



STATE OF MICHIGAN  
JOCELYN BENSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

December 21, 2021

## **ENTRY-LEVEL DRIVER TRAINING CURRICULUM**

Changes to federal motor carrier safety regulations will take effect on February 7, 2022. This change requires truck driver training providers to adhere to new curriculum guidelines. Therefore, we encourage all providers to begin submitting their curriculum to the Department of State by February 1, 2022, for review and approval in order to continue to be a certified driving provider on the effective date without any delay.

### **WHAT MUST BE INCLUDED IN A CURRICULUM?**

The curriculum standards are required by the Federal Motor Carrier Safety Administration (FMCSA). To be considered for approval, a truck driver training program must include the following elements.

- Theory (classroom) instruction covering each subject element in the associated curriculum checklist.
- Theory assessment, or written test, in which a student demonstrates competency in each subject element in the associated curriculum checklist. The student must achieve an overall minimum score of 80 percent on the theory assessment.
- Behind-the-wheel instruction covering each subject element in the associated behind-the-wheel curriculum checklist.
- A written behind-the-wheel assessment by the instructor that documents that the student demonstrated proficiency in all subject elements in the associated behind-the-wheel curriculum checklist.
- A student resource kit must be provided to each student that includes training materials addressing the applicable subject elements in the associated curriculum checklists.

A complete document summarizing the minimum curriculum requirements can be found here: [Entry-Level Driver Training Minimum Federal Curricula Requirements \(dot.gov\)](#)

### **REQUIRED CURRICULUM CHECKLIST TO BE SUBMITTED**

It is the provider's responsibility to demonstrate that their truck driver training program meets or exceeds standards prescribed by the FMCSA. Separate checklists must be submitted for different training programs—i.e., Class A training and Class B training. If your school is only interested in approval for a Class A training program, then Class B checklists are not required to be submitted.

## CURRICULUM CHECKLIST COLUMN HEADINGS

The following describes the purpose of each column and other spaces on the Curriculum Checklists.

**Unit / Module (as referenced in material)-** This column is optional for use by the truck driving school to report where in the curriculum materials the subject matter may be found. It may be used to enter unit, chapter, module, page numbers, or other reference links, as used in the truck driving school's curriculum or other materials. This column must be used when a Master Page is not available—e.g., the topic is a textbook or other media.

**Master Page number(s)-** This column is used by the truck school to report where in the curriculum materials the subject material may be found. See "Master Page Numbers, Exhibits, Media Index."

**Class day(s)-** This column is used by the truck school to report on which day or days in the class the subject material is expected to be covered. The first day of class is "Day 1," the second is "Day 2," etc. Enter the day numbers of all days on which the material is covered.

**Number of hours (estimate)-** This column is used to report an estimate of the number of hours spent on the subject material. Time is reported in clock-hours. For units of time less than one hour, round to the nearest six minutes and report in tenths of an hour; six minutes equals one-tenth of an hour. Example, one hour and 15 minutes is reported as 1.3 hours. Do not report a range of hours, report either the expected median or average.

**MDOS OFFICE USE ONLY-** This is for use by the reviewer. Leave this area blank.

**Provider comments-** This area may be used by the truck school to provide any additional information they believe the reviewer may need to locate the subject in the materials or to better understand the school's instruction practices.

**Provider number-** The truck driving school enters the number from their provider certificate (required only on the first page of each document).

**Business name-** The truck driving school must accurately enter the school business name, as printed on their provider certificate (required only on the first page of each document).

## CURRICULUM CHECKLIST COMPLETION

The curriculum checklists are used by the reviewer to determine if the truck school's training program meets the prescribed standards. It is the responsibility of the truck school to prepare the curriculum checklists accurately and completely. Checklists that are incomplete or improperly completed will result in termination of the review.

The truck driving school must identify, for each unit on the curriculum checklist, where subject material for that unit is found. The truck driving school must enter the Master Page number (or numbers) where the subject material may be found. If there is no Master Page number—e.g., references in a textbook, media exhibit, etc.—the truck school must enter enough information in the “Unit/Module” column for the reviewer to quickly locate the subject material.

## **REVIEW PROCESS**

The reviewer will determine if the subject elements for a unit are covered in the curriculum by using the Master Page number reported on the curriculum checklist for that unit. If there is no page number, then the reviewer will use the entry in the Unit/Module column. The reviewer will search for subject material only where reported on the curriculum checklist for that unit. Upon review, the Department may require the provider to submit additional materials to support information documented on the checklist.

## **OTHER REQUIREMENTS**

In brief, most records are those the truck driving school is already maintaining—classroom hours, driving logs, etc.; those of nonresidents to be tested in Michigan will need to be either maintained separately or flagged in a manner that will facilitate an audit. Truck driving providers will need to enter the student into the Federal Training Provider Registry as successfully completing the course before they will be eligible for a skills test. Other reports may be required.

The truck driving provider’s compliance with the Driver Education Provider and Instructor Act will be reviewed by Department staff before approval. Any noncompliance with the Driver Education Provider and Instructor Act can result in sanctions including fines, probation, suspension, or revocation. If a provider is noncompliant with ELDT requirements, the FMCSA may elect to remove them from the Training Provider Registry.

## **WHERE TO SUBMIT**

If using USPS, mail materials to the following address.

MICHIGAN DEPT OF STATE  
BUSINESS COMPLIANCE AND REGULATION DIVISION  
DRIVER EDUCATION AND TESTING SECTION  
RICHARD H. AUSTIN BLDG, 3<sup>RD</sup> FLOOR  
430 W. ALLEGAN  
LANSING, MI 48918

If using a commercial delivery service—e.g., UPS, FedEx, use the following address.

MICHIGAN DEPT OF STATE  
BUSINESS COMPLIANCE AND REGULATION DIVISION  
DRIVER EDUCATION AND TESTING SECTION  
RICHARD H. AUSTIN BLDG, 3<sup>RD</sup> FLOOR  
430 W. ALLEGAN  
LANSING, MI 48918

When mailing or shipping, notify the Driver Education and Testing Section by email at [DriverEd@Michigan.gov](mailto:DriverEd@Michigan.gov). Include “Truck School Curriculum” and your provider number in the subject line. Ask to receive a reply to confirm receipt of your package.