SCHEDULE A DTS INSTRUCTOR EXAM

DOL provides the ability for you to schedule your DTS Instructor Exam through the online portal. This job aid outlines how to navigate through the process from beginning to end.

ACCESSING THE ONLINE APPOINTMENTS PORTAL

1. To access the portal and schedule your appointment online, visit DOL's website and access the Appointments page.
2. Scroll to the bottom of the page and click the Schedule an appointment button.

SCHEDULE YOUR APPOINTMENT TYPE

1. Click the Make an appointment button and I'm not a robot checkbox to complete the CAPTCHA challenge.
2. Click the Schedule a new appointment button.
3. Review the information on the Introduction screen and click Next.
4. Select Driver Licensing from the Licensing area dropdown menu.
5. Select Take a knowledge exam from the I want to dropdown menu.
6. Select Driver Training School Instructor from the Exam Type dropdown menu.
7. Click the Next button.

SELECT AND CONFIRM YOUR APPOINTMENT TYPE

1. Select an office from the dropdown menu and click the See available appointments button.
2. Click the Time hyperlink for the date and time you want to schedule.
3. Review the information in the Confirm pop-up window and click the Confirm button.

CONFIRMATION SCREEN

1. Write your Confirmation Code down in case you need to cancel your appointment at a later date.
2. Click the Print Confirmation button to print the information. You have completed the scheduling process!

Note: Click the Cancel Appointment button to cancel your appointment if there is a mistake with the date, time, or location. Repeat all of the steps above to reschedule.