



## TRAFFIC SAFETY DIVISION APPLICATION FOR DRIVER EDUCATION INSTRUCTOR ORIGINAL 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.

- 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 a check or money order made payable to *Traffic Safety Division* in the amount of:
  - \$50.00 fee if you file your application between July 1 and December 31.
  - \$25.00 fee if you file your application between January 1 and June 30.
- 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](mailto: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 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 within 30 days of the date the application was received, your application will be considered inactive. You may resubmit a complete application at any time.

If the TSD does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

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

**NO PERSON MAY INSTRUCT AT A DRIVER EDUCATION SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION INSTRUCTOR CERTIFICATE.**

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

# ORIGINAL APPLICATION FOR 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 - References

Please provide three (3) character and employment references. At least one reference from a current or former employer. **Family members cannot be listed as references.**

1	Name	
	Street Address, City, State, Zip Code	
	Telephone Number(s)	
	What is the nature of your relationship?	
2	Name	
	Street Address, City, State, Zip Code	
	Telephone Number(s)	
	What is the nature of your relationship?	
3	Name	
	Street Address, City, State, Zip Code	
	Telephone Number(s)	
	What is the nature of your relationship?	

## Section 3 – Required Documents

Please submit the following documents with this application:

- Applicant's resume or relevant work history.
- 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.
  - A copy of your certificate of completion for the 40-hour New Instructor Training Course, sponsored by the TSD, which covers instructional strategies, classroom management, and teaching competency development.
- OR**
- A New Instructor Training Variance letter from the Owner/Operator of the school where you will be employed, valid until the next scheduled New Instructor Training Course.

## 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: \_\_\_\_\_

- 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 certificate from the TSD.

Signed: \_\_\_\_\_

- I understand that I **must** complete the 40-hour New Instructor Training within one year of certification to be eligible for re-certification per NMAC 18.20.3.18.F.

Signed: \_\_\_\_\_

## Section 4 – Sworn Statements, cont’d

➤ I understand that five years after completing the 40-hour New Instructor Training, I am required to take the 8-hour refresher course as mandated by NMAC 18.20.3.19.B (4) and must retake it every five years thereafter.

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

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.

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

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

Approved

Denied

Reviewer’s Comments: