

How the Professional Truck Driver Institute (PTDI) Can Help You Start a Truck Driver Training School

PTDI has **skill, curriculum and certification standards for truck driver training**, then **certifies courses at training organizations** that voluntarily want to show that they are meeting those standards (See “About PTDI” at www.ptdi.org). The standards are at www.ptdi.org/standards. You’ll see the Entry-Level Skill Standards for Commercial Motor Vehicle Drivers, and the Curriculum Standards and the Certification Standards for Entry-Level Commercial Motor Vehicle Driver Training Courses. We encourage you to use these as guidelines as you set up a school.

The **Curriculum Standards** are built on the Skills (what a driver needs to know and to be able to do) and tell you what you need to teach. A one-page summary of these units and the amount of time needed in each is on page 16 (Exhibit 2: Minimum Hours for Training). PTDI not only looks at what the school teaches, but also administration, instructor qualifications, printed materials, equipment, lesson plans, record keeping, etc. You will find these in Section 3 of the **Certification Standards and Guidelines**.

In another section of the PTDI website, [Insights](#) provides **examples of ways to document** some of the areas that PTDI looks at. This might also help you in developing forms, lesson plans, record keeping, etc. and give suggestions for ongoing instructor development. In addition, other sections on our website will give you **guidance in various other ways**. Be sure to check the [Industry Links](#) and the [frequently-asked questions](#).

For actual **curriculum materials** for class, as well as a train-the-trainer program for training instructors, Cengage Learning publishes those that PTDI has worked with them to produce. Their publications are at <http://www.ptdi.org/products/publications.aspx> or their website at www.trainingbay.cengage.com/truck. There are, of course, other quality sources available as well.

You will need to find out what **entity in your state and/or city licenses or approves schools** and whether **instructor licensing** is required. You might try your state’s [Secretary of State office](#), state Department of Education or Higher Learning Commission (www.accsc.org has [links to accrediting agencies and state regulatory agencies](#)); local government office (on how to start a business); [American Association of Motor Vehicle Administrators](#) (with links to state motor vehicle administrators for rules in the state); your local Bureau or Department of Motor Vehicles; and the [Small Business Administration](#) for federal rules and regulations. You might want to see whether a carrier would partner with you to provide support and/or equipment.

You might also want to contact one of the **associations that represent truck driving schools**: publicly-funded schools at www.napftds.org; private schools at www.cvta.org; Ontario, Canada, schools at www.ttsao.com.

There may be **consultant** to help you set up a truck driving program. PTDI does not endorse products or services, but can make resources available. It would be up to you to work out fees and details with the consultants.

The **PTDI application package** (in Section 2 of the Certification Standards and Guidelines) includes the fee schedule, eligibility requirements and a step-by-step overview of the PTDI course certification process.

After you review the links on the [PTDI website](#), please contact us at 703-647-7015 or ptdi@truckload.org if you have further questions that we might be able to help with.