**TRAFFIC SAFETY DIVISION APPLICATION FOR**

**DRIVER EDUCATION SCHOOL**

**RENEWAL**

**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.

Note: All renewal applications must be submitted by May 31st. Any application submitted after that date will need to pay a $25.00 late fee before the application will be processed. (**Make check or money order made payable to TSD**).

* 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
* submit a check or money order made payable to *Traffic Safety Division* in the amount of
* $400.00 for the main school site
* $35.00 for each extension site
* 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
* email or mail all 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 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 the TSC does not receive the missing information or documents by June 30, your license will expire.

If your license expires, you will need to submit a new and complete Driver Education School Original application at any time.

If the TSD approves your application, the TSC will issue your Driver Education School license on behalf of the Traffic Safety Division.

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

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

**APPLICATION FOR RENEWAL DRIVER EDUCATION SCHOOL LICENSE**

**Section 1 – Driver Education School Information**

|  |  |
| --- | --- |
| School Name (as it appears on business license) |       |
| School Physical AddressStreet Address, City, State, Zip Code |           , NM       |
| School Mailing Address Street Address, City, State, Zip Code |           , NM       |
| Local Telephone Number(s) |       |
| E-mail Address  |       |
| Web Address (if applicable) |       |
| School Program Type |  [ ]  37 Hour [ ]  56 Hour |
| School Owner/Operator |       |
| Telephone number of owner/operator: |       |
| Email address of owner/operator: |       |
| I am also renewing my Instructor’s certificate |  [ ]  yes [ ]  no |
| Do you provide the following: | [ ]  simulator [ ]  range |
| Address of driving range |       |

**Section 2 – List of Extension Sites**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site ID** | **City** | **Street Address** | **Telephone** |
| Site A |       |       |       |
| Site B |       |       |       |
| Site C |       |       |       |
| Site D |       |       |       |
| Site E |       |       |       |
| Site F |       |       |       |

**Section 3 – List of Instructors**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Will teach:** | **Site:** |
|  |  | Classroom  | Behind the Wheel |  |
| 1 |       | **[ ]**  | **[ ]**  |       |
| 2 |       | [ ]  | [ ]  |       |
| 3 |       | [ ]  | [ ]  |       |
| 4 |       | [ ]  | [ ]  |       |
| 5 |       | [ ]  | [ ]  |       |
| 6 |       | [ ]  | [ ]  |       |
| 7 |       | [ ]  | [ ]  |       |
| 8 |       | [ ]  | [ ]  |       |
| 9 |       | [ ]  | [ ]  |       |
| 10 |       | [ ]  | [ ]  |       |

**Section 4 – List of Vehicles Used for Behind-the-Wheel Driving Instruction**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year** | **Make** | **Model** | **Color** | **Vehicle License Plate Number** |
| 1 |       |       |       |       |       |
| 2 |       |       |       |       |       |
| 3 |       |       |       |       |       |
| 4 |       |       |       |       |       |
| 5 |       |       |       |       |       |
| 6 |       |       |       |       |       |
| 7 |       |       |       |       |       |
| 8 |       |       |       |       |       |
| 9 |       |       |       |       |       |
| 10 |       |       |       |       |       |

**Section 5 – 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 certificate of insurance that meets the requirements of subsection 18.20.3.13D of the rule;
* 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 copy of the Certificate of Maximum Occupant Load issued by the state or local Fire Marshal stating the maximum occupancy allowed by the fire code for each room used for instruction at a main or extension site;
* A schedule of fees applicable to students who enroll in the program;
* A copy of the Business License for main site and extension sites (if applicable);
* A copy of the written refund policy and written reschedule policy issued to each student upon enrollment
* A copy of:
* curriculum
	+ Please submit all updates of curriculum with this renewal application
	+ If curriculum has not been modified since last year, only an outline of the course illustrating days/times devoted to each topic or book chapter is needed
* outline of course
* handouts
* list of videos
* student report form that complies with subsection 18.20.3.15D of the rule
* driving log form that complies with paragraph 18.20.3.13E(2)
* 50 final examination questions ***with answer key***

**Section 6 – 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.

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

\_\_\_\_\_ I continue to be the person responsible for this school’s compliance with all laws and regulations.

\_\_\_\_\_ The course curriculum outline submitted with this application is accurate and any changes

 from last year are being faithfully reported in this application.

\_\_\_\_\_ 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 understand that licensure of the school cannot be transferred to any individual;

\_\_\_\_\_ The School’s main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

\_\_\_\_\_ The persons who will serve as Instructors meet the 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.

\_\_\_\_\_ If I have not received my renewal license by July 1st, I will cease to operate the

 main site and all extension sites of this School until I have received a renewal license from the Traffic Safety Division.

\_\_\_\_\_ I understand that failure to comply with the requirements of the rule shall be grounds for suspension or revocation of any certificate issued to me by the TSD.

**Section 7 – 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

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

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

 Approved Denied

Reviewer’s Comments: