



TRAFFIC SAFETY DIVISION APPLICATION FOR

DRIVING SAFETY 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/licensing/driving-safety-schools/>. 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 October 1st
- make a copy of the completed application and required documents for your records
- mail all 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:

- Traffic Safety Center by telephone at 505-277-8770 **or** the Licensing Section 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 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 TSC does not receive the missing information or documents by October 31, your license will expire and the TSD will issue a notice for you to cease and desist teaching driving safety classes.

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

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

NO PERSON MAY CONTINUE TO INSTRUCT A DRIVING SAFETY SCHOOL CLASS AFTER OCTOBER 31st OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY INSTRUCTOR CERTIFICATE FOR THE LICENSING YEAR COMMENCING NOVEMBER 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	
Specials	<input type="checkbox"/> 6 hour <input type="checkbox"/> 8 hour <input type="checkbox"/> Aggressive Driving <input type="checkbox"/> Seatbelt / Child restraint

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 (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) (*non-NM residents: must additionally provide a motor vehicle history for each state the applicant held a license*);

A copy of the Authorization for Release of Information by DPS form available at <http://transportation.unm.edu/assets/DPS.doc> so that the TSC can obtain the applicant's state criminal background check directly. The applicant's original signature is required. ***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 not need to submit it with this application) (*non-NM residents: must additionally provide a motor vehicle history for each state the applicant held a license*);

- 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 sixty (60) days before the date the application is filed with the Division stating that the applicant is free from any chronic communicable diseases (distance learning driving safety instructor applications do not need to submit a health certificate); and
- 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 18.20.8.17B 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, 18.20.8 NMAC, Driver Safety Schools, the rule adopted by the Traffic Safety Division regarding Driver Safety 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 November 1st, I will cease to instruct Driving Safety 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.