



Virginia Driver Training CERTIFICATE OF CLASSROOM COMPLETION INSTRUCTIONS

Purpose: Use these instructions when issuing the Classroom Certificate of Completion (DTS 36).

INSTRUCTIONS

Driver Training Schools Offering Classroom Instruction Only

1. Complete the entire Certificate of Classroom Completion (DTS36).
2. Check box **"A"**, **"B"** or **"C"** regarding the additional 90-minute parent/student driver education component
3. File the **"SCHOOL COPY"** in the student's file.
4. Give the **"STUDENT COPY"** of the certificate to the student to present to the school that will be conducting the behind-the-wheel instruction.

Driver Training Schools Offering Behind-the-Wheel Instruction Only

1. Student **must** present the **"STUDENT COPY"** DTS36 as proof of classroom completion before beginning behind-the-wheel instruction.
2. Transfer the classroom completion information from **"STUDENT COPY"** of the DTS36 to the **"CLASSROOM COURSE"** area on the "Virginia Driver Training Certificate" (**DTSB**).
3. Enter **"Signature on File"** in the area for classroom instructor signature.
4. Upon completion of the behind-the-wheel instructions, complete the **"IN-VEHICLE COURSE"** area of the **DTSB**.
5. Give the **"STUDENT COPY"** of the DTSB to the student as proof of successful completion of the classroom and behind-the-wheel instruction.
Note: The DTSB, when accompanied by a valid learner's permit, is a valid driver's license for 180 days until the permanent license is issued or until student turns age 18.
6. Mail the **"DMV COPY"** to the department for processing.

Driver Training Schools Offering Classroom and Behind-the-Wheel Instruction

1. Complete the entire DTS36
2. Check box **"A"**, **"B"** or **"C"** regarding the additional 90-minute parent/student driver education component
3. File the **"SCHOOL COPY"** in the student's file.
4. Give the **"STUDENT COPY"** to the student for his/her record.
5. Transfer the classroom completion information from **"SCHOOL COPY"** of the **DTS 36** to the **"CLASSROOM COURSE"** area on the "Virginia Driver Training Certificate" (**DTSB**).
6. Upon completion of the behind-the-wheel instruction, complete the **"IN-VEHICLE COURSE"** area of the **DTSB**.
7. Give the **"STUDENT COPY"** of the **DTSB** to the student as proof of successful completion of the classroom **and** behind-the-wheel instruction. The **DTSB** when accompanied by a valid learner's permit, is a valid driver's license for 180 days or until student turns 18.
8. Mail the **"DMV COPY"** to the department for processing.

Home-schooled student completing Behind-the-Wheel Instruction at Driver Training School

1. Transfer classroom completion information from the home-school certificate of completion to the **"DTSB"**.
2. Enter **"Signature on File"** in the area for classroom instructor signature.
3. Upon completion of the behind-the-wheel instruction, complete the **"IN-VEHICLE COURSE"** area of the **DTSB**.
4. Give the **"STUDENT COPY"** of the **DTSB** to the student as proof of successful completion of the classroom and behind-the-wheel instruction. The **DTSB** when accompanied by a valid learner's permit, is a valid driver's license for 180 days or until student turns 18.
5. Mail the **"DMV COPY"** to the department for processing.