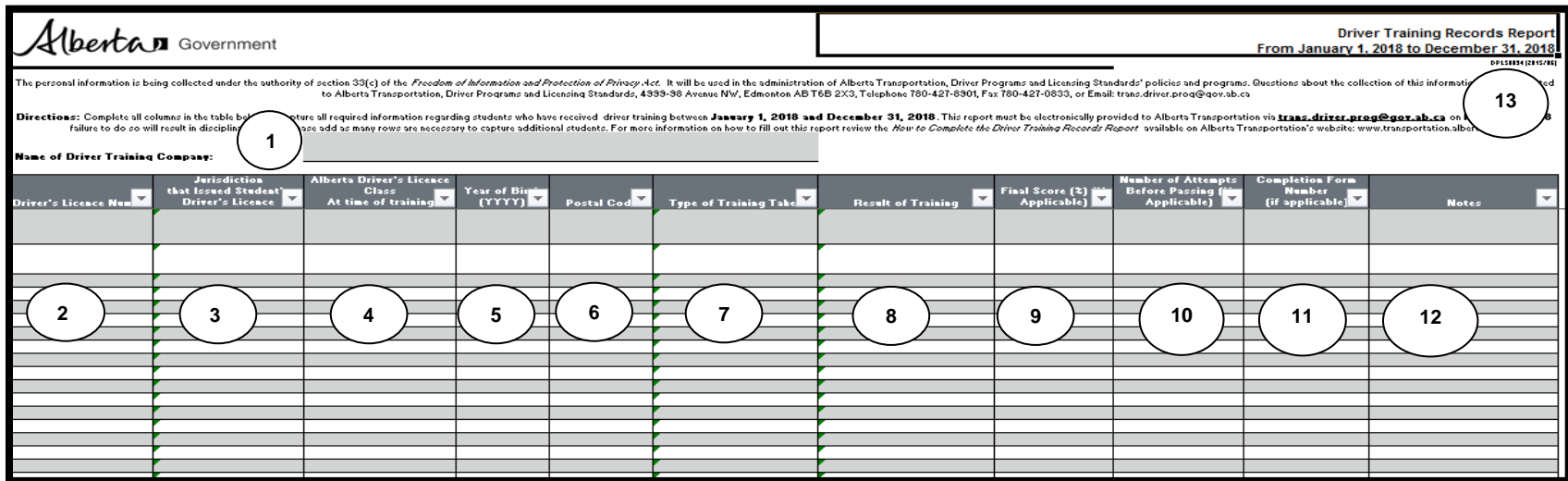


How to Complete the Driver Training Records Report

The *Driver Training Records Report (DPLS0034)* form is used to capture information about **each student** who takes driver training in a given calendar year. It is located at: <http://www.transportation.alberta.ca/4936.htm>. **Driver training organizations must report every student who takes driver training with them, regardless of whether it is part of a standardized course or if it is hourly lessons.**



The screenshot shows the top portion of the form. At the top left is the Alberta Government logo. At the top right, it says "Driver Training Records Report From January 1, 2018 to December 31, 2018". Below this is a privacy notice. A grey box labeled "1" contains the text "Name of Driver Training Company:". Below that is a table with 11 columns: "Driver's Licence Num", "Jurisdiction that Issued Student Driver's Licence", "Alberta Driver's Licence Class At time of training", "Year of Birth (YYYY)", "Postal Code", "Type of Training Taken", "Result of Training", "Final Score (if Applicable)", "Number of Attempts Before Passing (if Applicable)", "Completion Form Number (if applicable)", and "Notes". The first row of the table has callouts 2 through 12 pointing to each column header. Callout 13 points to a small box on the right side of the form.

1 Name of Driver Training Company: Type into the gray field the legal name of your driver training organization. Please ensure you are using the name that appears on your licence/certificate.

2 Driver's Licence Number: Type in field the student's driver's licence number (i.e. 1234567-123). Dashes (-) should be used where applicable. If the student does not have a driver's licence, type "No driver's licence" in the field. If you did not collect the information, type "Not Collected" in the field.

3 **Jurisdiction that Issued Student’s Driver’s Licence:** Select from the dropdown menu, the province that issued the student’s driver’s licence. The options available for selection and an explanation of what they mean are in the table below:

Option	Explanation
Alberta	Use to indicate the student’s driver’s licence is an Alberta driver’s licence.
All other Canadian provinces and territories (i.e. British Columbia)	Use to indicate the student’s driver’s licence from elsewhere in Canada.
Other	Use to indicate the student’s driver’s licence is <i>not</i> a Canadian driver’s licence.
None	Use to indicate that the student does not have a driver’s licence.

4 **Alberta Driver’s Licence Class:** Type in field the class of Alberta driver’s licence that the student had at the time they took the training. Please use the class of licence they had when they registered for the training. If you need to indicate multiple types of classes and endorsements, please use a comma to separate them (i.e. 1, 6, S or 4, 6, Q). Please note that you do *not* need to report “A” endorsements.

Option	Explanation
1	Use to indicate the student has a Class 1 Alberta driver’s licence.
2	Use to indicate the student has a Class 2 Alberta driver’s licence.
3	Use to indicate the student has a Class 3 Alberta driver’s licence.
4	Use to indicate the student has a Class 4 Alberta driver’s licence.
5-GDL	Use to indicate the student has a Class 5 Alberta Graduated Driver Licensing Program driver’s licence.
5	Use to indicate the student has an unrestricted Class 5 Alberta driver’s licence. The student has graduated from the Graduated Driver Licensing Program.
6	Use to indicate the student has a Class 6 Alberta driver’s licence.
7	Use to indicate the student has a Class 7 Alberta driver’s licence.
Q	Use to indicate the student has the air brake “Q” endorsement on his/her Alberta driver’s licence.
S	Use to indicate the student has the school bus “S” endorsement on his/her Alberta driver’s licence.
None	Use to indicate that the student does <i>not</i> have an Alberta driver’s licence.

- 5 **Year of Birth:** Type the student's year of birth using the YYYY format (i.e. 2012).
- 6 **Postal Code:** Type the postal code of the student (i.e. A1A 1A1).
- 7 **Type of Training Taken:** Select from the dropdown menu the type of training taken by the student. If the student takes more than one type of training a **separate row or entry must be created for each type of training taken**. The types of training available for selection and an explanation of what they mean are in the table below.

Option	Explanation
Advanced Driving – Class 1	Training teaches advanced skill maneuvers for Class 1 drivers. Driver training organization must be licensed to teach Advanced Driving (Class 1).
Advanced Driving – Class 3	Training teaches advanced skill maneuvers for Class 3 drivers. Driver training organization must be licensed to teach Advanced Driving (Class 3).
Advanced Driving – Class 5	Training teaches advanced skill maneuvers for Class 5 drivers. Driver training organization must be licensed to teach Advanced Driving (Class 5).
Advanced Driving – Class 6	Training teaches advanced skill maneuvers for Class 6 drivers. Driver training organization must be licensed to teach Advanced Driving (Class 6).
Air Brake Program	Training to get the air brake “Q” endorsement.
Class 1	Training to operate a vehicle that requires a Class 1 driver's licence, excluding Advanced Driving – Class 1.
Class 2	Training to operate a vehicle that requires a Class 2 driver's licence.
Class 3	Training to operate a vehicle that requires a Class 3 driver's licence, excluding Advanced Driving – Class 3.
Class 5 In-Vehicle – Other	In-vehicle training that requires a Class 4 or Class 5 driver's licence, excluding Class 5 In-Vehicle – 10 hours; Class 5 In-Vehicle – 6 hours; Professional Driver Improvement Course – Light Duty Vehicles.
Class 5 In-Vehicle – 10 hours	In-vehicle training as part of the Class 5 Novice Driver Education Program. It has a minimum of 10 hours of in-vehicle training.
Class 5 In-Vehicle – 6 hours	In-vehicle training as part of the Class 5 Novice Driver Education Program. It has a minimum of 6 hours of in-vehicle training.
Class 5 Knowledge Training – Classroom	Knowledge training given in a physical classroom to operate a vehicle as part Class 5 Novice Driver Education Program.

Class 5 Knowledge Training – Online	Knowledge training given online to operate a vehicle as part Class 5 Novice Driver Education Program.
Class 6	Training to operate a vehicle that requires a Class 6 driver’s licence.
Defensive Driving Course – Classroom	Knowledge training given in a physical classroom as part a demerit-reduction, Defensive Driving Course approved by Alberta Transportation. Classroom training to drive defensively that is not eligible for a demerit reduction should be recorded under “Other driver training”.
Defensive Driving Course – Online	Knowledge training given online as part a demerit-reduction, Defensive Driving Course approved by Alberta Transportation. Online training to drive defensively that is not eligible for a demerit reduction should be recorded under “Other driver training”.
Instructor Training (student charged tuition)	Training given to individuals to equip them to be a driving instructor. Only capture instructor training that your driver training company charges students for. The driver training company must be licensed for instructor training.
Long Combination Vehicles Training	Training to operate a vehicle that requires Long Combinations Vehicle training as part of its legal operation.
Professional Driver Improvement Course – Classroom	Knowledge training given in a physical classroom as part a demerit-reduction, Professional Driver Improvement Course approved by Alberta Transportation. Classroom training to drive defensively that is not eligible for a demerit reduction should be recorded under “Other driver training”.
Professional Driver Improvement Course – Light Duty Vehicles	Knowledge and in-vehicle training as part of a demerit-reduction, Professional Driver Improvement Course approved by Alberta Transportation.
Professional Driver Improvement Course – Online	Knowledge training given online as part a demerit-reduction, Professional Driver Improvement Course approved by Alberta Transportation. Online training to drive defensively that is not eligible for a demerit reduction should be recorded under “Other driver training”.
School Bus Driver Improvement Program	Training to get the school bus “S” endorsement.
Other Classroom Driver Training	Any other type of classroom driver training not captured under the previous options.
Other In-Vehicle Driver Training	Any other type of in-vehicle driver training not captured under the previous options.
Other Online Driver Training	Any other type of online driver training not captured under the previous options.

- 8 **Result of Training:** Select from the dropdown menu the result of training taken by the student. The options available for selection and an explanation of what they mean are in the table below.

Option	Explanation
Completed Training (no evaluation)	A student finished a training program does not have a test(s). For example, Class 1 training.
Failed Training	A student failed a training program that has a test(s). For example, Air Brake Program.
Passed Training	A student passed a training program that has a test(s). For example, Defensive Driving Courses.
Still Taking Training	A student started training but did not complete the training during the calendar year being reported upon.
Withdrew from Training	A student started training but stopped taking the training before the program was finished.
Other	Anything not covered under the other dropdown menu options.

- 9 **Final Score (%) (If Applicable):** Type the final score for each student. If the training does not require a final test, type N/A.
- 10 **Number of Test Attempts before Passing (If Applicable):** Use the drop down menu to select the number of times it took a student to pass a final test. If the training does not require a final test, please select N/A.
- 11 **Completion Form Number (if applicable):** Type the number on the completion form issued to the student. Types of training that may result in a completion form are: Air Brake Program, Class 5 In-Vehicle – 10 hours, Class 5 In-Vehicle – 6 hours, Defensive Driving Course – Classroom, Defensive Driving Course – Online, Professional Driver Improvement Course – Classroom, Professional Driver Improvement Course – Light Duty Vehicles, Professional Driver Improvement Course – Online, and School Bus Driver Improvement Program. Only students that pass these types of training will be issued a completion form.
- 12 **Notes:** Type any information that you think is helpful in explaining what occurred. The only time this field must be completed is you select “Other” as the “Result of Training” and/or “Other driver training” as “Type of Training Taken”.

13 **Submission:** The form captures data for all students trained in the previous calendar year (i.e. January 1, to December 31, 2018) and must be **submitted yearly to Alberta Transportation by March 31 of the current calendar year** (i.e. March 31, 2019). The data reported must use the terminology in this document and must be submitted electronically in a Microsoft Office Excel compatible format. Free, limited versions of Microsoft Office can be downloaded from www.office.com.

Examples:

Jane Smith (Alberta driver's licence 987654-321, Class 1, Q) took Advanced Driving – Class 1 approved training. The training does not include a pass/fail test conducted by the driving instructor. Below is what the row should look like in the report:

Advanced Driving – Class 1	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Completed Training (no evaluation) Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
	987654-321	Alberta	1,Q	1973	T6Y 7U8	Advanced Driving – Class 1	Completed Training (no evaluation)	N/A	N/A	N/A	

John Smith (Alberta driver's licence 987654-987, Class 3, 6) took Advanced Driving – Class 3 approved training. The training does not include a pass/fail test conducted by the driving instructor. Below is what the row should look like in the report:

Advanced Driving – Class 3	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Completed Training (no evaluation) Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
	987654-987	Alberta	3,6	1972	T6Y 7U0	Advanced Driving – Class 3	Completed Training (no evaluation)	N/A	N/A	N/A	

Judy Smith (Alberta driver's licence 987654-955, Class 5-GDL) took Advanced Driving – Class 5 approved training. The training does not include a pass/fail test conducted by the driving instructor. Below is what the row should look like in the report:

Advanced
Driving
–
Class 5

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Completed Training (no evaluation) Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
987654-955	Alberta	5-GDL	1982	T6Y 7U9	Advanced Driving – Class 5	Completed Training (no evaluation)	N/A	N/A	N/A	

James Smith (Alberta driver's licence 987654-666, Class 5, 6) took Advanced Driving – Class 6 approved training. The training does not include a pass/fail test conducted by the driving instructor. Below is what the row should look like in the report:

Advanced
Driving
–
Class 6

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Completed Training (no evaluation) Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
987654-666	Alberta	5,6	1986	T6Y 7U1	Advanced Driving – Class 6	Completed Training (no evaluation)	N/A	N/A	N/A	

Jillian Smith (Alberta driver's licence 987654-111, Class 3, 5) took Air Brake Program and passed the practical test. Jonathan Smith (Alberta driver's licence 123456-111, Class 5, 6) took the Air Brake Program and failed the practical test. Below is what the rows should look like in the report:

Air Brake Program	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Passed Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
							Completed Training (no evaluation)				
	987654-111	Alberta	3,5	1986	T6Y 7U1	Air Brake Program	Passed Training	N/A	1	Q1234567	
	123456-111	Alberta	5,6	1987	T6Y 7U3	Air Brake Program	Failed Training	N/A	2	N/A	

Jennifer Smith (Alberta driver's licence 121212-111, Class 3, Q) took Class 1 driver training and passed the test/evaluation conducted by her driving instructor. Derek Smith (Alberta driver's licence 131313-111, Class 1) took Class 1 driver training that did not have a test/evaluation conducted by his driving instructor. He was taking the training to brush up his skills. Below is what the rows should look like in the report:

Class 1	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Passed Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
							Completed Training (no evaluation)				
	121212-111	Alberta	3,Q	1988	T6Y 7U2	Class 1	Passed Training	N/A	N/A	N/A	Passed evaluation conducted by instructor
	131313-111	Alberta	1	1977	T6Y 7U4	Class 1	Completed Training (no evaluation)	N/A	N/A	N/A	

Jocelyn Smith (Alberta driver's licence 121212-222, Class 3, Q, S) took Class 2 driver training and passed the test/evaluation conducted by her driving instructor. David Smith (Alberta driver's licence 131313-222, Class 1) took Class 2 driver training that did not have a test/evaluation conducted by his driving instructor. He was taking the training to brush up his skills. Below is what the rows should look like in the report:

Class 2	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Passed Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
							Completed Training (no evaluation)				
	121212-222	Alberta	3,Q, S	1988	T6Y 7U4	Class 2	Passed Training	N/A	N/A	N/A	Passed evaluation conducted by instructor
	131313-222	Alberta	1	1978	T6Y 7K4	Class 2	Completed Training (no evaluation)	N/A	N/A	N/A	Skill improvement

Julie Smith (Alberta driver's licence 121212-333, Class 5) took Class 3 driver training and passed the test/evaluation conducted by her driving instructor. Doug Smith (Alberta driver's licence 131313-333, Class 3, Q) took Class 3 driver training that did not have a test/evaluation conducted by his driving instructor. He was taking the training to brush up his skills. Below is what the rows should look like in the report:

Class 3	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Passed Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
							Completed Training (no evaluation)				
	121212-333	Alberta	5	1998	T6Y 7U4	Class 3	Passed Training	N/A	N/A	N/A	Passed evaluation conducted by instructor
	131313-333	Alberta	3,Q	1988	T6Y 7K4	Class 3	Completed Training (no evaluation)	N/A	N/A	N/A	Skill improvement

Joe Smith (Alberta driver's licence 121212-555, Class 7) took the standardized novice Class 5 in-vehicle and classroom training. Mr. Smith passed the classroom knowledge test and passed the in-vehicle D.R.I.V.E.R. Report. After passing both the classroom and in-vehicle training, Mr. Smith was issued a completion form numbered 11223344.

