**TRAFFIC SAFETY DIVISION APPLICATION FOR**

**DRIVING SAFETY SCHOOL**

**RENEWAL**

**LICENSE**

**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 to 3 of the application form
* include copies of all the required documents listed in Section 4 of the application

 form

* initial each statement in Section 5 of the application form (handwritten only typed, scanned or faxed initials will not be accepted)
* sign and date the application in Section 6 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
* $400.00 for the main school site *plus*
* $35.00 for each extension site *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 to cease and desist operating as a driving safety school

If your license expires, you may submit a complete application for Driving Safety School Original License at any time.

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

**NO PERSON MAY CONTINUE TO OPERATE A DRIVING SAFETY SCHOOL AFTER OCTOBER 31st OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY SCHOOL LICENSE FOR THE LICENSING YEAR COMMENCING NOVEMBER 1st.**

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

**APPLICATION FOR DRIVING SAFETY SCHOOL RENEWAL LICENSE**

**Section 1 – Driving Safety School Information**

|  |  |
| --- | --- |
| School Name (as it appears on business license) |       |
| School Physical Address(Street Address, City, State, Zip Code) |           , NM       |
| School Mailing Address (if different from physical address)Street Address, City, State, Zip Code |           , NM       |
| Toll-Free Telephone Number  |       |
| Local Telephone Number |       |
| Fax Number |       |
| E-mail Address  |       |
| Do you have Internet access? |  [ ]  yes [ ]  no |
| Web Address (if applicable) |       |
| Name of School Owner/Operator(responsible for compliance with state law): |       |
| Name(s) that appear on business license (attach copy): |       |
| Address of owner/operator: |           , NM       |
| Telephone number of owner/operator: |       |
| Email address of owner/operator: |       |
| Course Type | [ ]  6 hr. Course [ ]  8 hr. Suspended License Course[ ]  Safer NM(Note: Separate curriculum must be submitted for each Course Type) |
| Instruction Setting | [ ]  Classroom [ ]  Online Distance Learning |
| I am also filing a separate application to renew my Instructor’s certificate |  [ ]  yes [ ]  no |

**Section 2 – List of Extension Sites**

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

**Section 3 – List of Instructors**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Telephone** | **Site ID\*** |
| 1 |       |       |       |
| 2 |       |       |       |
| 3 |       |       |       |
| 4 |       |       |       |
| 5 |       |       |       |
| 6 |       |       |       |
| 7 |       |       |       |

**\*** use M for the main site or the site ID letter from section 3 above for extension sites

**Section 4 – 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-New Mexico residents must additionally provide a motor vehicle history from each state they have held a license;*
* A completed Authorization for Release of Information by DPS form. This form can be found on the TSC website on the Driver Safety School Forms list. This will enable 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 an MVD request form with an instructor’s certificate application, the applicant does not need to submit it with this application) *Non-New Mexico residents must additionally provide a criminal background check from each state in which they have resided in the past ten (10) years;*
* 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 surety bond that meets the requirements of paragraph 18.20.8.9 B(3) of the rule;
* A copy of the Certificate of Maximum Occupancy 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 *Online Distance Learning Schools do NOT need to provide this document*;
* A schedule of fees applicable to students who enroll in the program;
* A copy of the Business License for main site (and extension sites located in a different city) *Non-New Mexico schools must provide your out of state business license or proof of registration with the Secretary of State*;
* NM GRT (EIN) identification number *Non-New Mexico schools must provide your Federal EIN number if you do not have a New Mexico CRS ID number*;
* A copy of the written refund and written rescheduling policy issued to each student upon enrollment;
* A copy of the proposed:
* curriculum
	+ Please submit all updates of curriculum with this renewal application
	+ If curriculum has not been modified sine 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 18.20.8.10 B(b) of the rule
* final examination questions with answer key that complies with subsection 18.20.8.8 C(6) of the rule

**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, 18.20.8 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 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 have submitted all required reports to the Transportation Safety Center, Licensing Section.

\_\_\_\_\_ I will not transfer the ownership of the school to any person;

\_\_\_\_\_ The Driving Safety School main site and extension sites I operate meet the

 accessibility requirements of the Americans with Disabilities Act;

\_\_\_\_\_ The persons who will serve as Driving Safety 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 November 1st, I will cease to operate the main site and all extension sites of this Driving Safety School until I have received a renewal 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 (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.