**TRAFFIC SAFETY DIVISION APPLICATION FOR**

**CORRESPONDENCE DRIVER EDUCATION SCHOOL**

**ORIGINAL**

**LICENSE**

**INSTRUCTIONS FOR COMPLETING THIS APPLICATION**

Before completing this application please review the Rules and Regulations pertaining to certification, NMAC 18.20.3. The Rules and Regulations can be found on the TSC website under the Licensing tab and Driver Education School Forms. 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
* if completing by hand, please print legibly in black ink (if your application is unreadable, it will be denied and returned)
* provide all information requested
* include copies of all the required documents
* initial each sworn statement that indicates you understand and will abide by all requirements
* sign and date the application
* make a copy for your records
* mail all original documents to:

 **University of New Mexico**

 **Transportation Safety Center**

 **4400 Alameda Blvd NE**

 **Suite A**

 **Albuquerque, NM 87113**

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

The UNM Transportation Safety Center (TSC) by email at: TSCdriverprograms@unm.edu or by telephone at 505-328-9338.

**WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?**

The University of New Mexico, Transportation Safety Center (TSC), on behalf of the NMDOT 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 the TSC does not receive the missing information or documents within 30 days of the date the application was received, your application will be considered inactive. You may resubmit a complete application at any time.

If the TSD does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

Upon completion of your application, TSC will notify you to submit a check of money order payable to *Traffic Safety Division* in the amount of

* $400.00 if you file your application between July 1 and December 31 (for licenses valid more than six months)
* $200.00 if you file your application between January 1 and June 30 (for licenses valid less than six months).

Once the licensure fee is received and the TSD has granted approval, the TSC will issue your Driver Education School license on behalf of the Traffic Safety Division.

**NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION SCHOOL LICENSE.**

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

**APPLICATION FOR ORIGINAL CORRESPONDENCE DRIVER EDUCATION SCHOOL LICENSE**

**Section 1 – Driver Education School Information**

|  |  |
| --- | --- |
| School Name (as it appears on business license) |       |
| Physical Address(Street Address, City, State, Zip Code) |           , NM       |
| Mailing Address (Street Address, City, State, Zip Code) |           , NM       |
| Local Telephone Number(s) |       |
| E-mail Address  |       |
| Web Address (if applicable) |       |
| School Owner/Operator:  |       |
| Telephone number of owner/operator |       |
| Date of Birth for School Operator: |       | Social Security #      |
| Email address of owner/operator |       |
| I am also filing a separate application to be an Instructor |  [ ]  yes [ ]  no |

**Section 2 – References**

Please provide three (3) character and employment references. **At least one of the references must be a present and past employer. Family members may not be used as references.**

|  |  |  |
| --- | --- | --- |
| **1** | Name |       |
|  | Street Address, City, State, Zip Code |           , NM       |
|  | Telephone Number |       |
|  | Relationship |       |
|  |  |  |
| **2** | Name |       |
|  | Street Address, City, State, Zip Code |           , NM       |
|  | Telephone Number |       |
|  | Relationship |       |
|  |  |  |
| **3** | Name |       |
|  | Street Address, City, State, Zip Code |           , NM       |
|  | Telephone Number |       |
|  | Relationship |       |

**Section 3 – List of Instructors**

|  |  |
| --- | --- |
|  | **Name** |
| 1 |       |
| 2 |       |
| 3 |       |
| 4 |       |
| 5 |       |

**Section 4 – Required Documents**

Please submit the following documents with this application:

* The NM limited history driving form attached must be completed with your original signature, as well as a limited history driving record from any state in which you have resided in the past ten (10) years dated no earlier than sixty (60) days before the date the application is filed with the bureau. You are responsible for obtaining any out of state records to submit with your application.
* The Authorization for Release of Information by NMDPS form attached must be completed with your original signature and notarized. You will need to obtain and submit any out of state records from any state in which you have resided in the past ten (10) years dated no earlier than sixty (60) days before the date the application is filed with the bureau. ***Please include your check or money order for $15.00 made payable to the Department of Public Safety*** *(if the applicant is also applying as an Instructor, only one MVD or DPS form needs be submitted).*
* If you have ever been convicted of or pled 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 18.20.3.18 E
* A copy of the applicant’s resume indicating a school and/or work history;
* A surety bond that meets the requirements of 18.20.3.10B and Senate Bill 106 dated 04/06/2021 in the amount $15,000 that shall be continuous, shall name the New Mexico department of transportation, traffic safety bureau as obligee, and shall assure the satisfactory performance of all contracts with students, including tuition refund agreements, and the maintenance of student records.
* A schedule of fees applicable to students who enroll in the program;
* A copy of the written refund policy issued to each student upon enrollment;
* A copy of the Business License;
* NM GRT (EIN) identification number;
* A copy of the proposed:
* Curriculum: for NMDOT Approved manual (*AAA How to Drive*, *Drive Right*, *New Mexico Driver Education Curriculum* or *Glencoe’s Responsible Driving*), please submit a course outline giving the name of the approved manual & a schedule showing days/time devoted to each chapter by name.
* handouts
* list of videos (a list of pre-approved videos is on our website at: transportation.unm.edu)
* student report form that complies with subsection 18.20.3.15D of the rule
* 50 final examination questions ***with answer key***

**Section 5 - Sworn Statements**

By my initials beside each statement, I,  d/b/a/ , 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.

\_\_\_\_\_ I understand that failure to comply with the requirements of the rule shall be grounds for

 suspension or revocation of the School license issued to me or to the school by the Traffic Safety Division.

\_\_\_\_\_\_ I understand that as the owner of the applicant school I am the person responsible for complying with all the school’s obligations and responsibilities under New Mexico statutes and regulations;

\_\_\_\_\_\_ I will not transfer the ownership of the school to any person who is not licensed by the Traffic Safety Division to operate a driver education school; and I will only make such a transfer after giving reasonable advance notice to the Traffic Safety Division;

\_\_\_\_\_\_The persons who will serve as Instructors are certified instructors who satisfy all

 requirements of the rule.

\_\_\_\_\_\_ 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.

\_\_\_\_\_\_ I will not operate a Driver Education School in New Mexico until I have received

 a license from the Traffic Safety Division.

**Section 6 – 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.

TSC Review by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

NMDOT TSD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Denied

Reviewer’s Comments: