December 30, 2019

Greetings Private Driver Training School Owners:

Beginning February 1, 2020, the Department of Education (“PDE”), Division of Instructional Quality, Office of School Safety Education will no longer make telephone calls to references for Private Driver Training School instructor applicants. Instead, PDE will now require all individuals applying for licensure as a Private Driver Training School instructor to submit three letters of reference with their application packet. The purpose of the reference letters is to assist PDE in the review and evaluation of the applicant’s moral character.

At least two reference letters must be professional (e.g., a current or past employer). One reference letter may be a personal reference.

The reference letters must contain the name, address and daytime telephone number of the reference. The reference letters must also include:

- The length of time the reference has known the applicant;
- The nature of the relationship between the reference and the applicant;
- If the reference is aware of any criminal convictions in the applicant’s background;
- If the reference is aware of any negative information that indicates it would be unsuitable for the applicant to work in a one-on-one situation with minors; and,
- An attestation to the applicant’s moral character.

None of the references are to be related to the applicant or in any way connected to the Private Driver Training School in which the applicant is seeking employment.

If you have any questions or need any assistance, please contact me.

Thank you in advance for your cooperation

Sincerely,

John V. Kashatus
School Safety Education Advisor II
Division of Instructional Quality