



## Driver's Ed Process

### What is required to get a license before the age of 18?

- Thirty (30) hours of classroom instruction scheduled in 15 2-hour class segments.
- Six (6) hours of behind the wheel (BTW) instruction and six (6) hours of observation (OBS) with our instructors who are fully insured, licensed, certified, and endorsed by the Office of the Secretary of State.

### Step 1 Enroll

Students can enroll in any class in which they are 15 years old by the final day of class.

[Click here](#) to see our class schedule and to register a student.

When registration is complete, you will receive two separate emails. One is an automatic registration confirmation email from our web site with the student's info to review. The second one is generated when our staff activates your student (within 24 hours of registration) This second email will contain your students' credentials to be used to sign into our web site. Please check your spam and junk for this email.

### Step 2 Required Documents

There are two (2) forms required for all students. Both must be completed and submitted (first day of class is great) for the student to receive their permit application from us.

- The Parent/Student Contract which is your contract with Joyce's Driving School.
- One of the following is also required
  - A Driver's Education Approval Form signed by the high school serves as proof for eight (8) passing grades in the last two semesters (Most Common)
  - A Home-Schooled Parental Approval Form
  - A Driver Education Waiver Form signed by the School District (Very Uncommon)

### Step 3 Start the Class

We look forward to seeing you on the first day of class. If you cannot make it to the first day, do not worry. It is ok to miss some classes and we will address that policy below.

#### **Step 4: Get Learner's Permit**

To obtain a learner's permit, your teen must pass a Rules of the Road test at the Illinois Secretary of State's Office. To prepare for this, they must read the Rules of the Road book (available online) We cover this information during the first 4 classes.

Before going for the permit test the student will need a permit application from us.

[Click here](#) and look at our Illinois Secretary of State links for a list of required documents

#### **Step 5: Schedule Behind-the-Wheel (BTW) Sessions**

- Once your teen has obtained his/her permit (all class fees must be paid to receive a permit application from us)
- Completed at least 2 classes at Joyce's Driving School, then they can start to schedule their behind-the-wheel (BTW) portion of their Teen Program.

**Teens DO NOT have to complete the classroom portion of our program before driving with us!**

We encourage you to start scheduling the first BTW when they get their permit. Then, schedule one each month, or after 3-4 hours of practice with parents or guardians, to complete the program in a timely manner. You will book a BTW appointment in the student portal. Login to your Student Portal to view our BTW calendars to familiarize yourself with our instructors' schedules.

**During your BTW sessions your teen will learn, among many other things, the following:**

- **Rules of the road**
- **Left and right turns**
- **Decision making**
- **Emergency situations**
- **Defensive driving**
- **Reversing and backing up around a corner**
- **Basic driving skills**
- **Parking on hills**
- **Right of way**
- **Merging and lane changing**
  
- **Driving defensively and most important - Driving with Confidence and a Positive Attitude!**

#### **Step 6: Complete all State Requirements**

Your teen will be required to meet **ALL** these standards to take their final drivers road test:

- Successfully complete 15 classroom sessions.
- 6 BTW hours with our instructors
- 50 hours of documented driving outside of Joyce's program (10 of which must be a night)
- Be a minimum age of 16
- Have had their drivers permit for a minimum of 9 months

### Step 7: Get Your Driver's License

Once your teen has completed the requirements and all fees due to Joyce's Driving School have been paid, we will send notification to the Secretary of State. We will also send you a completion email with a link to the Secretary of State website. You can check here to confirm that the Secretary of State has processed the student's paperwork in their system and that the student is eligible to take the road test.

Once your teen has received this **Certificate of Completion** letter, they will need to take the following items to the Illinois Secretary of State Facility:

- a. Certificate of Completion Letter and Affidavit (not necessary, but handy)
- b. 50-hour driving log.
- c. [Click here](#) and look at our Illinois Secretary of State Links for a list of required documents
- d. Properly working vehicle with lights, horns, etc.
- e. Insurance certificate for vehicle used in road test.

### Step 8: Get High School Credit for this Course

You will receive a certificate of completion form the Secretary of State. Make a copy of this certificate for your teens high school and file it in a safe place for a few years! Some insurance companies are starting to ask for a copy, so do not throw away until your teen is 18 years old.

We cannot get you a replacement if you happen to lose this certificate!

**ANY QUESTIONS? PLEASE CALL (847) 977-7193**