

## How to Complete the Driver Training Records Report (DPLS0034 form) Guide

The Driver Training Records Report is used to capture information about each student who takes driver training in a given calendar year (January 1, 20XX to December 31, 20XX). Alberta's license 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. This guide will direct and support you in the completion of the report.

The screenshot shows the top portion of the form. At the top left is the Alberta logo. At the top right is the title "Driver Training Records Report From January 1, 2020 to December 31, 2020" and the form ID "DPLS0034 (2020/01)". Below this is a privacy notice. A "Directions" section states that the report must be provided to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) on March 13th. A callout "1" points to the "Name of Driver Training Company" field. A callout "2" points to the "Driver's Licence Num" column header. Callouts "3" through "12" point to the column headers: "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 (%) [Applicable]", "Attempts Before Passing (If Applicable)", "Completion Form Number (if applicable)", and "Notes". Callout "13" points to the date "March 13" in the directions.

1. **Name of Driver Training Company:** Type in the field the legal name of your driver training organization exactly as the name appears on your licence/certificate.
2. **Driver's Licence Number:** Type in field the student's driver's licence number (i.e. 1234567-123) as displayed meaning that dashes (-) should be used where applicable. If the student does not have a driver's licence, type "No driver's licence". Reports with incomplete entries will not be accepted.
3. **Jurisdiction that Issued Student's Driver's Licence:** Select from the dropdown menu the option that is suitable to the student. 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	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:** Select from the dropdown menu the class of Alberta driver's licence the student had at the time of registration for the training. If you need to indicate multiple types of classes and endorsements, it is imperative that a comma be used to separate each item when typing (i.e. 1, 6, S or 4, 6, Q). Please note that you do not need to report "A" endorsements. If the student does not have a class or endorsement at the time of training, select none. The options available for selection and an explanation of what they mean are in the table below:

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 in the field the student's year of birth using the YYYY format (i.e. 1980).
6. **Postal Code:** Type in the field the postal code of the student whereby there is a space between the first 3 digits and the last 3 digits (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 entry must be created with all fields populated again. The types of training available for selection and an explanation of what they mean are in the table below:

Option	Explanation
Air Brake Program	Training to get the air brake "Q" endorsement.
Experience and Equivalency Class 1 MELT (E & E)	Training to obtain a Class 1 MELT licence taken through the Experience and Equivalency Program ONLY.
Class 1 MELT	Mandatory Entry Level Training to operate a vehicle that requires a Class 1 driver's licence, excluding Advanced Driving – Class 1.
Class 2 MELT	Mandatory Entry Level Training to operate a vehicle that requires a Class 2 driver's licence.
Class 2-S MELT	Mandatory Entry Level Training to operate a vehicle that requires a Class 2 driver's licence with the school bus "S" endorsement.
Class 3	Training to operate a vehicle that requires a Class 3 driver's licence, excluding Advanced Driving – Class 3.
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 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 Knowledge Training – Classroom	Knowledge training provided 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.
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).
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.
Professional Driver Improvement Course (PDIC) – 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 (PDIC) – 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 (PDIC) – 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 (SBDIP)	Training to obtain 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.

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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 MELT, Experience and Equivalency Class 1 MELT.
Passed Training	A student passed a training program that has a test(s). For example, Defensive Driving Courses.
Failed Training	A student failed a training program that has a test(s). For example, Air Brake Program.
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.

9. **Final Score (%):** Type in the field the final score for each student in a percentage. If the training does not require a final test, type N/A.

10. **Number of Test Attempts before Passing:** Select from the the dropdown menu the number of times it took the student to pass the final training test. If the training does not require a final test, please select N/A.

11. **Completion Form Number:** Type in the field the number on the completion form issued to the student once the student passed the training. The following is a listing of types of training that may result in a completion form: Air Brake Program, Class 1 MELT, Class 2 MELT, Class 2-S MELT, 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.

12. **Notes (Optional):** Type in the field any information that you think is helpful for Alberta Transportation in explaining what occurred with this particular student during the training experience.

13. **Submission:** Review document to ensure all information is accurate with fields populated. Reports submitted with any fields left blank other than “Notes” will be returned as incomplete. Once complete, electronically provide report to Alberta Transportation via email to [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) on or before March 31, 20XX. When emailing please ensure to include the name of your driver training school in the Subject Line of your email.

While completing the annual report, should you have any questions or require assistance, please email [trans.driver.prog@gov.ab.ca](mailto:trans.driver.prog@gov.ab.ca) and we will be pleased to assist you.