

# Teen Driver's License Process



## 1. DRIVER EDUCATION PROGRAM SUMMARY

Illinois students can begin a driver education program at Nova Driving School from as early as 15 years of age. For any underage\* IL resident who wishes to obtain their license, driver education is **mandatory**.

- A complete driver education course includes:
  - 30 hours of classroom instruction.
  - 6 hours of behind-the-wheel instruction with a licensed instructor. \*
  - 6 hours of in-vehicle observation of another teen student driver, under supervision of a licensed instructor. \*
  - ***\*This observation requirement is waived if the student enrolls in a program with 8 or more hours of in-vehicle training.***
- The student must already be, or will turn, 15 by the last day of the classroom program.
- A student may miss up to 4 classes. These classes must be made up. Any students who exceed the absence limit must re-enroll **and begin the course from the beginning**.
- No more than 2 hours of classroom and 1½ hours of in-vehicle training can be completed in a day (Students enrolled for more than 8 hours of driving can do 2-hour increments after the 4<sup>th</sup> driving lesson).
- **\*IL residents 18-20 years of age** must either provide proof of 30-hour class completion when applying for a driver's license, or complete a 6-hour Adult Driver Education class.

## 2. INSTRUCTIONAL PERMIT

To receive an Instructional Permit, a teen student must:

- Be at least 15 years of age.
- Be enrolled in an approved driver education program and obtain a permit application form from said program.
- Bring the following documents to the Secretary of State DMV:
  - Either the original passport, or original/certified birth certificate. \*
  - A permit application form (provided by the student's driving school, after meeting school requirements), completed by a parent / guardian.
  - Proof of residency - examples include: parent/guardian present with their state ID, student's bank statement, or student's school transcript with their address. \*
  - Social Security Card, original document\* \*\*
  - Any corrective eye wear (glasses/contacts)
  - The required fee. (\$20 permit fee, as of 10/10/22)
  - *\*Note: a student's IL State ID can replace the need for this document.*
  - *\*\*Documented Visa holders or undocumented residents (who lack a social security number) should contact Nova to confirm the list of documents needed.*
- Pass a vision and a computer knowledge test at the Secretary of State DMV.

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## OTHER INFO

- An appointment is necessary for the permit test at most DMV locations. We recommend that you visit the [Secretary of State Website](#) to schedule an appointment.
- The Permit:
  - Allows the student to drive while supervised by a parent/guardian, or an adult they approve of, over 21 years of age (licensed for at least one year) and subject to restrictions (see below).
  - Is valid for two years.
  - Must be held for a minimum of nine months.
  - Must be on the student during all practice driving or behind-the-wheel training sessions (the original - copies are not valid for use in-car).
- Permit restrictions:
  - The student may only drive until 10:00 P.M. Sunday – Thursday and until 11:00 P.M Friday – Saturday.
  - While the student is driving, all occupants must wear a safety belt.
  - The number of passengers is limited to one in the front seat and to the number of seat belts in the back seat.
  - Only one non-family member less than 18 years of age can be present as a passenger in the car, while the teen student is driving.
  - Students must not acquire any driving convictions during the permit phase.
  - Cell phone use while driving is prohibited except in the case of an emergency to contact a law enforcement agency, health care provider, or emergency services agency. This includes hands-free technology, such as wireless earbuds or speakerphone.

## 3. ADDITIONAL DRIVING PRACTICE

- To obtain a License, a student must drive with a parent or adult over 21 years of age (licensed for at least one year), for at least 50 hours, including 10 hours of night driving. The teen student and parent are responsible for documenting all hours driven, whether the student is with the parent or with an approved adult.
- This is a *minimum* requirement; Nova encourages parents to continually assess their teen to determine how many *more* hours of practice driving *they* would require. Additional driving lessons can supplement this training and can be documented by the parent/guardian on a 50-hour log sheet.

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## 4. COMPLETING DRIVER'S ED

A Certificate of Completion is required for the student to take the road exam and obtain their driver's license when they are 16 years of age and have held their permit for 9 months.

- Nova Driving School submits a request to the Secretary of State for the teen student's Certificate of Completion upon:
  - Student's completion of all classroom and in-vehicle training (including required observations, if needed), **and**
    - Submission of the Nova Terms and Conditions Registration Form
    - Submission of the student's passing grades in high school/junior high. Proof of grades must be for the 2 most recent semesters or 4 quarters if the student's school runs quarterly; the following qualify as proof of grades:
      - School Approval form (provided by Nova) signed by a school official
      - Report card copies (screenshots of online portals from most schools are not accepted)
      - Transcripts
    - Submission of a copy of the student's permit.
    - *If a student has taken the classroom course outside of Nova, proof of classroom completion is required. A letter, certificate, or report card/transcript with the school name, class end date, and letter grade is acceptable proof.*
- All documents, except the permit, should be submitted to Nova prior to the first class to avoid delays in receiving the Certificate of Completion/License. To highlight the need for said documentation, students are not permitted to schedule driving lessons until all documents are submitted.
- Once all classroom and in-vehicle training has been completed/verified and grades received, Certificate of Completion normally take 10 – 15 business days to be processed and mailed to the student by the Secretary of State.
  - Contact Nova for a status on your student's certification. Parents can also use <https://apps.ilsos.gov/deccheck/> to check their student's status. **Students are considered certified if the website displays a completed status, and do not necessarily need to wait for their mailed certificate.**
- After completing all classroom (letter grade B or higher), range, and additional driving hours, a student may opt to take the driving test at an authorized driving school such as Nova (provided the student has not already attempted the road exam and failed at a DMV). The Cooperative Driving Exam Service allows an authorized instructor to administer the road test to a teen student. If they pass, their results are entered directly into the DMV database. When the student has met the age and 9-month requirement, they may visit a DMV facility to forgo the road test (all students completing the exam in this way are subject to spot checks by the DMV, for quality control, meaning a student may be asked to take the test again).

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## 5. DRIVER'S LICENSE

To test for and receive their Driver's License, a teen student must:

- 16 years of age or older
- Have held their Instructional Permit for at least 9 months.
- Have completed a complete driver education program at an approved school such as Nova Driving School.
- Have completed 50 hours of practice driving with a parent or adult, including 10 hours of night driving.
- Bring the following to the Secretary of State DMV on the testing day:
  - Instructional Permit
  - *Certificate of Completion mailed from Illinois (optional, but if this is not present, then a parent must contact Nova and confirm that the Secretary of State has a completion on record).*
  - Log Sheet from the student's parent or guardian attesting to the completion of at least 50 hours of practice driving, including 10 hours of night driving.
  - The documents listed under 3. Instructional Permit, with the exception of the permit application\*
    - *\*Note: a student's IL State ID can replace the need for some of the listed documents*
  - Insurance card for the student's test vehicle.
- Pass a driving test in a vehicle provided by the student that is legally equipped, in safe/clean condition and properly registered and insured. \*\*
- \*\*Students who took a Cooperative Driving Exam with a certified driving school such as Nova will already have had their results entered in the DMV system. These students should make a "DL/ID Card" service appointment when visiting the DMV. **Students cannot take a Cooperative Driving Exam with a Driving School, if they have attempted one already at a DMV and failed.**

### OTHER INFO

- An appointment is necessary for the road test at most DMV locations. We recommend that you visit the [Secretary of State Website](#) to schedule an appointment.
- If the parent accompanies the student on the testing day, they can provide their own proof of address.
- After obtaining a license, a teen student is still in the intermediate, or provisional, phase of licensure. The underage passenger and curfew restrictions still apply during this period, in addition to the following:
  - All passengers ages 15-20 can be ticketed for being an extra passenger in a vehicle.
  - The hands-free cell phone restriction is in place until the student turns 19 years old.
  - Teen License holders must continue to hold a clean driving record for an additional six months to apply for full licensure, in order to avoid restriction extensions.

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## 6. DMV LOCATIONS

(closed Sundays, open Mon-Fri 8:00a-5:30p, Sat 8:00a-12:00p)

339 East Indian Trail  
Aurora, Illinois 60505

5301 West Lexington Avenue  
Chicago, Illinois 60644

7200 West 84th Street  
Bridgeview, Illinois 60455

570 West 209th Street  
Chicago Heights, Illinois 60411

Chicago Loop Central (No Road Exams)  
160 N. LaSalle St.  
Chicago, IL 60601  
(Unique schedule: Mon-Fri 8:00a-5:00p)  
No appointments needed for Loop DMV

Lake Cook Plaza  
405 Lake Cook Road  
Deerfield, Illinois 60015

The Hall Plaza (No Testing, only for re-prints)  
4642 West Diversey Street  
Chicago, IL 60641

Melrose Crossing Shopping Center  
1903 North Mannheim Road  
Melrose Park, Illinois 60160

5401 North Elston Avenue  
Chicago, Illinois 60630

Midlothian Plaza  
14434 South Pulaski  
Midlothian, Illinois 60445

9901 South King Drive  
Chicago, Illinois 60628

Hobson Shopping Center  
931 West 75th Street, Suite 161  
Naperville, Illinois 60565

41 West 162nd Street  
South Holland, Illinois 60473