Right before his road test, Joe Smith paid for additional Class 5 brush up lessons. Lessons that were not part of his novice Class 5 training program. Joe Smith completed the brush up lessons, but there is not test as part of the brush up lessons.

Michelle Smith (Alberta driver's licence 131313-555, Class 5-GDL) took the standardized novice Class 5 training program. She took the knowledge training online and chose to only take the minimum 6 hours in-vehicle training option. Michelle Smith passed the classroom knowledge test and passed the in-vehicle D.R.I.V.E.R. Report. After passing both the classroom and in-vehicle training, Michelle Smith was issued a completion form numbered 22334455.

Mark Smith (Alberta driver's licence 141414-555, Class 7) took the standardized novice Class 5 training program. He took the knowledge training in a classroom and chose to take the minimum 10 hours in-vehicle training option. Mark Smith failed the classroom knowledge test twice and had to retake the classroom training. Mark did not reach 7.5 on the D.R.I.V.E.R. Report, within 10 hours of in-vehicle training. He paid for extra hourly lessons until he passed the D.R.I.V.E.R. report card. After passing both the classroom and in-vehicle training, Mark Smith was issued a completion form numbered 33445566.

Class 5

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
121212-555	Alberta	7	1990	T6Y 7U8	Class 5 Knowledge Training - Classroom	Passed Training	80	1	11223344	
121212-555	Alberta	7	1990	T6Y 7U8	Class 5 In-Vehicle -10 hours	Passed Training	75	N/A	11223344	
121212-555	Alberta	7	1990	T6Y 7U8	Class 5 In-Vehicle - Other	Completed Training (no evaluation)	N/A	N/A	N/A	Hourly lessons
131313-555	Alberta	5-GDL	1989	T6Y 7K8	Class 5 Knowledge Training - Online	Passed Training	82	1	22334455	
131313-555	Alberta	5-GDL	1989	T6Y 7K8	Class 5 In-Vehicle -6 hours	Passed Training	78	N/A	22334455	

141414-555	Alberta	7	1986	T6Y 7U1	Class 5 Knowledge Training - Classroom	Failed Training	75	3	N/A	
141414-555	Alberta	7	1986	T6Y 7U1	Class 5 Knowledge Training - Classroom	Passed Training	80	1	33445566	
141414-555	Alberta	7	1986	T6Y 7U1	Class 5 In-Vehicle -10 hours	Passed Training	75	N/A	33445566	Student had to take extra hourly lessons to pass the training.
151515-555	Other	None	1975	T6Y 7U8	Class 5 In-Vehicle - Other	Completed Training (no evaluation)	N/A	N/A	N/A	Hourly lessons

Rachel Smith (Alberta driver's licence 121212-666, Class 7) took Class 6 driver training and passed the test/evaluation conducted by her driving instructor. Drake Smith (Alberta driver's licence 131313-666, Class 5, 6) took Class 6 driver training that did not have a test/evaluation conducted by his driving instructor. He was taking the training to brush up his skills. Below is what the rows should look like in the report:

Class 6	Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Passed Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
							Completed Training (no evaluation)				
	121212-666	Alberta	7	1990	T6Y 7U8	Class 6	Passed Training	N/A	N/A	N/A	Passed a test administered by the instructor
	131313-666	Alberta	5, 6	1989	T6Y 3E4	Class 6	Completed Training (no evaluation)	N/A	N/A	N/A	Hourly lessons

Defensive Driving Course

Ruby Smith (Alberta driver's licence 121212-777, Class 7) took a Defensive Driving Course in a classroom setting. After passing the written test, she was issued a Notice of Driver Education Course completion form numbered 784512.

Randy Smith (Alberta driver's licence 131313-777, Class 5, 6) took a Defensive Driving Course online. He failed the test twice and had to retake the course. He passed the course the first attempt and was issued a Notice of Driver Education Course completion form numbered 784513.

Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
121212-777	Alberta	7	1990	T6Y 7U8	Defensive Driving Course - Classroom	Passed Training	80	1	78512	
131313-777	Alberta	5, 6	1993	T6Y 3E4	Defensive Driving Course - Online	Failed Training	75	2	N/A	
131313-777	Alberta	5, 6	1993	T6Y 3E4	Defensive Driving Course - Online	Passed Training	82	1	78513	Retook the course

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Lisa Smith (Alberta driver's licence 121212-999, Class 1, Q) paid to be training to become a driving instructor. She passed the test/evaluation conducted by her driving instructor. (Please note that this is not the test conducted by Alberta Transportation).

