



TRAFFIC SAFETY DIVISION APPLICATION FOR DRIVER EDUCATION INSTRUCTOR RENEWAL CERTIFICATE

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 *Driver Education* tab and *Driver Education: Providers*. 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 payable to TSD).**

- 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 on this form
- Submit the \$50.00 renewal fee (**check or money order made payable to TSD**)
- Include copies of all the required documents
- Sign 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
Traffic Safety Center
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131**

If you require further information or have questions you may contact The UNM Traffic Safety Center (TSC) by email at: TSCdriverprograms@unm.edu

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The University of New Mexico, Traffic Safety Center (TSC), on behalf of the NMDOT Traffic Safety Division (TSD), will review your application to determine if it is complete and that all relevant documents are included. Applications will be reviewed in the order in which they are received. *Applications will be considered incomplete 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 and/or documents. If the TSC does not receive the missing information and/or documents on or before June 30, 2025, your application will be considered closed and your certificate expired. You will be required to submit a new ORIGINAL instructor application.

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

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

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

APPLICATION FOR RENEWAL OF INSTRUCTOR CERTIFICATE

Section 1 – Driver Education Instructor Information (DRED/CSDRED)

Instructor Name		
Mailing Address (Street address, City, Zip Code)		
Telephone Number(s)		
E-Mail Address		
Date of Birth:	Driver's License #:	Social Security #:
Name of School Where Employed		
School Address (Street address, City, Zip Code)		
School Owner/Operator		
I will teach: (check all that apply)	Classroom	<input type="checkbox"/>
	Behind-the-Wheel	<input type="checkbox"/>
	Correspondence	<input type="checkbox"/>

Section 2 – Continuing Education

- Copies of certificates or attendance records showing at least 8 hours of classes, workshops or trainings approved by TSD and that qualify for continuing education credits for the year you are renewing. These credits must follow the stated rule 18.20.3.19 B.

Section 3 – Required Documents

Please submit the following documents with this application:

- The MVD NM limited history driving form 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 and be 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.*

Section 3 – Required Documents, cont’d

- The Authorization for Release of Information by NMDPS form 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 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.
- The Health Certificate form must be signed by a physician, dated no earlier than sixty (60) days before the date the application is filed with the bureau.
 - If you are applying only as a Classroom Instructor, you need to complete only the classroom section.
 - If you are applying only as a Behind-the-Wheel Instructor, you need to complete only the Behind-the-Wheel section.
 - If you are applying for both, both sections must be completed.
 - ***Instructors who teach only correspondence courses are not required to submit a health certificate form.***
- Submit at least one of the following per NMAC 18.20.3.18 E(4):
 - Copy of current teaching license from the New Mexico Public Education Department.
 - Copy of diploma or official transcript evidencing a bachelor’s degree from an accredited college or university.
 - Verifiable employment history showing a minimum of three years of full-time experience in driver training or related field.

Section 4 – Sworn Statements

By my signature besides each statement, I, _____, 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 the Driver Education School program.

Signed: _____

- The information submitted is accurate and valid.

Signed: _____

Section 4 – Sworn Statements, cont’d

- I understand that TSD shall not renew the certificate of any driver education instructor who fails to meet the standards specified in NMAC 18.20.3.18 E.

Signed: _____

- 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 and may affect my ability to renew per NMAC 18.20.3.20.

Signed: _____

- 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.

Signed: _____

- I understand that I am not authorized to instruct Driver Education classes or conduct Behind-the-Wheel instruction until I have received a renewal certificate from the TSD.

Signed: _____

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

Date

TSC Review by _____ Date _____

NMDOT TSD _____ Date _____

Approved

Denied

Reviewer’s Comments: