



Transportation Safety Center  
 UNM Continuing Education  
 1University of New Mexico  
 MSC07 4030  
 Albuquerque, NM 87131-0001  
 FAX: 505.277.8975

**PRIVATE DRIVER EDUCATION PROGRAM**

**CERTIFICATE OF COMPLETION ORDER FORM**

SCHOOL NAME \_\_\_\_\_ OWNER/OPERATOR \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**REQUIREMENTS FOR CERTIFICATE'S OF COMPLETION (COC'S)**

ALL QUARTERLY REPORTS MUST BE RECEIVED BY TSC PRIOR TO SUBMITTING ORDER

- ✓ NUMBER OF COMPLETIONS REPORTED WILL DETERMINE NUMBER OF COC'S AUTHORIZED
- ✓ ALLOW TWO (2) WEEKS FOR REVIEW AND ORDER PROCESSING (No Immediate Deliveries)
- ✓ TSC WILL NOTIFY YOU OF NUMBER OF COC'S ISSUED AND TO MAKE PAYMENT AND DELIVERY ARRANGEMENTS
- ✓ \$1.00 (*Free for public schools*) FOR EACH CERTIFICATE APPROVED
- ✓ COC's WILL ISSUED IN INCREMENTS OF 50
- ✓ CHECKS PAYABLE TO: **TRANSPORTATION SAFETY DIVISION**
- ✓ COC'S ARE IN DUPLICATE. (**ORIGINAL GOES TO THE STUDENT** UPON SATISFACTORY COMPLETION AND THE COPY IS FOR SCHOOL FILES).

**REQUIREMENTS FOR BTW REFERRAL CARDS**

- ✓ ALL QUARTERLY REPORTS UP TO DATE
- ✓ NUMBER OF ENROLLMENTS REPORTED WILL DETERMINE NUMBER OF REFERRALS AUTHORIZED
- ✓ ALLOW TWO (2) WEEKS FOR REVIEW AND ORDER PROCESSING (No Immediate Deliveries)

**REQUIREMENTS FOR GDL BROCHURES**

- ✓ ALL QUARTERLY REPORTS UP TO DATE
- ✓ NUMBER OF ENROLLMENTS REPORTED WILL DETERMINE NUMBER OF GDL'S AUTHORIZED.
- ✓ ALLOW TWO (2) WEEKS FOR REVIEW AND ORDER PROCESSING (No Immediate Deliveries)

**TRANSPORTATION SAFETY CENTER USE ONLY**

Number of Certificates of Completion Authorized \_\_\_\_\_ Control # \_\_\_\_\_ To \_\_\_\_\_

Number of BTW Referral Cards Authorized \_\_\_\_\_ Control # \_\_\_\_\_ To \_\_\_\_\_

Number of GDL Brochures Authorized \_\_\_\_\_

Authorizing TSC staff signature: \_\_\_\_\_ Date Mailed Out (*if applicable*) \_\_\_\_\_

Authorized School Representative (*if applicable*) \_\_\_\_\_

Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Amount Received \_\_\_\_\_