



TRAFFIC SAFETY DIVISION APPLICATION FOR

DRIVER EDUCATION INSTRUCTOR RENEWAL CERTIFICATE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before completing this application please review the Rules and Regulations pertaining to licensing, NMAC 18.20.3, at: <http://transportation.unm.edu/assets/2009-DRED-18.20.3.pdf>. Your signature below will verify that you have taken this action.

- complete this application on your computer by using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** by printing legibly in black ink
- provide all information requested in Sections 1 and 2 of the application form
- include copies of all the required documents listed in Section 3 of the application form
- initial each statement in Section 4 of the application form
- sign and date the application in Section 5 of the application form
- submit a check made payable to *Traffic Safety Division* in the amount of
 - \$50.00 *plus*
 - a \$25.00 late fee if the application is postmarked on or after June 1st
- make a copy of the completed application and required documents for your records
- mail original documents to:

**Transportation Safety Center – Licensing Section
UNM Continuing Education
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001**

If you have any questions concerning this application or any of the forms, please contact:

- The Transportation Safety Center (TSC) by telephone at 505-277-0961 or by fax at 505-277-8975.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The Transportation Safety Center (TSC), on behalf of the Traffic Safety Division (TSD), will review your application within 15 days to determine if it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until the TSC receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents by June 30, your certification will expire and renewal will be denied.

If your certification expires, you may submit a complete application for Driver Education Instructor Original Certificate at any time.

If the TSD approves your application, the TSC will issue your Driver Education Instructor renewal certificate on behalf of the Traffic Safety Division.

NO PERSON MAY CONTINUE TO INSTRUCT A DRIVER EDUCATION SCHOOL CLASS AFTER JUNE 30th OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION INSTRUCTOR CERTIFICATE FOR THE FISCAL YEAR COMMENCING JULY 1st.

➤ ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

APPLICATION FOR RENEWAL OF INSTRUCTOR CERTIFICATE

Section 1 – Instructor Information

Instructor Name (as you would like it to appear on certificate)	
Instructor Mailing Address (Street Address, City, State, Zip Code)	
Instructor Telephone Number(s)	
Instructor E-mail Address	
Do you have Internet access?	<input type="checkbox"/> yes <input type="checkbox"/> no
Instructor Date of Birth	
Name of School Where Employed	
Address of School Where Employed (Street Address, City, State, Zip Code)	
Name of School Owner/Operator	
I will teach: (check all that apply)	Classroom <input type="checkbox"/> Behind-the-Wheel <input type="checkbox"/>

Section 2 – Continuing Education

Name of Course	Location	Sponsor	Credit hours	Date attended

Section 3 – Required Documents

Please submit the following documents with this application:

- A copy of the Request for MVD Limited Driving History form available at <http://transportation.unm.edu/assets/MVD-school.pdf> so that the TSC can obtain the applicant’s limited driving history directly. The applicant’s original signature is required on the release form (if the applicant has submitted an MVD request form with a school license application, the applicant does not need to submit it with this application);

- A copy of the Authorization for Release of Information by DPS form available at <http://transportation.unm.edu/licensing/forms/> so that the TSC can obtain the applicant’s state criminal background check directly. The applicant’s original signature is required and ***this form must be notarized and accompanied by a check for \$15.00 made payable to the Department of Public Safety*** (if the applicant has submitted a DPS request form with a school license application, the applicant does do not need to submit it with this application);

- If you have ever been convicted of or pleaded guilty or no contest to a misdemeanor, traffic misdemeanor or felony, a separate sheet and supporting documentation explaining why each such conviction or plea should not disqualify you from obtaining a license under paragraph 18.20.3.10 A;
- A copy of the applicant's health certificate signed by a physician and dated no earlier than six (60) days before the date the application is filed with TSC stating that the applicant is free from all communicable diseases. *If the applicant will provide behind-the-wheel training, the health certificate must also state that the applicant is free of any ailment, disease, or physical defect that causes momentary or prolonged lapses of consciousness or control, which is or may become chronic, and that applicant is not suffering from a physical or mental disability or disease that prevent reasonable and ordinary control over a motor vehicle or that could impair the applicant's ability to drive safely or instruct student drivers.* (Correspondence driver ed instructors are not required to submit a health certificate);
- If applicant is a licensed teacher, a copy of applicant's teaching license from the New Mexico Public Education Department; **or**
- If the applicant is not a licensed teacher,
 - a copy of a diploma or official transcript evidencing a bachelor's degree from an accredited college or university **or**
 - a resume with verifiable employment history showing a minimum of 3 years full-time experience in driver training or a related field;
- Copies of certificates of completion showing at least 8 hours of attendance at classes or workshops that qualify for continuing education credits as stated in subsection 18.20.3.19B of the rule.

Section 4 – Sworn Statements

By my initials beside each statement, I _____ certify that:

_____ I have obtained a copy of, have read, and agree to comply with the requirements of, 18.20.3 NMAC, Driver Education Schools, the rule adopted by the Traffic Safety Division regarding Driver Education Schools.

_____ All statements sworn to in the original application are still in full force and effect.

_____ I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or revocation or suspension of my license.

_____ If I have not received my renewal certificate by July 1st, I will cease to instruct Driver Education School classes until I have received a renewal certificate from the Traffic Safety Division.

Section 5 – Signature and Date

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

Applicant's signature

Date

Please note that TSD requires an original application for processing. Copies will not be accepted. Please make a copy of this application for your records and submit an original.