**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. The rules can be found on the TSC website under the Licensing tab and Driver 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 (handwritten only typed, scanned or faxed initials will not be accepted)
* sign and date the application in Section 5 of the application form (handwritten only typed, scanned or faxed signatures will not be accepted)
* 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:

 **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 Transportation Safety Center (TSC) by email: TSCdriverprograms@unm.edu or phone: 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 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) |           , NM       |
| Instructor Telephone Number(s) |       |
| Instructor E-mail Address  |       |
| Do you have Internet access? | [ ]  yes [ ]  no |
| Instructor Date of Birth  |       |
| Name of School Where Employed |       |
| Address of School Where Employed(Street Address, City, State, Zip Code) |           , NM       |
| Name of School Owner/Operator | Owner/operator |
| Course Type | [ ]  6 hour [ ]  8 hour Suspended License[ ]  Safer NM |
| Instruction Setting | [ ]  Classroom [ ]  Online Distance Learning |

**Section 2 – Continuing Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Course | Location | Sponsor | Credit hours | Date attended |
|       |       |       |       |       |
|       |       |       |       |       |
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**Section 3 – Required Documents**

Please submit the following documents with this application:

* A completed Request for NM MVD Limited Driving History form. This form can be found on the TSC website on the Driver Safety School Forms list. This will enable the TSC to 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 an instructor’s certificate 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. This form can be found on the TSC website on the Driving Safety School Forms List. This will enable the TSC to 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 do 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 18.20.8.10 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 (Handwritten only) 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.