and the owner of the Marks.
- (b) "Licensee" means the individual or the business entity whose name appears above and includes Licensee's employees, directors, and agents.
- (c) "Marks" means either collectively or individually, PTDI's name (whether spelled out or in acronym form), PTDI certification marks and service marks.
- (d) "License" means this Certification and License Agreement.
- (e) "Commercial Motor Vehicle" shall have the same meaning as set forth in Section 390.5, of Title 49, United States Code.
- (f) "Certification" means the award granted after verification of compliance with criteria prescribed in the applicable PTDI certification standards and requirements.

1. Subject to the terms and conditions set forth herein, PTDI grants and LICENSEE accepts a non-assignable, non-transferable, revocable license to use the Marks in conjunction with the following course(s) of training for operators of commercial motor vehicles.

Name of Certified Course(s):	Site: «ADDRESS_1», «CITY», «STATE_PROVINCE»

2. This Agreement and the license granted herein shall commence on _____. The Agreement shall last for a term of one year, unless terminated earlier by either PTDI or LICENSEE pursuant to the terms and conditions set forth herein. Thereafter, the Agreement shall automatically renew for successive one year terms unless either party submits written notice of the intent to terminate the Agreement no less than 30 days prior to the date of termination or the Agreement otherwise terminates pursuant to the terms and conditions set forth herein.

3. PTDI's certification of LICENSEE's course(s) identified in paragraph 1 is subject to LICENSEE's compliance with the terms of this CERTIFICATION AND LICENSE AGREEMENT, in addition to LICENSEE's continued compliance with the PTDI standards applicable to its course(s). Except as otherwise provided herein, LICENSEE's failure to comply with the

PTDI CERTIFICATION AND LICENSE AGREEMENT

terms of this CERTIFICATION AND LICENSE AGREEMENT will be grounds for remedial actions, up to and including the immediate termination of PTDI's course certification(s) in addition to the other remedies provided herein. LICENSEE understands and agrees that it will be liable for all reasonable attorneys' fees, expenses, and costs incurred by PTDI in eliminating any objectionable use of PTDI'S name, certification mark(s) and/or service mark(s) by LICENSEE or in otherwise enforcing PTDI's rights under this CERTIFICATION AND LICENSE AGREEMENT.

4. LICENSEE acknowledges that conduct in violation of this CERTIFICATION AND LICENSE AGREEMENT shall result in irreparable harm to PTDI. LICENSEE shall be liable for all harm and damages suffered by PTDI as a result of LICENSEE'S violation of this CERTIFICATION AND LICENSE AGREEMENT. Further, LICENSEE, recognizing that mere monetary damages will not make PTDI whole as a result of any breach of this CERTIFICATION AND LICENSE AGREEMENT by LICENSEE, consents to any temporary restraining order, preliminary injunction or similar court action sought by PTDI to prevent or stop any publication, disclosure or other unauthorized use of the Mark(s) and shall indemnify and hold PTDI harmless for all costs incurred by PTDI (including attorneys' fees) as a result to prevent or stop such breach or contemplated breach of this CERTIFICATION AND LICENSE AGREEMENT by LICENSEE.

5. PTDI reserves the unilateral right to modify and otherwise amend the terms of this CERTIFICATION AND LICENSE AGREEMENT and LICENSEE acknowledges and agrees that the continued certification of its course(s) will be conditioned upon LICENSEE's execution of the amended agreement and compliance with the terms and conditions set forth therein.

6. The interpretation of the PTDI standards applicable to LICENSEE's course(s) and the determination of whether LICENSEE's course(s) meets and complies with those standards are wholly in the discretion of PTDI both at the outset of this CERTIFICATION AND LICENSE AGREEMENT and throughout its term.

7. Termination of this CERTIFICATION AND LICENSE AGREEMENT shall not eliminate LICENSEE's responsibility for any and all claims relating to circumstances arising prior to the effective date of termination.

8. Upon termination, LICENSEE shall immediately cease all use and publication of the Mark(s) and shall take steps to inform all interested persons, including all carriers recruiting at the school, institutions providing funding for student loans, applicants, as well as current and prospective students, that the certification(s) of its course(s) has been terminated by PTDI. LICENSEE shall also inform all students enrolling or enrolled in or graduating in a course after the date the course certification has been terminated that the training course is no longer certified.

