



Advanced Driving School

Teen Driver's License Process

Select the course that works best for you and call our office at 618-345-1919

1. Registration

We offer a discount if tuition is paid in full at registration.

The classroom and behind the wheel course is \$400.00 if paid at time of registration

Our deferred payment program terms are as follows:

- \$85.00 registration fee (Non-refundable) this will reserve a seat in the class.
- \$170.00 or \$255 the first day of class if registration fee wasn't paid
- \$170.00 the tenth session of the classroom training.

Payments can be made online. Or you may mail in a check or money order.

*A service fee will be added if check doesn't clear the first time.

* 5% will be added as a late fee for every 30 days overdue. This is accrued from total cost.

* Interest will be prorated if less than 30 days.

2. Get Forms Signed

Registration Forms are needed by the first day of class.

- [Public or Private School Registration Forms](#)

Student's school signing showing they have passed 8 classes in last two semesters.

- [Home Schooled Registration Forms](#)

Students which are home schooled, formed signed by parent.

3. Get Permit

Students may obtain a permit once they are 15 years of age, have enrolled in a driver's education program and completed four hours of classroom instruction. Students will be prepared in class for their permit test during the first four hours of class, and will need to go to the Department of Motor Vehicles (DMV) to take their permit test. The student will receive two parts to the permit, and the **EXAM RECEIPT is not valid for driving purposes.**

Identification needed for obtaining a Driving Permit from your local DMV are listed below:

- **Proof of Name and Date of Birth** - Certified copy of birth certificate or a valid passport. (Hospital birth certificates or photocopies *will not be accepted*)
- **Proof of Residency** - School ID, transcript, bank statement or parent's driver's license.
- **Proof of Enrollment in Drivers Education Class** (provided by Advanced Driving School)
- **\$20 fee** (This fee is paid at your local DMV and the Driving Permit is valid for 2 yrs.)
- **Social Security Card** (signed) will be required.

4. Class Process/Balance Payment

Classroom instruction will be given in 15, two-hour sessions, during a minimum period of four weeks, **with no more than one session a day.**

Materials: Students must bring a two pocket folder and pen or pencil to class for taking notes and keep answer sheets organized.

Vandalism to any materials provided by Advanced Driving School will result in immediate dismissal from the class and forfeiture of the tuition. Extra charges will be added at the cost of any vandalism to any Advanced Driving School property for replacement of materials.

Absences: All students are required to sign in at the beginning of each class and be on time. Failure to sign in or excessive tardiness will result in an absence. Each student is allowed a maximum of four absences before being dropped from the course and any missed classroom time **must be made up to pass the course.**

Making up Classes: Students will need to schedule make-up sessions by appointment. We have four locations where classes can be made up when available. This will be determined by the number of students enrolled within the class. ***Students are REQUIRED to take/turn in notes and work for any makeup sessions. It's the student's responsibility to schedule make up sessions through the main office 618-345-1919.***

5. Scheduled Drives

Students must have their instruction permit **IN HAND** in order to take their driving lesson. Generally, two students are grouped together for three hours of in-car instruction. Each student spends 90 minutes driving and the other observing. Students are required to have a total of 12 hours of training with the instructor. This will be 6 hours of driving and 6 hours of observation, that will consist of 4 driving appointments that will be 3 hours in length.

Canceling BTW Appointments: Students parents who need to cancel driving appointments must do so by calling 618-345-1919. Please leave a message and the call will be forwarded to an answering machine. Emails are not accepted for canceling drives. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give at least 24 hour notice of cancellation will result in a \$40 fee. All driving times will be suspended until payment is received.

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student will be charged the full cancellation fee.*

50 Hour Requirement: Students are required, by state law, to log 50 behind the wheel hours with a parent/legal guardian who is 21 years old and has held there license for at least 1 year. The student is also required to drive 10 of the hours at night. It is expected that the students use these 50 hours to practice driving between lessons with the instructor.

6. Requirements Completed

Once you complete the in-car phase of the course, we then check to ensure all requirements are met. Anything that is incomplete will need to be made up before the students information will be turned in to the Secretary of State. (These could include missing forms, tuition or cancellation fees owed, and incomplete makeup work.)

7. Letter of Completion Request

The students Letter of Completion requests will be processed once the following requirements are met:

- All classroom instruction is completed, including all make-up classes.
- Tuition is paid in full.
- All three registration forms are signed and on file in the main office.
- All behind-the-wheel and observation time is completed
- **Once requirements are met, the Secretary of State will mail the student the Letter of Completion within 10 business days. Students can also go to our website, and under the helpful links you will find Student Completion link. This tool allows students to check their eligibility to apply for a driver's license, having completed a requisite driver education course.**

8. Get your License

When obtaining a license students **must** have the following items:

- Letter from the Secretary of State showing proof that student has completed the state requirements. **Certificate of Completion**
- Instruction Permit
- 50 Hour Log with parent/guardian signature
- Proof of Name and Date of Birth – Birth Certificate
- Proof of Residency (2 Documents) – Phone Bill / Utility Bill
- Social Security Card - Signed

The last step is taking your behind the wheel test. Make sure the vehicle that you will be driving is in good working condition. The headlights, tail lights, turn signals, hazard lights, horn, and windshield wipers need to function properly. The vehicle must be properly registered, licensed and insured. Now you're ready to take the test, this is what you have been waiting for, right! Good luck and get plenty of rest the night before your test. Thank you for choosing Advanced Driving School.

