



# Program Completion CHECKLIST

## Confirm you have met all the completion requirements: Log on to [Top Driver Signals](#).

- Attend 30 hours of Classroom Instruction and pass a final written exam with a score of 75% or higher.
- [Grade Verification Form](#) must be completed and on file with Top Driver (My Account / Certificate Status).
- Complete required in-vehicle training and must pass an in-vehicle evaluation (Home Page / In Car Recap / Outstanding Hours must be zero).
- Show a \$0.00 account balance.
- Student Permit Number, Issue Date and FAC CM number must be on file with Top Driver

## Confirm that Top Driver has submitted your Completion Report to the Secretary of State:

- On [Top Driver Signals](#) select My Account then Certificate Status.
- Once you see an “order date” the student’s Completion Report has been submitted to the IL Secretary of State.

## Confirm that the Secretary of State has received the student’s Completion Report.

- [Driver's Education Course Completion Check](#)
- This tool allows students to check their eligibility to apply for a driver's license, having completed a requisite driver education course.
- Prior to visiting a [Secretary of State Facility](#) to apply for a driver's license, completion of driver education must be updated/posted to the applicant's driving record.



## Secretary of State Helpful Driver’s License Information:

- [Acceptable identification documents](#)
- [Graduated Driver's Licensing Program](#)

**TOP DRIVER TIP:** After Top Driver submits completion to the Secretary of State, processing by the state can take up to 15 business days. Check your status with the state before you apply for your license.