



Transportation Safety Center  
UNM Continuing Education  
1University of New Mexico  
MSC07 4030  
Albuquerque, NM 87131-0001  
Email: [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu)

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## DRIVER IMPROVEMENT/DEFENSIVE DRIVING

### CERTIFICATE OF COMPLETION ORDER FORM

SCHOOL NAME \_\_\_\_\_ OWNER/OPERATOR \_\_\_\_\_  
EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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### REQUIREMENTS FOR CERTIFICATES OF COMPLETION (COCs)

ALL QUARTERLY REPORTS, INCLUDING CLASSROOM SCHEDULES FOR THE PRESENT QUARTER MUST BE RECEIVED BY TSC PRIOR TO SUBMITTING ORDER

- ✓ NUMBER OF COMPLETIONS REPORTED WILL DETERMINE NUMBER OF COCs AUTHORIZED
  - ✓ ALLOW ONE (1) WEEK FOR REVIEW AND ORDER PROCESSING (No “Walk-Ins” or Immediate Deliveries)
  - ✓ TSC WILL NOTIFY YOU OF NUMBER OF COCs ISSUED AND TO MAKE PAYMENT AND DELIVERY ARRANGEMENTS
  - ✓ \$1.00 FOR EACH CERTIFICATE APPROVED
  - ✓ COCs 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).
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### 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 \_\_\_\_\_