

# CERTIFICATES OF COMPLETION ORDER FORM

(Private- For Profit Driver Education Schools)

University of New Mexico

Transportation Safety Center 4400 Alameda Blvd NE

Suite A

Albuquerque, NM 87113

Email: [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu)

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| --- | --- | --- | --- | --- |
| SCHOOL NAME |  | OWNER/OPERATOR |  | |
| EMAIL |  | PHONE# |  | |
| MAILING ADDRESS |  | CITY/STATE/ZIP | | , |

# 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 FOR REVIEW & 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 & GDL BROCHURES

* 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”) ALLOW UP TO TWO (2) WEEKS FOR SHIPPING

**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

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