



Virginia Driver Training INSTRUCTIONS Completion Certificate (DTS-D)

Purpose: Use this document as a guide for completing the Virginia Driver Training Completion Certificate - Adult Training (DTS-D).

NOTE: The Virginia Driver Training Certificate is a three-part form - The Driver Training School (DTS) must print or type to enter information to the form.

DRIVER INFORMATION

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| 1. FULL LEGAL NAME: | Student's full legal name; no nicknames or abbreviations. |
| 2. BIRTHDATE: | Student's date of birth (example: 07/11/1991). |

CLASSROOM COURSE

(complete Classroom Instruction Attendance Roster (DTS 17) to record attendance)

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| 1. SCHOOL NAME: | Name of Driver Training School as it appears on DMV-issued license. |
| 2. SCHOOL CODE: | 7-digit DMV number assigned to school. |
| 3. TOTAL INSTRUCTIONAL PERIODS: | Number of classroom instruction periods completed. |
| 4. DATE COMPLETED: | Date student successfully completed instructional periods. |
| 5. CLASSROOM INSTRUCTOR NAME, SIGNATURE, DATE: | Classroom instructor prints full legal name, signs and dates certificate to acknowledge classroom course completion. |

NOTE: If student is going to complete in-vehicle instruction at another driver training school, the school that conducted the classroom course instruction must complete a Certificate of Classroom Completion (DTS 36). Give the student the STUDENT COPY of the DTS 36. Keep the DMV COPY and SCHOOL COPY in the student's file. The STUDENT COPY must be presented to the school that will be conducting the in-vehicle course instruction as proof of classroom course completion before beginning the in-vehicle course training.

IN-VEHICLE COURSE

(complete Student In-Car Instruction/Observation Record (DTS 14) to record training)

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| 1. SCHOOL NAME: | Name of Driver Training School as it appears on DMV-issued license. |
| 2. SCHOOL CODE: | 7-digit DMV number assigned to school. |
| 3. TOTAL DRIVING PERIODS: | Number of driving periods completed. |
| 4. MILES DRIVEN: | Number of miles (must be at least 50 miles) student has driven with the instructor during the in-vehicle course. |
| 5. TOTAL OBSERVATION PERIODS: | Number of periods student observed other adult driving. |
| 6. DATE COMPLETED: | Date student successfully completed in-vehicle course. |
| 7. IN-VEHICLE INSTRUCTOR LICENSE NUMBER: | Number from instructor's valid license to teach. |
| 8. IN-VEHICLE INSTRUCTOR NAME, SIGNATURE, DATE: | In-vehicle Instructor prints full legal name, signs and dates certificate to acknowledge in-vehicle course completion. |

NOTE: If student completes classroom course instruction at another driver training school, he/she must present a DTS 36 as proof of classroom course completion before beginning in-vehicle course instruction. The school that completes the in-vehicle course instruction must transfer the classroom course completion information to the DTS D that will be completed by the school that conducted the in-vehicle course instruction. Enter "Signature on File" in the area for classroom instructor signature. Give the student the STUDENT COPY of the DTS D for their files and the DMV COPY to take to DMV.

STUDENT TRAINING CERTIFICATION STATEMENT

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| 1. STUDENT NAME: | Student must print his/her name as it appears on the DMV-issued learner's permit or government-issued document. |
| 2. STUDENT SIGNATURE: | Student must sign his/her name as it appears on DMV-issued learner's permit or government-issued document. |
| 3. DATE: | Enter the date the certificate was signed. |

INSTRUCTOR TRAINING CERTIFICATION STATEMENT

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| 1. INSTRUCTOR NAME: | The Instructor, classroom or in-vehicle, must print his/her name as it appears on the DMV-issued instructor's license. |
| 2. INSTRUCTOR SIGNATURE: | The Instructor, classroom or in-vehicle, must sign his/her name as it appears on the DMV-issued instructor's license. |
| 3. DATE: | Enter the date the certificate was signed. |

QUESTIONS?

Contact the DMV Commercial Licensing Work Center at (804) 367-7050.