



August 31, 2020

Dear Private Driver Training School Owner:

I hope you are well and continuing to take every precaution in protecting your students, your employees, and yourselves from the spread of the Coronavirus.

I would like to take this time to address professional staff applications, specifically **reference letters**.

Recently, I have been receiving professional staff application packets with enclosed letters of recommendation. Please be aware that a letter of recommendation is not the same as a reference letter.

A letter of recommendation is typically more specific than a reference letter. The recommendation letter addresses how well an applicant is qualified for a certain opportunity such as becoming a PDTS instructor. The writer not only comments on the person's strengths and personal and professional qualities, but also elaborates on how his skills and talents make him the ideal candidate for the position. The writer might also expressly indicate that they recommends the person without reservation for the opportunity.

A **letter of reference**, on the other hand, is more general. The writer discuss general characteristics such as the person's work ethic, the length of time the reference has known the applicant, the nature of the relationship between the reference and the applicant, if the reference is aware of any criminal convictions in the applicant's background, if the reference is aware of any negative information that indicates it would be unsuitable for the applicant to work in a one-on-one situation with minors and, an attestation to the applicant's moral character.

When your PDTS instructor candidate submits their application packet, please be sure that their references have included all of the requested information found on page 5 of the [Professional Staff Application](#) updated August 2020.

If you have any questions or if you need any assistance, please contact me.

Sincerely,

John V. Kashatus
School Safety Education Advisor II
Division of Instructional Quality