9. LICENSEE shall inform PTDI, in writing within thirty (30) days of the occurrence of any change of control; sale of stock totaling more than fifty-one percent (51%) of the outstanding shares; change of name; change of address; any revision(s) to the certified course(s); or any event that changes the status of the LICENSEE or affects or could affect the continuation of PTDI's course certification(s). PTDI will have the right to require a new license agreement to be signed having the terms and conditions in effect on the date the new license is executed by PTDI.

10. In the event of a change in the ownership of LICENSEE, the new owner(s) will have the right to continue to use the Marks as permitted under this license without having to apply for and obtain recertification of the course(s) identified in Paragraph 1, provided that: (i) the new owner(s) execute a new license agreement, and (ii) the course(s) identified in Paragraph 1 continues to comply with the criteria prescribed by the PTDI certification standards and requirements; in the latter regard the new owner(s) agree to be subject to random audits by PTDI to ensure such continued compliance. The terms and conditions of the license agreement that the new owner(s) will be required to sign shall be the terms and conditions in effect on the date the new license agreement is executed by PTDI.

11. LICENSEE agrees to issue a PTDI Certificate of Attainment or Seal of Attainment at the time of graduation to each student who successfully completed all of LICENSEE's graduation requirements and the PTDI minimum number of training hours for the PTDI-certified course in which the student was enrolled. LICENSEE shall not issue a diploma or any other indicia of course completion bearing the Marks to graduates of any course that has not been certified by PTDI or of any course whose certification from PTDI is not then in effect or to any student who does not complete all school requirements and PTDI minimum number of training hours. LICENSEE agrees to issue only PTDI Certificates of Attainment or Seals of Attainment purchased from PTDI.

12. LICENSEE agrees to use the Marks only in conjunction with the specific driver training course(s) identified in paragraph 1 of this License which has been certified by PTDI as being in compliance with the applicable PTDI Standards. LICENSEE shall not use the Marks in any other manner or for any other purpose without obtaining PTDI's prior written approval expressly for such use.

PTDI CERTIFICATION AND LICENSE AGREEMENT

13. PTDI retains the right to control the use of the Marks and also reserves the right to prescribe the quality of any services LICENSEE provides and any materials LICENSEE sells, distributes, or offers for sale in association with LICENSEE's use, display or publication of the Marks.

14. All proposed uses by LICENSEE of the Marks must be submitted to PTDI for approval at least 30 days in advance of their use. PTDI shall have the right, in its sole discretion, to approve or disapprove the manner of use of the Marks. LICENSEE shall not use the Marks until receiving the written approval of PTDI for the specific use(s).

15. PTDI shall notify LICENSEE, in writing, of any objection to LICENSEE's use of the Marks. LICENSEE, upon receipt of any such notice from PTDI, immediately will cease the objected to use. If LICENSEE does not agree with the determination of PTDI, LICENSEE may inform PTDI, in writing, of its position within thirty (30) days of receipt of PTDI's notice. The issue shall then be submitted to the PTDI Board or its designee, to determine the continued appropriateness of LICENSEE's use of the Mark(s). To the maximum extent possible, the PTDI Board (or its designee) shall make every effort to resolve the issue within thirty (30) days of the submission of the issue to it. The decision of the Board (or its designee) shall be binding and final. All reasonable costs associated with a meeting of the PTDI Board (or its designee) to resolve the issue shall be paid by LICENSEE prior to any such meeting.

16. LICENSEE shall upon demand make available for PTDI's inspection all facilities, equipment, and materials deemed by PTDI, to be necessary to determine whether LICENSEE is in compliance with the applicable PTDI Standards. LICENSEE shall upon demand supply to PTDI copies of all materials used or distributed by LICENSEE in conjunction with any course(s) with which LICENSEE has been authorized to use Marks. If, upon PTDI's inspection of LICENSEE's facilities, equipment, and materials, PTDI determines that LICENSEE is in compliance with the applicable standards, LICENSEE will thereby be recertified and this CERTIFICATION AND LICENSE AGREEMENT shall continue uninterrupted.

17. All materials used or distributed by LICENSEE displaying the Marks shall include an appropriate registered service mark symbol ® immediately after each display of a Mark.