Larry Smith (Alberta driver's licence 131313-999, Class 4, 6) paid to be training to become a driving instructor. The school doesn't offer any testing just training.

Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
121212-999	Alberta	1, Q	1990	T6Y 7U8	Instructor Training (student charged tuition)	Passed Training	80	1	N/A	Passed test administered by school.
131313-999	Alberta	4, 6	1993	T6Y 3E4	Instructor Training (student charged tuition)	Completed Training (no evaluation)	N/A	N/A	N/A	No testing administered by school

Long
Combi
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Vehicle
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Trainin
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Luke Smith (Alberta driver's licence 121212-888, Class 1, Q) took the Long Combination Vehicles Training Program and passed the test. Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
121212-888	Alberta	1, Q	1990	T6Y 7U8	Long Combination Vehicles Training	Passed Training	N/A	N/A	N/A	

Profes
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Driver
Improv
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Course

Larissa Smith (Alberta driver's licence 121212-777, Class 7) took a Professional Driver Improvement course online. After passing the written test, she was issued a Notice of Driver Education Course completion form numbered 684512.

Blake Smith (Alberta driver's licence 131313-777, Class 5, 6) took a Professional Driver Improvement course in a classroom setting. He failed the test twice and had to retake the course. He passed the course the second time and was issued a Notice of Driver Education Course completion form numbered 684513.

Blair Smith (Alberta driver's licence 444444-777, Class 5, 6) took the Light Duty Vehicle Professional Driver Improvement Course. After passing the testing, he was a Notice of Driver Education Course completion form numbered 684514.

Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
121212-777	Alberta	7	1990	T6Y 7U8	Professional Driver Improvement Course - Online	Passed Training	80	1	684512	
131313-777	Alberta	5, 6	1989	T6Y 7U8	Professional Driver Improvement Course - Classroom	Failed Training	70	2	N/A	
131313-777	Alberta	5, 6	1989	T6Y 7U8	Professional Driver Improvement Course - Classroom	Passed Training	80	1	684513	Retook the course
444444-777	Alberta	5, 6	1979	T6Y 7U8	Professional Driver Improvement Course - Light Duty Vehicles	Passed Training	80	1	684514	

School Bus Driver Improvement Program

Sally Smith (Alberta driver's licence 123456-111, Class 4) took the School Bus Driver Improvement Course, which allows her to get an "S" endorsement. She passed the course and was issued a Notice of Driver Education Course completion form numbered 684513. Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
123456-111	Alberta	4	1990	T6Y 7U8	School Bus Driver Improvement Program	Passed Training	85	1	684513	

Other Driver Training

Lucy Chow (no Alberta driver's licence) took an online Class7 Learner preparation course to help prepare her for the Class 7 Learner knowledge test. This course didn't have a test at the end of it but Lucy made it through the entire program. Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
No Licence	None	None	1990	T6Y 7U8	Other Online Driver Training	Completed Training – No Evaluation	N/A	N/A	N/A	Learner's preparation course

Kevin Duke (Ontario driver's licence 123963) took an in-vehicle winter driving course to improve his driving skill. As of December 31 of the previous year, Kevin was only part way through the training. Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
123963	Ontario	None	1978	T6Y 7U8	Other In-Vehicle Driver Training	Still Taking Training	N/A	N/A	N/A	Winter Driving

Paul Singh (India driver's licence number ABC12345) took a classroom training session to learn about Alberta's rules of the road because he's new to Alberta. Part of the way through the training, Paul decided he didn't need the training and left the course. Below is what the rows should look like in the report:

Driver's Licence Number	Jurisdiction that Issued Student's Driver's Licence	Alberta Driver's Licence Class At time of training	Year of Birth (YYYY)	Postal Code	Type of Training Taken	Result of Training	Final Score (%) (If Applicable)	Number of Test Attempts Before Passing (If Applicable)	Completion Form Number (if applicable)	Notes
ABC12345	Other	None	1954	T6Y 7U8	Other Classroom Driver Training	Withdrew from Training	N/A	N/A	N/A	Rules of the Road Introduction