

# 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.