

**Professional Truck Driver Institute  
2009 Due Dates for Materials & On-site Visits for  
Recertification or Initial Certification of Course**

<b>INITIAL CERTIFICATION (I) or RECERTIFICATION (R) of Course *</b>	<b>Due By*</b>		
	APRIL 2009	AUGUST 2009	DECEMBER 2009
Application to schools via email (R) Date varies for initial (I) applications, depending on request.	10/5/08	2/16/09	6/9/09
Letter, application & SER package to schools via mail (R). Date varies for initial (I) applications, depending on receipt of request.	10/5/08	2/19/09	6/10/09
Self-Evaluation Report (SER) package to schools via email (R). Date varies for initial (I) applications, depending on receipt of application.	10/10/08	2/19/09	7/6/09
Application due from school (I & R)	11/8/08	3/5/09	7/6/09
Application Fee due from school (I) No application fee due for recertifications (R)	11/8/08	3/5/09	7/6/09
Pre-SER Conference Call (I & R)	10/10-11/10/08	2/20/09- 3/09/09	6/15-7/10/09
1 <sup>st</sup> Copy of SER due to Cert. Specialist ** (I&R)	12/12/08	4/2/09	8/3/09
SER review & ongoing support fee due with SER (I) No SER fee due for recertifications (R)	12/12/08	4/2/09	8/3/09
3 (R) or 4 (I) corrected copies of SER due * ** ***	1/5/09	5/1/09	9/3/09
Pre-onsite Conference Call (I & R) ***	1/1-2/15/09	4/24-6/18/09	8/27-10/19/09
On-site visits * ** *** (I & R)	1/10-2/26/09	5/1-6/15/09	9/3/-10/26/09
Invoice to schools for on-site visit sent at conclusion of visit (I)	1/11-2/27/09	5/2-6/16/09	9/4-10/27/09
On-site visit fee, due prior to Certification Committee meeting (I) No on-site visit fee for recertifications (R)	2/1/09	6/1/09	10/1/09
Invoice for Annual Fee sent to schools (R)	2/13/09	6/15/09	10/15/09
Corrective Action due (at latest) (I & R) **	3/10/09	7/6/09	11/10/09
Materials to Certification Committee (I & R)	3/27/09	7/17/09	11/12/09
Call for Comment (I & R)	3/27/09	7/17/09	11/12/09
Annual Fee due prior to Certification Committee meeting (R)	4/1/09	8/1/09	12/1/09
Certification Committee Meeting (tentative)	4/23/09	8/6 or 20/09	12/3/09
Letters to schools announcing status of certification	5/23/09	9/6 or 20/09	1/3/10

\*Note: Dates generally are the LATEST for each step, but may be adjusted slightly depending on circumstances. However, as on-site visits must be scheduled as far in advance as possible in order to secure evaluators, any deviation from the above dates could result in additional costs.

\*\* *The sooner the SER is in & corrected, the sooner on-site visits can be scheduled. The sooner on-site visits are completed, the more time school will have to make corrective action, if needed.*

\*\*\* **PLAN NOW – STUDENTS & INSTRUCTORS MUST BE AVAILABLE FOR OBSERVATION AT THE ON-SITE VISIT.**

If you have questions regarding the schedule or any of the certification process, please contact Marlene Dakita at 703-647-7015 or [mdakita@truckload.org](mailto:mdakita@truckload.org).