



J. J. Keller®  
**SAFE & SMART®** TRAINING SERVICES  
**ELDT Audit Checklist**

The Federal Motor Carrier Safety Administration (FMCSA) continues to audit ELDT providers on the Training Provider Registry (TPR). **Over 9,860 locations that provide ELDT have been removed from the registry and more than 730 other locations are under review.** Now's the time to verify your entry-level driver training (ELDT) program meets federal requirements.

FMCSA is reviewing ELDT providers to ensure full compliance with requirements, including:

- **Curriculum standards** – covering all required theory and behind-the-wheel topics
- **Instructor qualifications** – ensuring trainers meet federal criteria
- **Equipment and facilities** – maintaining proper vehicles and training environments
- **Recordkeeping** – keeping accurate, complete documentation and providing it during audits

If you're conducting ELDT, use this checklist to confirm your compliance and prepare for an audit.



### TRAINING MATERIALS

- ☐ Written lesson plan for theory and behind-the-wheel training, including:
  - Delivery methods
  - Scoring minimums

### DOCUMENTATION

- ☐ State license, certifications, or registrations authorizing training in your state (if applicable).
- ☐ Evidence of compliance with any additional state regulations for driver training (if applicable).



# ELDT Audit Checklist continued

## VEHICLE RECORDS

- ☐ Documentation for each vehicle used in behind-the-wheel training:
  - Vehicle Identification Number (VIN)
  - Registration
  - Inspection records

## STUDENT RECORDS

- ☐ Signed self-certification from each student attesting compliance with:
  - FMCSR Parts 40, 382, 383, 391
  - State and local laws
- ☐ Copy of each student's Commercial Learner Permit

## INSTRUCTOR QUALIFICATIONS

- ☐ Documentation for each trainer showing:
  - Driving and/or training experience
  - CDL and endorsements

## TRAINING ASSESSMENTS

- ☐ Records showing:
  - Number of times each skill was practiced
  - Theory instruction proficiency
  - Progressive improvement based on scoring documents

## RETENTION REQUIREMENT

- ☐ All records must be kept for **at least 3 years.**

## Get & Keep Your ELDT Trainers Certified

Ensure your trainers are qualified to deliver compliant ELDT theory, range, and road instruction with the **J. J. Keller® Safe & Smart® ELDT Trainer Certification Program**. Our program includes:

- Online courses for foundational knowledge
- Classroom instruction on curriculum delivery
- Range and road training demonstrations
- Evaluation and certification to teach entry-level drivers
- Checklists to ensure your ELDT program is prepared for an audit

Plus, we'll help you register on the **Training Provider Registry (TPR)**.

Learn more and enroll today:

[JJKellersafeandsmart.com/trainer-programs/eldt-trainer-certification](http://JJKellersafeandsmart.com/trainer-programs/eldt-trainer-certification)

