



CERTIFICATES OF COMPLETION ORDER FORM
(Private- For Profit Driver Education Schools)

University of New Mexico
Transportation Safety Center
MSC07-4030
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-0961 Email: TSCdriverprograms@unm.edu

SCHOOL NAME _____ OWNER/OPERATOR _____
EMAIL: _____ PHONE# _____
MAILING ADDRESS: _____ CITY/STATE _____

REQUIREMENTS FOR CERTIFICATES OF COMPLETION (COCs)

- ALL QUARTERLY REPORTS, INCLUDING CLASSROOM AND BEHIND-THE-WHEEL SCHEDULES FOR 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, AFTER PAYMENT, FOR REVIEW AND ORDER PROCESSING (No "WALK-INS")
TSC WILL NOTIFY YOU OF NUMBER OF COCs ISSUED AND TO MAKE PAYMENT AND DELIVERY ARRANGEMENTS
\$1.00 (Free for public schools) FOR EACH CERTIFICATE APPROVED
COCs WILL ISSUED IN INCREMENTS OF 50
CHECKS PAYABLE TO: TRANSPORTATION SAFETY DIVISION
COCs 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, CLASSROOM AND BEHIND-THE-WHEEL SCHEDULES UP TO DATE
NUMBER OF ENROLLMENTS REPORTED WILL DETERMINE NUMBER OF REFERRALS AUTHORIZED
ALLOW ONE (1) WEEK FOR REVIEW AND ORDER PROCESSING (No "WALK-INS")

REQUIREMENTS FOR GDL BROCHURES

- NUMBER OF ENROLLMENTS REPORTED WILL DETERMINE NUMBER OF GDLs AUTHORIZED.
ALLOW ONE (1) WEEK FOR REVIEW AND ORDER PROCESSING (No "WALK-INS")

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 _____



HOW TO ORDER CERTIFICATES OF COMPLETION

School quarterly reports turned in to the UNM Transportation Safety Center (TSC)?

Classroom and behind-the-wheel schedule for the present quarter turned into TSC?

Complete Certificates of Completion (COC) Order Form:

- a. Please write legibly
- b. Complete all information, including email address.
- c. Mail to UNM Transportation Safety Center; email to: TSCdriverprograms@unm.edu
- d. No "walk-in" orders.

TSC Processes Order

- a. Allow 1 week after payment is received for processing.
- b. TSC emails school with authorized # of COC's, including payment and delivery / pick-up arrangements.
- c. Checks payable to **TRAFFIC SAFETY DIVISION.**

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