

Instructions for Completing the Virginia Commercial Driver Education Certificate (CDT-B)

CDT-B (Rev. 07/03)

Commercial driver training school (CDTS) students who have successfully completed a state-approved driver education program (classroom and/or in-car) should be issued the CDT-B.

NOTE: For students under 19, the course should include a final road skills test.

This is a three-part form:

- The first (blue) copy is for the **Student**.
- The second (white) copy is for **DMV**.
- The third (yellow) copy is for the **CDTS**.

To complete the form, the CDTS should print or type:

1. **Student's Full Legal Name:** Enter the student's full legal name; no nicknames or abbreviations.
2. **Date of Birth:** Enter the student's date of birth (example: 07/11/1987).
3. Check (**X**) this box if the student is 19 years or older when the certificate is issued (validation date).
4. **Validation Date:** The validation date indicates when the CDT-B becomes valid (when the student may drive by himself/herself).

NOTE: When calculating the validation date for a student under 19, the learner's permit must be held for at least 9 months. The student also must be at least 16 years and 3 months old (for example, if the student's 16th birthday was 7/11/03, the earliest date he/she would be eligible is 10/11/03).

5. **Expiration Date:** The CDT-B expires 90 days from the validation date.
6. **Virginia Learner's Permit Number:** Carefully enter the learner's permit number. DMV will use this information to retrieve essential data needed to process the student's permanent license.

7. CLASSROOM COURSE

- a. **School Type:** Check (**X**) the appropriate box to indicate the type of school that provided the classroom instruction. If the type is CDL, check class A, B or C.
- b. **Date Completed:** Enter the date that the student successfully completed the classroom instruction (example: 07/26/03).
- c. **Total Instructional Periods:** Enter the total periods of classroom instruction.
- d. **Classroom Instructor's Signature:** Signature of classroom instructor if taken at a commercial school. If taken at a public/non-public school, enter "Signature on file" and attach the original DEC-1.

NOTE: The **ONLY** acceptable proof of classroom completion is one of the following:

- The classroom instructor's signature on a CDT-B
 - The classroom instructor's signature on a DEC-1
 - A certificate from an approved correspondence course (home-schooled students only)
- e. **Classroom School Name:** Enter the name of academic school or CDTS where the student completed the classroom instruction.
 - f. **Classroom School Code:** Enter the classroom school code.
 - g. **Date:** Enter the date the classroom instructor signs the certificate.

8. IN-CAR COURSE

- a. **Date Completed:** Enter the date that the student successfully completed the in-car instruction, which included a road skills test for students under 19.
 - b. **Total Driving Periods:** Enter the total periods of in-car actual driving.
 - c. **Miles Driven:** Enter the total miles this student has actually driven with the instructor during the in-car course.
 - d. **Total Observation Periods:** Enter the total periods of in-car observation.
 - e. **In-Car Instructor's License Number:** Enter the in-car instructor's valid license number.
 - f. **In-Car Instructor's Signature:** Signature of in-car instructor.
 - g. **Date:** Enter the date the in-car instructor signs the certificate.
9. **Driving School Name:** Enter the name of the CDTS in which the student successfully completed driver education.
10. **School Code:** Enter the driving school code. This provides DMV with documentation that the school has been approved to conduct a driver education program.
11. **Student's Signature:** Have the student sign to verify that all the information contained on the form is accurate.

AFTER COMPLETION OF THE COURSE, THE CDTS:

- Gives the 'STUDENT COPY' to the student
 - Sends the 'DMV COPY' to: **Driver's License Central Issue Work Center
P. O. Box 27412
Richmond, VA 23269-0001**
- and
- Files the 'COMMERCIAL SCHOOL COPY' in the school's records.

