



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

DRIVER IMPROVEMENT/DEFENSIVE DRIVING

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 FOR EACH CERTIFICATE APPROVED
- ✓ COC'S WILL BE 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).

TRANSPORTATION SAFETY CENTER USE ONLY

Number of Certificates of Completion Authorized _____ Control # _____ To _____

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

Authorized School Representative (*if applicable*) _____

Check # _____ Check Date _____ Amount Received _____