18. To the fullest extent permitted by federal and state/provincial law, LICENSEE agrees to submit upon a student's graduation an informational report to PTDI or to a third-party consumer reporting agency designated by PTDI for each student graduating from LICENSEE's certified course(s) and to provide such information regarding each graduating student that PTDI requests; such information will be treated by PTDI and its designee as confidential information and the handling and any subsequent release of such information by PTDI or its third-party designee shall be conducted in strict accordance with the requirements of the federal Fair Credit Reporting Act.

19. LICENSEE agrees to cooperate with PTDI and to take all steps reasonably necessary to protect PTDI's rights regarding the Marks.

20. To the fullest extent permitted by state/provincial law, LICENSEE agrees to defend, indemnify, release, and hold harmless PTDI against all claims, demands, causes of action, and judgments arising out of LICENSEE'S misuse or misrepresentation of PTDI's name, certification mark(s), and service mark(s), including but not limited to the costs, expenses and legal fees of defending any action brought against PTDI as a result of such misuse or misrepresentation by LICENSEE. PTDI reserves the right to select counsel in such matters. However, PTDI agrees that prior to the selection of counsel PTDI shall consult with LICENSEE and seek its counsel as to the selection of counsel, provided that LICENSEE's consent to counsel is not unreasonably delayed or withheld, in which case the selection of counsel shall be solely at PTDI's discretion.

21. Except where state/provincial law otherwise prohibits, this CERTIFICATION AND LICENSE AGREEMENT shall be governed by the laws of the Commonwealth of Virginia. Any and all claims arising in connection with this CERTIFICATION AND LICENSE AGREEMENT, or with use of PTDI's name, certification mark(s), and/or service marks by LICENSEE, shall be subject to the jurisdiction of the appropriate courts of the Commonwealth of Virginia or the United States District Court for the Eastern District of Virginia, Alexandria Courthouse. LICENSEE hereby waives all claims for lack of personal jurisdiction and venue with respect to such courts.

PTDI CERTIFICATION AND LICENSE AGREEMENT

22. Any Notice required or permitted under this CERTIFICATION AND LICENSE AGREEMENT shall be deemed sufficient if sent by U.S. Postal Service certified, return-receipt requested or by a nationally-recognized overnight courier that assigns an individual identification number and is capable of being traced during or after transit, if such Notice is sent to the person listed below, at the address first shown in this CERTIFICATION AND LICENSE AGREEMENT for such party. Notices shall be considered to have been received by the addressee Party on the third Business Day after mailing or on the first Business Day after deposit with an overnight courier. Each Party may change its Designated Contact(s), or update the contact information for such individuals, by Prior Notice to the other Party in accordance with this Article.

TO LICENSEE:	TO PTDI:
Name:	Name: Marlene Dakita
Title:	Title: Certification Coordinator

23. This CERTIFICATION AND LICENSE AGREEMENT represents the entire agreement and understanding of the Parties with regard to its subject matter. No prior understandings or agreements of the Parties, whether written or oral, nor any documents not specifically incorporated into this CERTIFICATION AND LICENSE AGREEMENT, nor any course of conduct of the Parties before or after the Effective Date of this CERTIFICATION AND LICENSE AGREEMENT, shall have the effect of modifying the Parties' rights and obligations under this CERTIFICATION AND LICENSE AGREEMENT in any way. Except as provided in Article 5 with regard to PTDI's rights under this CERTIFICATION AND LICENSE AGREEMENT and Article 22 with regard to changes in Contact information and listings, no amendment to this CERTIFICATION AND LICENSE AGREEMENT shall be valid unless it is set forth in writing and is signed by Designated Contacts of both Parties.

24. To the extent that any provision of this CERTIFICATION AND LICENSE AGREEMENT may be held to be invalid or unenforceable by a court of competent jurisdiction, such provision shall be enforced to the maximum extent permitted by law, and the Parties agree that such provision may be judicially modified. If no such modification is possible, such provision shall become ineffective as to all matters within the jurisdiction of that court. The court's holding, however, shall not be treated as affecting the validity or enforceability of any other provision of this CERTIFICATION AND LICENSE AGREEMENT, nor as affecting the validity or enforceability of any part of this Agreement in other jurisdictions.

