

## STEP BY STEP

### SAMPLE REGISTRATION PROCESS

As of September 8, 2023

When Registration opens at 10:30am an additional button will appear on our New Driver Program page labeled "Information/Registration". After you click on the Information/Registration button, it will take you to a page with additional information and buttons with the class start dates that will be available for registration.



#### New Driver Program

The New Driver Program at Professional Driving Systems includes 24-hours of classroom instruction and 8 hours of Behind-the-Wheel (BTW) Training. Classroom instruction is taught with a hands-on, interactive approach. BTW Training incorporates additional exercises not required by the State and not offered by other driving schools in this area such as: off-road recovery, braking exercises, and evasive maneuvering. Please see below for more detailed information.

**We would like to say Thank You to our community for your continued support!**

**At this time, Professional Driving Systems is not accepting New Driver Program registrations.**

**We are currently booked through March 2024.**

**April and May 2024 class sessions will be posted online on October 3rd, 2023, at 10:30 a.m.**



An additional button named "Information/Registration" will appear the list below when Registration opens.

INFORMATION/REGISTRATION

CLASS SCHEDULES

FREE PARENT CLASS (RESERVATION REQUIRED)

SAMPLE REGISTRATION PROCESS

MAKE MY FINAL PAYMENT

\$25 START DATE RESCHEDULE FEE

**PUTTING PRACTICE INTO PERSPECTIVE**

WHICH ONE HAS THE HIGHEST PERCENTAGE OF **DEATH**?

- FOOTBALL
- BASEBALL
- BASKETBALL
- VOLLEYBALL
- SOCCER
- RUGBY
- BAND
- WRESTLING
- DANCE
- HOCKEY
- FIELD HOCKEY
- **DRIVING**
- SOFTBALL
- SWIMMING
- TENNIS
- LACROSSE

More Information

Click on the start date for which you would like to register. Then, you will be taken to the registration form. However, if you click on the button and it says “Form is Disabled”, the session is full. Your students spot is not held until the registration form has been submitted and deposit is complete.

**Student must meet the below requirements before they begin classes**

- Student must hold a valid temporary license for a minimum of 3 weeks prior to class start date
- Student must have a minimum of 10 hours of on road behind the wheel driving with a parent or legal guardian.
- Students must log their driving time and present it to the office prior to class start date.

(Registration can be done prior to student completing the above requirements)

**Be aware that the sessions fill very quickly**  
**If the form says "Form Is Disabled" the session you are trying to register for has filled and your registration will not submit.**

**The office will not be taking calls today from 10:00am - 3:00pm.**

Please Select your preferred Start Date to continue with your New Driver Program Registration

APRIL 1ST, 2024 4:30PM

APRIL 9TH, 2024 7:00PM

APRIL 22ND, 2024 7:00PM

MAY 6TH, 2024 4:30PM

MAY 6TH, 2024 7:00PM

**Be aware that the sessions fill very quickly**  
**If the form says "Form Is Disabled" the session you are trying to register for has filled and your registration will not submit.**

Fill out the registration form with the appropriate information. When you click “Submit”, the form will either take you to the payment information or if the session has filled before you click “Submit”, it will say “Form is Disabled”. If you receive a continuous “Please Wait” pop up, the session is already full. See the example of the Registration form below.

**EXAMPLE**

## 4/01/24 4:30pm session

Be aware that the sessions fill very quickly. If the form says "Form Is Disabled" the session you are trying to register for has filled and your registration will not submit.

Students Name \*

John

First Name

Doe

Last Name

Middle Initial \*

A

Date of Birth \*

01-01-2004

Gender \*

Male

Main Phone Number \*

(123) 456-7890

Please enter a valid phone number.

Main phone \*

Mom Cell

Main Phone Carrier \*

US Mobile

Used to send a reminder text about final registration.

Secondary Phone Number \*

(234) 567-8901

**EXAMPLE**

**EXAMPLE**

Secondary Phone \*

Dad Cell

Address \*

9876 Sample Rd.

Street Address

Street Address Line 2

Dayton

City

OH

State / Province

45429

Postal / Zip Code

Highschool \*

Centerville High School

Email \*

sample@gmail.com

example@example.com

Parents/Guardian Names \*

John/Jane Doe

John/Jane Doe

Does the student currently have their Temporary Permit? \*

Yes

No

Have you had a previous student attend Professional Driving Systems? If Yes, Previous Student's Name \*

No

Would you like to be placed on the Waiting List for an earlier Class Start Date? \*

Anything



**EXAMPLE**

It's free!

Create

Package Options (Choose One) \*

- 32 Hour New Driver Program \$625.00
- 32 Hour New Driver Program + Skid Control Training \$700.00
- 32 Hour New Driver Program + Skid Control Training + 1 hour Test Prep \$750.00

**EXAMPLE**

How did you hear about Professional Driving Systems?

Word of Mouth

Do you have any questions or comments?

No

Name as it appears on Credit Card \*

John Doe

**EXAMPLE**

**Requirements students MUST meet to BEGIN classes**

- Student must hold a valid temporary license for a minimum of 3 weeks prior to class start date
- Student must have a minimum of 10 hours of on road behind the wheel driving with a parent or legal guardian.
- Students must log their driving time and present it to the office prior to class start date.

**EXAMPLE**

\*

- I understand if my student does not meet the requirements listed above for the session I am currently registering for, my registration will be moved to a later session based on availability.

Continue to Payment

If the form leads you to the payment information you will select the amount you would like to pay, this page will redirect you to the payment portion. While on the next 2 steps you will be receiving your first of three confirmation emails showing your registration. The students spot is not offically reserved until the deposit has been submitted.

## Thank you for your registration information!

**Please note:** Your registration is not reserved until we have received the non-refundable/non-transferable deposit of \$100.

**Upon completion of your payment, you will receive a payment confirmation EMAIL within 2 hours.**  
**The office will not be taking calls today from 10:00am - 3:00pm.**

### Credit Card - Instant Payment

If this is your ***first student*** through PDS please click an option below to continue making a payment.

If you have had a ***previous student*** attend PDS in order to receive a \$25.00 Sibling Discount please use the buttons below to continue making a payment.

**\$100 - NEW DRIVER PROGRAM - DEPOSIT**

**\$100 - NEW DRIVER PROGRAM - DEPOSIT**

**\$625 NEW DRIVER TRAINING - FULL TUITION**

**\$600 NEW DRIVER TRAINING - FULL TUITION**

**\$700 NEW DRIVER TRAINING + SKID CONTROL**

**\$675 NEW DRIVER TRAINING + SKID CONTROL**

**\$750 NEW DRIVER TRAINING + SKID CONTROL + TEST PREP**

**\$725 NEW DRIVER TRAINING + SKID CONTROL + TEST PREP**

**Upon completion of your payment, you will receive a payment confirmation EMAIL within 2 hours.**  
**The office will not be taking calls today from 10:00am - 3:00pm.**

Once you click on the amount you would like to pay, it will direct you to the payment portion.  
Fill out the credit card information and click "Continue".

[Secure Transaction](#) 

Billing Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text" value="- Select State -"/>
Zip/Postal Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>
Website Address:	<input type="text"/>

Additional Information	
Student Full Name :	<input type="text"/>

Please review your billing information and the amount you selected to pay. Fill out your credit/debit card information and click "Complete Order".

### Payment Information

Billing Information
<b>John Doe</b> 9876 Sample Dr Dayton OH 45429 P: 1234567 E: Sampleemail@gmail.com

[Edit Address Information](#)

Order Information	
<b>Order Description:</b>	New Driver Program Deposit
<b>Order Amount:</b>	100.00

[Secure Transaction](#) 

Credit Card	
<b>Credit Card Number:</b>	<input type="text"/>
<b>Credit Card Expiration:</b>	<input type="text"/>
<b>Card Security Code:</b>	<input type="text"/>

[\(What is this?\)](#)

[Complete Order](#)

Within an hour, you will receive a second confirmation email showing your payment. Once you receive your second email your spot is confirmed and you will receive a third confirmation email from Professional Driving Systems within 5-10 days. The third email will include all of your session information, a deposit receipt letter, a class calendar and additional documents.