



Professional Truck Driver Institute

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PTDI Annual Report Checklist of Backup Documentation

REQUIRED OF ALL APPLICANTS

Enrollment Report (no file to upload, but the following data must be readily available to complete the report):

- Total Number of Students that graduated from the PTDI-Certified Course during enrollment period
- Total number of students that completed the course and met all PTDI standards and the school's graduation requirements
- Number of times the PTDI-certified course was offered
- Total number of students that enrolled in the PTDI-certified course
- Total number of students who had CDL upon graduation
- Total number of graduates who were issued a PTDI Certificate of Attainment or Seal
- Total number of graduates of certified course who gained employment in entry-level truck driving positions
- Total number of graduates from the school's entire truck driving program (including all truck driving courses offered during the reporting period)
- Total cost of certified course
- PTDI Certificate of Attainment I.D. numbers (pre-printed on certificates or seals) issued to the students above (e.g., 22500-22591, 43225-43270).

Instructors:

- List of all instructors including the following information: Full Name, Position/Title, Full- or Part-time, Date Hired, Length of Service (years), Percent of time instructing: 1) Classroom/Lab %; 2) Range BTW %; and 3) Street BTW %.
- Resume(s)/CV(s) of any new instructors, including all of the above, plus licenses, work experience, employment history and education & training.

Instructor Staff Development:

- One blank copy of the school's annual instructor evaluation
- See Appendix A.** Fill out and upload copy of PTDI Instructor Staff Development and Evaluation Form (or equivalent) for each instructor and have each instructor sign the acknowledgement section.

REQUIRED ONLY IF THERE WAS A CHANGE SINCE LAST REPORT

Change in Ownership or Administration:

- Resume or CV of new administrative personnel (school director or director of education)

Course Summary (only if there has been a change in curriculum/hours):

- See appendix B**