AFTER COMPLETION OF THE COURSE, THE STUDENT:

- **IF 18 OR UNDER**, may use the CDT-B, when accompanied by a valid learner's permit, as a driver's license. This form of a driver's license becomes valid on the date entered on the CDT-B as the **validation date**.
NOTE: If the student is **UNDER 18**, the parent, guardian or legal custodian must sign the 'STUDENT COPY' to:
 - Attest to academic standing,
 - Certify that the student has driven at least 40 hours, 10 of which occurred after sunset,
And
 - Validate the certificate.
- **IF 19 OR OLDER**, takes the 'STUDENT COPY' to a DMV customer service center and successfully completes the road skills test at DMV to obtain a driver's license.

If you have any questions concerning the completion of the CDT-B, please contact the Commercial License Work Center for guidance at:

(804) 367-0205

(804) 357-0247

(804) 367-7050

(804) 357-0245

(804) 357-0248



VIRGINIA COMMERCIAL DRIVER EDUCATION CERTIFICATE

Please print or type

THIS CERTIFICATE WILL EXPIRE 90 DAYS FROM THE VALIDATION DATE

CDT-B (Rev. 07/03)

Student's Full Legal Name (Last)	①	(First)	(Middle)	Date of Birth	②
				M M / D D / Y Y Y Y	

DRIVING SCHOOL	③	When calculating the validation date for a student under 19, the learner's permit must be held for at least 9 months and the student must be at least 16 years and 3 months old. <input type="checkbox"/> Checking this box indicates the student is 19 or older. Therefore, this certificate, combined with a valid learner's permit, <u>does not</u> constitute a valid driver's license.
-----------------------	---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Validation Date	④	Expiration Date	⑤	Virginia Learner's Permit Number	⑥
				M M / D D / Y Y Y Y	

CLASSROOM COURSE	SCHOOL TYPE: <input type="checkbox"/> Commercial (1) <input type="checkbox"/> CDL (6) <input type="checkbox"/> Public (2) <input type="checkbox"/> Class A <input type="checkbox"/> Non-Public (3) <input type="checkbox"/> Class B <input type="checkbox"/> Out-of-State (4) <input type="checkbox"/> Class C <input type="checkbox"/> Home Schooling (5)	Date Completed	⑦b	Total Instructional Periods	⑦c	Classroom Instructor's Signature	⑦d	
					M M / D D / Y Y Y Y			
		Classroom School Name	⑦e	School Code	⑦f		Date	⑦g
				-				

IN-CAR COURSE	Date Completed	⑧a	Total Driving Periods	⑧b	Miles Driven	⑧c	Total Observation Periods	⑧d
					M M / D D / Y Y Y Y			
		In-Car Instructor's License Number	⑧e	In-Car Instructor's Signature	⑧f		Date	⑧g
				-				

Driving School Name	⑨	School Code	⑩
		-	

Student's Signature	STUDENT COPY
⑪	

I authorize issuance of a driver's license and certify that the student is attending school regularly and is in good academic standing. If the student is not, I understand the Commonwealth's interest in regular school attendance and good academic standing; however, I authorize issuance of a driver's license. I also certify that my child has driven at least 40 hours, 10 of which occurred after sunset.

Parent's or Guardian's Signature (if student is under 18) _____ Date _____

RESTRICTIONS FOR DRIVERS UNDER AGE 18:	Passengers allowed (excluding family members): 1 st year or until 18 - No more than 1 passenger under 18 After 1 st year or until 18 - No more than 3 passengers under 18	Curfew - Driving between midnight and 4:00 AM is prohibited except: a) Traveling to/from student's work b) Traveling to/from school-sponsored activities c) In an emergency d) When accompanied by a parent/guardian/person acting in loco parentis e) When responding to emergency calls as a volunteer firefighter or rescue squad personnel
-----------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Effective on the validation date, when accompanied by a valid learner's permit, this document is a valid driver's license pursuant to § 46.2-335. Any custodial parent or legal guardian has the authority to cancel a minor's driver's license at any time. Thereafter, the minor may not reapply for a license for a minimum period of six months.

IF LOST, STOLEN OR EXPIRED; DMV WILL CHARGE A FEE TO REPLACE THIS DOCUMENT WITH A TEMPORARY DRIVER'S LICENSE.