

# Community Driving School


Phone no: 888-528-8192 and 804-397-5550

Email: [communitydrivingschool@gmail.com](mailto:communitydrivingschool@gmail.com)

## Online Driver Education Classroom Course Process Overview

This document provides course information and outlines the procedure for enrolling in the online Driver's Education course, taking the course, final testing, and certificate issuance upon successful course completion.

### **General Information**

1. The name of the online driver training school is National Driver Training Institute 
2. Telephone numbers:  
National Driver Training Institute: 800-942-2050  
Community Driving School: 888-528-8192 and 804-397-5550  
DMV: 877-885-5790 and 804-497-7100
3. DMV-approved classroom location test site: Community Driving School Midlothian office, 13356 Midlothian Tnpk. Suite 106, Midlothian, VA 23113
4. School testing hours: Testing is done during normal business hours, 9:00 am - 5:00 pm, and evenings upon request. To set up a test time, please contact Community Driving School.
5. The program consists of at least 30 hours of instructions and includes components about alcohol safety, drug abuse awareness, aggressive driving, distracted driving, pedestrian and bicycle safety, handicapped parking, fuel efficient driving practices, motorcycle awareness and organ and tissue donation awareness as required by law.
6. You must be at least 15 years and 6 months old to take the online driver education course. All individuals who elect to take the classroom component of the driver's education course online must take the online course through a DMV licensed driver training school. Home-schooled students are exempt from this requirement.
7. In order to benefit from the course, you must be able to work independently and be comfortable with using a computer.

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## **Steps for Taking the Online Course**

1. The student / parent completes the course enrollment form at <https://www.communitydrivingschoolva.com/on-line-driver-s-education-course.html> and makes payment through the online payment link provided.
2. Upon receipt of application and payment, Community Driving School will establish the student user name and password credentials and email this information with an online course link to the student.
3. The student receives a user name, password, and link to the course website.
4. The student logs in and begins the approved online course as instructed.
5. The student receives a directive to go to Community Driving School to take the final exam. The student is given written verification of completion of the theory portion of driver education. This document verifies to Community Driving School that the student has completed this portion of the course and is ready to take the final exam.
6. On test day the student must bring the following to the test site: Photo identification (DMV issued identification card, school issued identification card, valid passport or military identification), proof of completion of the online driver education course, a completed "Parental Consent for Online Driver Education Examination" (DTS 62), if you are under age 18, and proof of completion of the additional 90-minute parent/teen course if you are under age 18 and live in Planning District 8 (counties of Arlington, Fairfax, Loudoun and Prince William and cities of Alexandria, Fairfax, Manassas and Manassas Park).
7. The online driver training school will provide a computer for testing.
8. Community Driving School's licensed instructor logs in to the course and opens the testing site for each student who presents the written verification of completion document entering their seven digit student authorization code.
9. The student takes the final examination online in the presence of the licensed instructor.
10. The course grades the test and reveals the results. If the student passes the course, the instructor will receive the certificate of completion for that student and can continue with the behind-the-wheel portion of the course or issue the certificate to the student when there is a request to transfer. If the student fails the examination, the student will be allowed to review any section of the completed course to prepare to take the examination again.