

Professional Truck Driver Institute
2017 Due Dates for Materials & On-site Visits
 For Recertification or Initial Certification of Course

INITIAL CERTIFICATION (I) or RECERTIFICATION (R) of Course	Due By*		
	APRIL 2017	AUGUST 2017	DECEMBER 2017
Application & due dates to schools via email (R); schools print standards from www.ptdi.org/standards <i>Date varies for initial (I) applications, depending on request.</i>	10/17/16	2/19/17	6/10/17
Self-Evaluation Report (SER) package to schools via email (R). <i>Date varies for initial (I) applications, depending on receipt of application.</i>	10/18/16	2/22/17	6/12/17
Application due from school (I & R) <i>Date varies for initial (I) applications, but latest due date of upcoming round.</i>	11/1/16	3/3/17	6/26/17
Application Fee due from school (I) <i>No application fee due for recertifications (R) (See Annual Fee below)</i>	11/1/16	3/3/17	6/26/17
Pre-SER Conference Call (I & R)	10/22-11/17/16	2/24/17- 3/25/17	6/17-7/10/17
1 st Copy of SER due to Cert. Specialist * ** *** (I&R)	12/5/16	4/16/17	8/4/17
SER review/ongoing support fee due with SER (I) <i>No SER fee due for recertifications (R)</i>	12/5/16	4/16/17	8/4/17
2 (R) or 3 (I) copies of final (corrected) SER due NO LATER THAN 2 weeks prior to onsite visit * ** ***	1/7/17	5/3/17	9/7/17
Pre-onsite Conference Call 2 weeks prior to visit (I & R)	1/4-2/17/17	4/25-6/18/17	8/22-10/17/17
On-site visits * ** *** (I & R)	1/17-2/26/17	5/3-6/10/17	9/8-10/17/17
Invoice to schools for on-site visit sent at conclusion of visit (I)	1/17-2/26/17	5/3-6/17/17	9/8-10/17/17
PER to school within one week after visit (I & R)			9/17-10/23/17
Invoice for Annual Fee sent to schools (R)	2/17/17	6/17/17	10/17/17
On-site visit fee, due prior to Certification Commission meeting (I) <i>No on-site visit fee for recertifications (R)</i>	3/17/17	7/17/17	11/17/17
Corrective Action due (at latest) (I & R) **	3/17/17	7/12/17	11/12/17
PTDI sends materials to Certification Commission (I & R)	3/18/17	7/14/17	11/17/17
Call for Comment (I & R)	3/19/17	7/20/17	11/17/17
Annual Fee due prior to Certification Commission meeting (R)	4/1/17	8/1/17	12/1/17
Certification Commission Meeting (I & R)	4/17/17	8/11/17	12/4/17
Letters to schools announcing status of certification (I & R)	5/17/17	9/8/17	1/5/18

*Dates are approximate. Certification Specialist or PTDI staff may adjust due dates slightly depending on circumstances if advised in advance. However, as on-site visits must be scheduled as far in advance as possible in order to secure evaluators and book travel, deviation from the agreed upon dates could result in additional costs. **If the first copy of the SER is not submitted to the Certification Specialist at least four weeks prior to the onsite visit, or if copies of the final (i.e., corrected) SER are not submitted to all parties at least two weeks prior to the onsite visit, or if scheduled onsite visit must be changed, there will be a charge for the cost to reschedule evaluator's time, including airlines ticket change fee, additional fare, and PTDI late fees.**

** The sooner the SER is in & corrected, the sooner on-site visits can be scheduled. The sooner on-site visits are completed, the more time the school will have to make corrective action, if needed. Evaluators must review the SER and be satisfied with the content prior to the visit. If the visit has been scheduled, see above re additional charges.

*** **Plan ahead** – students & instructors must be available onsite during the PTDI visit.

If you have questions regarding the schedule or any of the certification process, please contact PTDI at 720-575-7444 or info@ptdi.org.