



OFFICE OF THE SECRETARY OF STATE
DRIVER SERVICES DEPARTMENT

COMMERCIAL DRIVER TRAINING SCHOOL SECTION
1800 W. HAWTHORNE LN.
WEST CHICAGO, IL 60185
630-520-9310
ILSOS.GOV

Driver Training School Application for CDL Accreditation

Name of Person to contact regarding this application	This application is <input type="checkbox"/> Original approval <input type="checkbox"/> Renewal of previous approval <input type="checkbox"/> Revision of curriculum
Approval Year January 1, 20 _____ through December 31, 20 _____	
Name of School	
Chief Administrator(s) (Include Title)	

Main Office and Classroom Address

Street		City	
County	ZIP Code	Phone ()	

Curriculum

If a renewal and exhibits are presently on file, please print OF (on file) and initial.

- _____ A. Two (2) copies of an outline covering the topics to be taught in the classroom phase of instruction and two (2) copies of an outline of the behind-the-wheel phase of instruction similar to requirements contained in 49 CFR 383.110-121. Upon approval by the Secretary of State Department of Driver Services, a letter will be sent to the driver training school confirming that the CDL classroom or behind-the-wheel outline has been approved.
- _____ B. Classroom instruction must include subject matter relating to the rules of the road as contained in the CDL Study Guide, safe driving practices, pedestrian safety, defensive driving techniques, behavioral characteristics of drivers, federal regulations relating to the Department of Transportation and CDL standards (49 CFR 383), vehicle insurance, the use of safety devices, and the effects of alcohol and drugs on driving.
- _____ C. Behind-the-wheel instruction may not begin until a student is enrolled in a classroom program of CDL and/or endorsement and/or restriction classification driving training and obtains the required knowledge for the safe operation of a vehicle in traffic as provided in 49 CFR 383.110-121.
- _____ D. When operating a commercial vehicle, a student must have in his/her possession a valid and properly classified instruction permit issued by the Secretary of State, unless previously licensed in a classification representative of the vehicle he/she intends to drive.
- _____ E. Practice driving instruction must include but not be limited to pre-trip inspection, actual experience in starting, stopping, shifting, turning, backing, docking, parking, steering and emergency situation procedures.
- _____ F. Revised outlines must be submitted in duplicate to the Secretary of State Department of Driver Services for approval pursuant to subsection (b) (1) (A). Upon approval, a letter will be sent to the driver training school confirming that the revised CDL classroom or behind-the-wheel outline has been approved.

Addendums to Curriculums

- _____ Out-of-state CDL application road requirement to obtain an Illinois CDL.
- _____ Hazmat requirement for acquiring endorsement: Fingerprinting of applicants, approval letter from TSA and written test after approval letter.
- _____ DOT medical requirement for all CDL holders (including instructors, owners). Reviews types of medical and requirements of which declaration to be made.
- _____ Utilizing personal navigation devices GPS (truck specific).

Check box if only offering brush-up course of classroom instruction.

Records

Student records must be kept on each individual participating in a driver education program. These records must substantiate participation and verify the claims made for instruction.

_____ Provide a copy of the student record form that substantiates each student's:

- daily attendance/absence dates;
- lesson times;
- beginning and ending dates of classroom instruction;
- periodic evaluation of each student;
- class make-up dates;
- Social Security number;
- instruction permit number;
- full name (including proper first and middle names);
- address; and
- BTW.

NOTE: Student classroom records must be available for inspection at all times. Student behind-the-wheel records must be available within seven (7) days of completion of lessons.

Driver education participation records are to be kept and readily available for a period of not less than three (3) years.

Under penalty of perjury, I (we) swear and affirm that all of the information submitted by me (us) regarding this application is true and correct. I (We) also swear and affirm that no fictitious or fraudulent documents have been presented for the purpose of this application.

Signature	Title
Signature	Title
Signature	Title
Signature	Title

Each owner, partner, associate, manager, and a majority of the corporate directors and officers of the Driver Training School must sign in the space provided above. (One signature in each boxed area.)

To knowingly make a false statement or conceal a material fact in this application is criminal offense and will result in the revocation of your Driver Training School license.

Mail this application to:

Secretary of State
 Commercial Driver Training School Section
 1800 W. Hawthorne Ln.
 West Chicago, IL 60185