

J. J. Keller®

SAFE & SMART® TRAINING SERVICES

ELDT Audit Checklist

The Federal Motor Carrier Safety Administration (FMCSA) is increasing enforcement of the Entry-Level Driver Training (ELDT) requirements. More than **3,000 providers have already been removed** from the Training Provider Registry (TPR) for non-compliance, and another **4,500 are at risk**.

FMCSA is reviewing all **16,000 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 (CLP).

INSTRUCTOR QUALIFICATIONS

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

TRAINING ASSESSMENTS

- ☐ Records showing:
 - Number of times each skill was practiced
 - 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:

833.982.1236

JJKellerSafeandSmart.com/trainer-programs/eldt-trainer-certification

