

Private Driver Training School (PDTS) Instructor Examination Check List

The following are the sequential requirements that need to be completed to earn a Private Driver Training School (PDTS) Instructor license:

- 1. Secure employment with a PDTS.
- 2. Receive driver education instructor training through the PDTS where you are employed.
- 3. Submit a [Professional Staff Application](#) complete with all required documents to the Pennsylvania Department of Education (PDE) Attention: Office of Private Driver Training Schools. The application of a teacher and a director shall also serve as the application for the written theoretical and practical examinations. Incomplete applications may be returned to the school and may result in a delay or denial of licensure.
- 4. After the application packet is received by the PDE, it will be logged in and reviewed. When the applicant is approved to test, the applicant will receive an email with directions on how to register for the test through the ELRNR system along a test confirmation letter that you will need to upload to the ELRNR registration process and a test registration instruction sheet.

For each original application filed with the Department, the applicant will be granted three opportunities to pass the written examination and three opportunities to pass the practical examination after passing the written examination. See 22 Pa. Code § 101.152.

- 5. The instructions will direct you to the ELRNR website. You need to click on the website link which will take you to the ELRNR test registration site.
- 6. When in the ELRNR system, the candidate will be directed to create an account.
- 7. In the system, you will be asked to select Private Driver Training School from the dropdown menu.
- 8. Next, you will select a date range. Note that the exams are offered throughout the state in compliance with PA School Code § 101.153.
- 9. You will then be asked to click the “Log In To Register” button.
- 10. You will be asked to enter your email address. Note: you must use your own email address. You may not use the email address of the PDTS office manager, another instructor, or a general PDTS resource account email address.
- 11. Next, you will be requested to enter your name, employer (the PDTS where you are employed), the address of the PDTS where you are employed, your job title, and your phone number. ****Please note: anything with an asterisk (*) is a required field.**
- 12. When you arrive at the PDTS Instructors License Examination Registration Page, you will be directed to upload a copy of the eligibility document sent to you by PDE.
- 13. Next, click Register without Payment (there is no charge to sit for the PDTS instructor examination).
- 14. The registration deadline is the Wednesday before the examination.
- 15. For errors or issues with registration please contact certificationtesting@ju17.org.
- 16. When complete, a confirmation email will be sent to your email inbox.

- 17. After you register, you may access your account at any time to cancel, reschedule, or change your exam date.

Pennsylvania state law requires individuals to pass both a written theoretical and practical driving examination to obtain a Private Driver Training School (PDTS) Instructor's license. (24 P.S. § 2834(2)(d))

- 18. After you pass the PDTS instructor examination, a “Blue Card” will be issued in your name to the PDTS where you are employed.
- 19. You will need to register with Penn DOT at 1-800-423-5542 to make an appointment to take the practical driving examination (N-4 driving test).
- 20. You will need to sign your “Blue Card”.
- 21. You will need to bring your “Blue Card” with you and present it to the Penn DOT examiner before taking your practical driving examination

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- 22. Penn DOT will notify PDE after you successfully pass the practical driving examination.
- 23. Penn DOT will stamp the back side of section three of the “Blue Card” which will serve as a temporary instructor license for 45 days.
- 24. Once PDE receives notification from Penn DOT that you have passed the practical driving examination, PDE will issue your PDTS instructor license to the PDTS where you are employed.

Once you are a licensed instructor, you will then be allowed to give behind-the-wheel instruction to students only through the PDTS where you are employed. PDE does not license independent contractors, stand-alone instructors, freelancers, gig workers, or consultants.