LICENSEE:

«COMPANY»

Dated: _____

PROFESSIONAL TRUCK DRIVER
INSTITUTE, INC.:

Dated: _____

PTDI CERTIFICATION AND LICENSE AGREEMENT

ATTACHMENT A

Authorized PTDI Logo:



Authorized PTDI Certification Mark:



Design protected by Professional Truck Driver Institute, Inc.; all rights reserved

A signed certification and license agreement is required before using the authorized PTDI certification mark set forth in this Attachment A to the PTDI Certification and Licensee Agreement.

Schools may use the PTDI mark on truck decals, etc., provided the following statement is included:

“This school offers a course(s) certified by PTDI.”



PTDI Certificate of Attainment



Seal Applied to School's Certificate

All graduates of a PTDI-certified course who complete the minimum number of training hours as prescribed by PTDI's standards, and who have successfully completed all of the school's graduation requirements, will receive a PTDI Certificate of Attainment from the school, or a PTDI Certified-Course Graduate Seal on the school's own certificate.

PTDI Annual Report

Professional Truck Driver Institute

555 E. Braddock Road
 Alexandria, VA 22314
 703-838-8842

Please fill in information for which there is an "X"

<p style="text-align: center;">Annual Report for *Period:</p> <p><small><i>*Date of Last Report Submitted to Current. If last year was initial certification or recertification, use that date as beginning date. This could mean that there are more than 12 months included in the report.</i></small></p>	X
<p style="text-align: center;">Enrollment Report for Most Recent 12-Month* Period Prior to Submitting This Report:</p> <p><small><i>*This section should be a 12-month period only, unlike the rest of the report which could be more than 12.</i></small></p>	X
<p>OR</p>	
<p style="text-align: center; color: green;">Interim Substantive Change Report For Reporting Within 30 Days of the Change</p> <p style="text-align: center; color: green;"><i>This does not apply for Annual Report</i></p>	
<p style="text-align: center;">Name of School:</p>	X
<p style="text-align: center;">Location:</p>	X
<p style="text-align: center;">Report Due by - _____</p> <p style="text-align: center;">Date of Report:</p>	X

PTDI Annual Report

Part I General Information

In this section, please **show only changes** that you have not reported. Thank you.

Date:											
School Name (as to be shown on lists, etc.):											
Address 1: Physical (& Zip):											
Address 2: Mailing (& Zip):											
General School Phone:			General School Fax:								
Toll-Free Phone:			Web Site:								
Our listing at www.ptdi.org:		Is Correct	Change to:								
Address 3: Truck Driving, if different from above:											
Address 4: Other:											
Key Contacts: (Please list main contact for PTDI first, secondary contact next, then others; include director, lead instructor, president, admin. asst. You may list 1-3 people.) *For Address box below, please enter 1, 2, 3, and/or 4, referring to the Address lines 1, 2, 3, and 4 above.											
Name	Title	Address*	Phone	Fax	E-mail						
Training organization is: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Publicly-funded training organization:</td> <td> </td> </tr> <tr> <td>Private training organization:</td> <td> </td> </tr> <tr> <td>Carrier:</td> <td> </td> </tr> </table>		Publicly-funded training organization:		Private training organization:		Carrier:		Date of initial certification:			
		Publicly-funded training organization:									
		Private training organization:									
		Carrier:									
		Date of last recertification:									
		Date current certification expires:									
Full Name of PTDI-Certified Course:											
Full Name of PTDI-Certified Course:											
Full Name of PTDI-Certified Course:											
Training organization is licensed/approved by: (Please give full information requested.)	Agency:										
	Address:										
	Contact Name:			E-mail:							
	Phone:			Fax:							
	License/approval expires (date):										
If school is accredited, name of agency:											

PTDI Annual Report

Part II Enrollment

The enrollment figures from annual reports from all schools will be compiled into an Enrollment Report to create statistics for PTDI-certified courses.

Reporting Period (Most recent 12 month period prior to filing this report):

Please provide enrollment information for each certified course.

(If you have more than one certified course, show course names, & in column at right show number/number).

Certified Course Name(s):	
Date of initial certification:	Date of last recertification:

During the Reporting Period, please indicate: *This should be for period shown above only.*

(A) Number of months the course was certified <i>This should not be more than 12.</i>	
(B) Number of times the PTDI-certified course was offered	
(C) Total number of students that enrolled in the PTDI-certified course	
(D) Total number of students that graduated from the PTDI-certified course	
(E) Total number of students that completed the course and met all PTDI standards and school's graduation requirements	
(F) Percentage of students that completed the course and met all PTDI standards and school's graduation requirements <i>(Students who completed all requirements of certified course ÷ by total graduates of certified course; i.e., (E) ÷ (D) = (F))</i> <i>Standard 6.4 (Graduation): 85% of grads of certified course required</i>	
(G) Total number of students who had CDL upon graduation. <i>Standard 6.4 (Graduation): All grads of certified course must obtain CDL before graduating. If fewer than (D) & (E) above, please explain.</i>	
(H) Total number of graduates who were issued a PTDI Certificate of Attainment or Seal <i>Standard 6.4 (Graduation): Issuance of Certificates or Seals is mandatory requirement of certification, but only to graduates who qualify.</i>	
(I) PTDI Certificate of Attainment I.D. numbers (preprinted on certificates or seals) issued to students in (H) above (e.g., 22500-22591, 43225-43270) (Show at right in column.) NOTE: Please explain any discrepancy with (H) above. Additional documentation will be required if all numbers are not accounted for. <i>Standard 6.4 (Graduation).</i>	
(J) Total number of graduates of certified course who gained employment in entry-level truck driving positions. <i>NOTE: If number is low, please explain. Standard 7.1 (Follow-up):</i>	
(K) Percentage of graduates of certified course who gained employment in entry-level truck driving positions <i>(positive placements J ÷ by graduates of certified course E) Standard 7.1 (Follow-up) NOTE: If percentage is low, please explain.</i>	
(L) CDL pass rate for certified course <i>Standard 7.1 (Follow-up):</i>	
(M) CDL pass rate for non-certified courses, if applicable <i>Standard 7.1 (Follow-up):</i>	
(N) Total cost of the certified course. <i>Please include all fees (tuition, books, etc.) charged by the school. Do not include fees for physical/drug test, permit, etc.</i>	
(O) Total number of graduates from the school's entire truck driving program (including all truck driving courses offered during the reporting period)	
(P) Is the school reporting graduates to Hiram's DAC Employment History File? <i>Mandatory unless in CN or prohibited by law; provide waiver. Standard 7.1 (Follow-up)</i>	

PTDI Annual Report

Part III

Checklist for Printed Materials & Copy of Materials

Reporting Period (From last report or on-site visit to current): *From last Annual Report to current (within two months of due date of report).*

- *Attach/enclose current catalog, brochure, and/or other materials that provide the information requested below.*
 - *If the school catalog is large and includes unrelated, non-truck driving courses, the school may submit only the front cover and pages that apply to the course (e.g., pages may be torn out and stapled together.)*
- *Include web pages.*
- *In column at the right show document & page where information is found.*
- *Cross-reference: Write the Item number (1-29) in the appropriate location on the page where the information is found in the printed materials submitted.*
- *Please follow all above steps for both copies of the materials – one set for each copy of the Annual Report.*

These materials are used by the Certification Committee to verify compliance with Standard 1.1 (Truth in Advertising & Public Information) for printed materials. These items must be available to prospective students and other interested parties. All materials must be clear, truthful, accurate and unambiguous.

