

Virginia Commercial Driver - Driver Training Certificate (DTS-A)

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

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

STUDENT 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). |
| 3. VIRGINIA LEARNER'S PERMIT NUMBER: | Number from student's learner's permit. |

CLASSROOM COURSE

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| 1. SCHOOL TYPE: | Check type of school that provided classroom instruction. |
| 2. SCHOOL NAME: | Name of Driver Training School that conducted the classroom course. |
| 3. SCHOOL CODE: | 7-digit number DMV assigned to school. |
| 4. INSTRUCTOR LICENSE NUMBER: | Number from instructor's valid license to teach. |
| 5. TOTAL INSTRUCTIONAL PERIODS: | Number of classroom instruction periods conducted. |
| 6. DATE COMPLETED: | Date student successfully completed instructional periods. |
| 7. CLASSROOM INSTRUCTOR NAME: | Classroom instructor prints full legal name. |
| 8. CLASSROOM INSTRUCTOR SIGNATURE: | Classroom instructor signs to acknowledge classroom course completion.
Note: Enter Signature on File here if student received classroom instruction from another driver training school. |
| 9. DATE: | Date instructor signs certificate. |

IN-VEHICLE COURSE

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| 1. SCHOOL NAME: | Name of Driver Training School that conducted the in-vehicle course. |
| 2. SCHOOL CODE: | 7-digit number DMV assigned to school. |
| 3. TOTAL DRIVING PERIODS: | Number of driving periods completed. |
| 4. MILES DRIVEN: | Number of miles student has actually driven with the instructor during the in-vehicle course. |
| 5. TOTAL OBSERVATION PERIODS: | Number of periods student observed other students driving. |
| 6. DATE COMPLETED: | Date student successfully completed in-vehicle instruction. |
| 7. IN-VEHICLE INSTRUCTOR LICENSE NUMBER: | Number from instructor's valid license to teach. |
| 8. IN-VEHICLE INSTRUCTOR NAME: | In-vehicle instructor prints full legal name |
| 9. IN-VEHICLE INSTRUCTOR SIGNATURE: | In-vehicle Instructor signs to acknowledge in-vehicle course completion |
| 10. DATE: | Date instructor signs certificate. |

STUDENT SIGNATURE

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| 1. STUDENT SIGNATURE: | Student signs to acknowledge receipt of certificate |
| 2. DATE: | Enter date student signs certificate. |

AFTER STUDENT COMPLETES COURSE

- Issue DMV Copy of certificate to the student with the following instructions: Take the Student Copy of the DTS A certificate to any DMV customer service center, successfully complete the road skills test and receive a driver's license.
- File School Copy of certificate.

QUESTIONS?

Contact the DMV Commercial Licensing Work Center at:

(804) 367-0205 (804) 367-0245 (804) 367-0247 (804) 367-7050 (804) 367-0248 (804) 249-5054