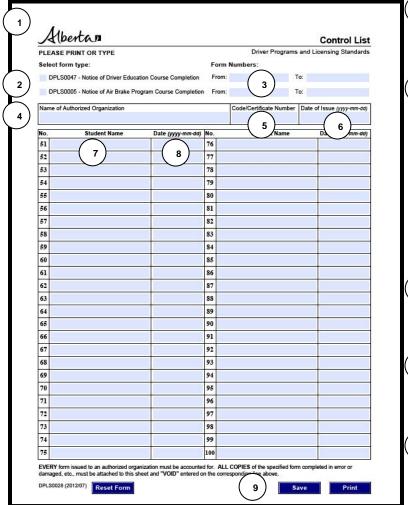# Control List (DPLS0028)

1 **Select Control List**
In the Control List form document, there are two pages. Select the page whose "No." column numbers match the last digits of your Completion forms. Please note that Alberta Transportation provides Control List forms with every order of Completion forms. Ensure that all the information on your electronic Control List is identical to the paper Control List provided.

2 **Select Form Type:**
Click on the box in front of the form type that you have received.

3 **Enter Form Numbers:**
Enter the lowest control number of the forms you received in the "From:" box and the highest number in the "To:" box. Be sure to enter every digit and letter in the control number, including the zeros.

The **red** control number is located in the top right-hand corner of the form.

4 **Name of Authorized Organization:**
Enter the FULL name of your organization.

5 **Code/Certificate Number:**
Enter your organization's school code or agency certificate number.

6 **Date of Issue:**
Select from the dropdown menu, the date that matches the date of issue on Control List provided by Alberta Transportation with your forms.

7 **Student Name:**
The No. column shows the last two digits of a control number on a completion form. In the "Student Name" column, enter each student's name (first name, then last name) beside the control number from the Completion form they were issued.

8 **Date**:
In the "Date" column, select from the dropdown menu the date the corresponding Completion form was issued. This date must match the "Date of Issue" box on the Completion form associated with the student.

9 **Print/Save:**
Save or print a copy of this form for your records. Every organization is required to keep this form for two years for audit purposes.