INFORMATION THAT SHOULD BE INCLUDED IN PRINTED MATERIALS & WEB PAGES PROVIDED TO STUDENTS & OTHER INTERESTED PARTIES *	DOCUMENT & PAGE REF*
1. Name and address of organization and program location(s)	
2. Date of current course catalog	
3. Description of the organization and its program philosophy	
4. Statement on the need, role, and importance of commercial driver and his/her profession	
5. Admission requirements and procedures, including school, state/provincial and federal CDL age eligibility	
6. Goals and objectives of the program	
7. Scope and sequence of the program offered to clearly identify the coverage of the training	
8. Number of clock hours of instruction	
9. Number of classroom/lab and actual range/highway behind-the-wheel time per student	
10. Length of time in days and weeks normally required for completion of the program	
11. Hours of operation and the days of the week of operation	
12. Calendar for the program year including beginning and ending dates of classes, holidays, etc.	
13. General description of the program's general physical facilities and training environment	
14. General description of training vehicles used during instruction	
15. Evaluation or grading system	
16. Required levels of performance for graduation or successful completion of the program	
17. Certificates, awards, or documents bestowed upon graduation or successful completion of program <i>Is the PTDI Certificate of Attainment included in reference to the PTDI-certified course?</i>	
18. Policy related to tardiness and absences	
19. Policy related to make-up time	
20. Policy related to conduct and termination	
21. Policy related to cancellation, refunds and tuition reimbursement	
22. Tuition and all other charges for which a student may be responsible	
23. Description of the extent and nature of student services including placement assistance, counseling, housing, etc.	
24. Graduation rates for the last calendar or accreditation reporting year	
25. Rates of students employed following graduation for the last calendar or accreditation-reporting year	
26. Student's prospective income upon graduation, using current employment conditions	
27. Requirements of independent study, if used	
28. Requirements of distance learning, if used	
29. Requirements of externship, if used	
30. Assurance that PTDI approved modification in instructional design of course is clearly communicated to students	
31. Assurance that if school is not offering/conducting a PTDI-certified course, students are notified prior to class start	
I acknowledge that the above provisions are represented in the catalog or other printed materials given to students and other interested parties, and that administrative policies and practices conform to the statements herein. Exceptions are explained. IN ADDITION, Items 1 through 29 have been physically noted on the referenced pages to highlight exactly where the information is found in the materials submitted in this report. INITIALS REQUIRED	
<i>*Exceptions and explanations for the above acknowledgement are explained below or on a separate page.</i>	

PTDI Annual Report

Part IV Changes in Operations

Reporting Period (From last report or on-site visit to current):

Please complete Part IV and include any changes that have not been reported to PTDI.

During the reporting period:	Yes	No
Did the school change its name during the reporting period? * <i>If "Yes," see Part I</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the PTDI-certified course(s) actually being offered? <i>If "No," explanation is required</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a change in ownership? (a) <i>If "Yes," see Part V(a).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a sale of 51% of the stock of outstanding shares <i>If "Yes," see Part V(a).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a change in the school director? (a) <i>If "Yes," see Part V(a).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a change in the director of education/training? (a) <i>If "Yes," see Part V(a).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a change in instructional personnel? (b) <i>If "yes," see Part V(b)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Number of instructors (FT/PT) at last report:	<input type="text"/>	<input type="text"/>
Current number of instructors (FT/PT):	<input type="text"/>	<input type="text"/>
Did the school change facilities location during the reporting period? (c) <i>If "Yes," see Part V(c).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a change of tractors and trailers? (d) <i>If "Yes," see Part V(d).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are all tractors and trailers in a safe state of repair and good working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are all tractors equipped with occupant restraint systems for all occupants?	<input type="checkbox"/>	<input type="checkbox"/>
Are occupant restraints used for all occupants?	<input type="checkbox"/>	<input type="checkbox"/>
Do all vehicles contain operational emergency equipment if required for the road?	<input type="checkbox"/>	<input type="checkbox"/>
Are all vehicles appropriate to the use made of the vehicle by the school?	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles in a reasonably current state of technology?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been a curriculum change, including average length of day, number of hours, ratios, or subject matter? (e) <i>If "Yes," see Part V(e)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is average length of day (excluding breaks) 10 hours or less?	<input type="checkbox"/>	<input type="checkbox"/>
Is the combined classroom, lab & independent study time at least 104 hours?	<input type="checkbox"/>	<input type="checkbox"/>
Does each student receive at least 44 hours behind the wheel (BTW) time?	<input type="checkbox"/>	<input type="checkbox"/>
Does each student receive at least 12 hours BTW on the range?	<input type="checkbox"/>	<input type="checkbox"/>
Does each student receive at least 12 hours BTW on the road?	<input type="checkbox"/>	<input type="checkbox"/>
If your course includes an externship, are all elements named in Standard 9 being maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Did the school submit a "Substantive Change Report" during the reporting period? If yes, for what? <i>If "Yes," include explanation of change.</i>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE REPORT DETAILS OF THE ABOVE CHANGES IN PART V(a) – (e) – SUBSTANTIVE CHANGE REPORT AS NOTED BELOW:

- * Please show current name in Part I (General Information).
- (a) If change of ownership is involved, a certified statement from the new owner stating effective date of change or date of sale must be submitted. See Part V(a). A new Certification & License Agreement must also be signed.
- (a) For all personnel changes involving director of school or education/training, or change in owner, complete Part V(a).
- (b) For instructor changes, complete an instructor qualification form (Part V(b)) for each instructor.
- (c) For change in facilities or location, use Substantive Change Report Part V(c).
- (d) For all vehicle changes, submit a complete list of vehicles, indicating the new vehicles. See Part V(d).
- (e) For curriculum changes, complete Part V(e).

PTDI Annual Report

Part V(a) – Substantive Change: Change in Ownership or School Administrative Personnel

Submit this report for each administrative personnel change for school director or director of education/training, full or part time, owner, or any other personnel that may affect the PTDI-certified course. (For instructors, use Part V(b): Instructor Qualifications.) If change of ownership is involved, a certified statement from the new owner stating effective date of change or date of sale must be submitted within 30 days of the change. A new Certification and License Agreement must be signed.

See Standard 1.5 (Administrative Qualifications)

Reporting Period (From last report or on-site visit to current):

Name of School			
Employee's or New Owner's Name			Title
Date of initial employment	Years in this position	Full-time	Part-time
Responsibilities			

EDUCATION, TRAINING, CERTIFICATION TO TEACH AND/OR FOR ADMINISTRATION

School, State/Province	Month/Year		Nature of Training or Certification Received
	From	To	

PRIOR RELEVANT WORK EXPERIENCE

Company, Address	Month/Year		Job Title and Duties
	From	To	

Please attach a resume with any additional information, or as a substitute for the above form.	
If change in owner, please include effective date of change or date of sale:	
If change in owner, have you submitted a new, signed Certification and License Agreement?	



PTDI Annual Report

Part V(b) – Substantive Change: Instructor Qualifications

(For changes in school personnel other than instructors, please use Part V(a): Change in Ownership or Administrative Personnel.)

See Standards 3.1 (Instructor Qualifications) and 3.2 (Instructor Staff Development & Supervision)

Reporting Period (From last report or on-site visit to current):

--

Name of School		Date	
Name of Instructor		Position/Title	
Full-time	Part-time	Date Hired:	Length of Service:
Percent of time spent instructing:	Classroom/Lab %	Range BTW %	Street BTW %
Other Duties:			

Education & Training Background

H.S. Grad Date:	GED Date:	Total Years of Formal Education:
-----------------	-----------	----------------------------------

List any post-high school education, special training or professional development courses in vocational education, trucking or driver training. Include on-the-job orientation training and in-service training. Attach a separate sheet using the format below. *This should include cumulative and current training to document Standard 3.2. Use additional pages if needed.*

Institution/Organization	State/Prov.	Description of Education/Training	Dates

Licenses

CDL:	State/Prov:	Date Issued:	Expires:
	Class:		Endorsements:

Teaching license or certificate is required?	Yes	No
Driver Qualification File per Part 391 of the Federal Motor Carrier Safety Regulations is complete and up to date?	Yes	No

Work Experience

Total Years Tractor-Trailer Truck Driving Experience:	
Total Truck Driving Experience <i>Other Than</i> Tractor-Trailer:	
Total Years High School, College, or Vocational Teaching Experience:	
Total Years as a Driver-Trainer:	
Total Years Other Significant Teaching/Training Experience:	

NOTE: Documentation of all of the above must be in the instructor's file or available to the onsite team.

PTDI Annual Report

Part V(c) – Substantive Change: Change in Facilities or Location

If location or facilities have changed, please describe how the facilities, including classroom and range, continue to meet PTDI standards. See Standard 5.3 (Classroom Conditions) and Standard 5.7 (Range Conditions)

Date:

Part V(d) – Substantive Change: Change in Training Vehicles

If vehicles have changed, please list below or on attached all vehicles that are being used for training and indicate how they continue to meet Standard 4.1 (Condition of Vehicles) and Standard 4.2 (Industry Standard for Vehicles).

Date:

PTDI Annual Report

Part V(e) – Substantive Change: Course Summary Form & Curriculum Changes (For a Typical Student)

Please complete the following tables **ONLY** if you have had changes since your last on-site visit or Annual Report. See Standard 5.4 (Student/Instructor/Truck Ratio) & and 5.11 (Length of Day).

Please indicate whether course is: 60-minute hours 50-minute hours Other: _____ (60 minute hours is a 60 minute period with 60 minutes of instruction; 50 minute hours is a 60 minute period with 50 minutes of instruction)			
Total days of instruction			
Total hours of instruction including Class/Lab + Course Range + Course Street			
Average length of instructional day (Total hours of instruction ÷ Total days of instruction)			
Length of course (in hours) of PTDI-certifiable time (i.e., Class/Lab + Total Individual Student Range & Street BTW), excluding breaks and observation time)			
Classroom ratio	Instructor:Students		
Range ratio	Instructor:Students	Instructor:Trucks	Students:Vehicle
Street ratio	Instructor:Students	Instructor:Truck	Students:Vehicle

See Standards 5.2 (Instructional Time), 5.10 (Independent Study) Also see Curriculum Standard Guidelines Page 16.

	Classroom/Lab Hours R = Regular Hours IS = Independent Study	Course Hours BTW		Student Hours BTW For Each Individual student		
		Range ¹	Street ²	Range ³	Street ⁴	Total Range ³ + Street ⁴
Unit 1 Basic Operations	R IS					
Unit 2 Safe Operating Practices for Basic Operation	R IS					
Unit 3 Advanced Operating Practices	R IS					
Unit 4 Vehicle Systems and Reporting Malfunctions	R IS					
Unit 5 Non-Vehicle Activities	R IS					
Discretionary Hours Other Than Units 1-5	R IS					
Totals						

To calculate columns above: Course Range BTW¹ ÷ Student:Vehicle Ratio (SVR) = Indiv. Student Range³
Course Street BTW² ÷ Student:Vehicle Ratio (SVR) = Indiv. Student Street⁴

Please calculate time as **hours & % of hours as in log books** (e.g. 5.25 is five & ¼ hours, or 5 hours & 15 minutes.)
Round up or down to nearest quarter hour: .25 or .50 or .75 or 1.00.

If changes were made in subject matter taught in either classroom or lab, specify what subjects are now being taught as compared to what was previously taught and specific rationale for change. Please use a separate sheet if needed.

Topic Name	Where Taught	Prior to Change	After Change	Rationale for Change

Date:

PTDI Annual Report

Part VI Instructor Staff Development & Supervision Documentation

Reporting Period (From last report or on-site visit to current):

(1) INSTRUCTOR STAFF DEVELOPMENT:

Please **attach documentation** that verifies that all instructional staff participate in a regular staff development program and activities, such as in-service training, membership and participation in trade and professional organizations, or other training activities designed to improve teaching competencies in accordance with Certification Standard 3.2. Documentation may include the plan for the year, agenda for each activity, etc. as well as a check sheet or other document whereby instructors have signed acknowledging attendance.

(2) INSTRUCTOR STAFF SUPERVISION

Also, in accordance with Standard 3.2, instructors are to be carefully supervised and systematically evaluated at least annually with documented evidence of the rating. Instructors who have been employed by the school for less than one year should be evaluated quarterly. Please **attach documentation** for each instructor that verifies compliance with this standard. *Note: This need not be actual completed evaluations, but could be a sign-off by both instructor and evaluator acknowledging that the evaluation has been completed.*

See Standard 3.2 (Instructor Staff Development & Supervision) for additional guidelines.

PTDI Annual Report

Part VII Affidavit in Support of Annual Report, Enrollment Report or Substantive Change Report to PTDI

Reporting Period (From last report or on-site visit to current):

I certify that the information contained herein is a true and correct representation of all material required by the Annual Report. I have fully disclosed any other relevant information not specifically requested herein which may materially affect the school's continued eligibility for a PTDI-certified course.

Name of Training Institution: _____

CEO/ President/Director (or other authorized personnel)

Name _____ Title _____
(Please Print)

Signature _____ Date _____

Report Prepared by:

Name _____ Title _____
(Please Print)

Signature _____ Date _____

As of April 2009 reports, schools are no longer required to have the report notarized.

Based on information presented, the school may be subject to a random onsite visit or be requested to submit additional documentation.

Rev. 2/15/06

See CC Minutes p9 12/8/04

Rev. 6/15/08 (Section to document Standard 3.2 added)

See CC Minutes 4/3/08

Rev. 12/4/08 (Reaffirm initialing of Sec. III; Notarization deleted)

Rev. 4/23/09 (Part III Enrollment Report)

Rev. 12/30/10 Guidelines formatting

Rev. 5/20/11 Checklist for Printed Materials

m/Certification/Annual Reports/Annual Report

See also "Guidelines for Reviewing Annual Report"