



TRAFFIC SAFETY DIVISION APPLICATION FOR DRIVER EDUCATION SCHOOL ORIGINAL LICENSE

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 (nmtsc.unm.edu) 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
- Submit a check or money order made payable to *Traffic Safety Division* in the amount of:
 - \$400.00 for the main school site (if you file your application between July 1 and December 31).
 - \$200.00 for the main school site (if you file your application between January 1 and June 30).
 - \$35.00 for each extension site (regardless of filing date).
- 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

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.

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 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 license on behalf of the Traffic Safety Division.

NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVER EDUCATION SCHOOL LICENSE.

➤ PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

APPLICATION FOR ORIGINAL DRIVER EDUCATION SCHOOL LICENSE

Section 1 – Driver Education School Information

School Name (as it appears on business license)		
School Physical Address (Street address, City, Zip Code)		
School Mailing Address (Street address, City, Zip Code)		
School Telephone Number(s)		
School E-Mail Address		
Website Address (if applicable)		
School Program Type	<input type="checkbox"/> 37 Hour	<input type="checkbox"/> 56 Hour
School Owner/Operator		
Owner/Operator Date of Birth:	Driver's License #:	Social Security #:
Telephone Number(s) of Owner/Operator		
Owner/Operator Mailing Address (Street address, City, Zip Code)		
Are you an MVD partner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you provide the following?	<input type="checkbox"/> Simulator	<input type="checkbox"/> Range
Go to our website (nmtsc.unm.edu) to provide a form for your range and/or simulator		

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 – List of Extension Sites

Site ID	City	Street Address
Site A		
Site B		
Site C		
Site D		
Site E		
Site F		

Section 4 – List of Instructors

	Name	Will teach:		Site ID
		Classroom	Behind the Wheel	
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	

Section 5 – List of Vehicles Used for Behind-the-Wheel Driving Instruction

Must match vehicles listed on Certificate of Insurance

	Year	Make	Model	Color	Vehicle License Plate Number
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Section 6 – 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 6 – 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 the applicant is also applying as an Instructor, only one MVD and DPS form needs to be submitted).*

- 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.

- A copy of the applicant's resume.

- A certificate of insurance that meets the complete requirements of subsection **18.20.3.13 D**. The address for the certificate holder is:

NMDOT TSD
P.O. Box 1149
Santa Fe, NM 87504

- A surety bond certificate that meets the requirements of 18.20.3.10 B and Senate Bill 106 dated 04/06/2021 in the amount \$15,000 that shall be continuous, shall name the New Mexico Department of Transportation, Traffic Safety bureau as obligee, and shall assure the satisfactory performance of all contracts with students, including tuition refund agreements, and the maintenance of student records.

- A copy of the Certificate of Maximum Occupant 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 not exceeding 40 per NMAC 18.20.3.12 B.

- NM GRT (EIN) identification number.

- A copy of the Business License for main site and extension sites (if applicable).

Section 6 – Required Documents, cont’d

- A copy of the Written Refund Policy and written Reschedule/Make-up Policy issued to each student upon enrollment, including applicable deadlines for make-up sessions.
- A schedule of fees applicable to students who enroll in the program 18.20.3.9 C (5).
- A copy of the proposed:
 - Curriculum
NMDOT Approved curriculum:
 - AAA How to Drive
 - Drive Right
 - Glencoe’s Responsible Driving
 - NM Driver Education Curriculum
 - Outline of course using template provided.
 - Feedback/Complaint form
 - Handouts
 - List of videos (please see approved list)
 - Quarterly report form that complies with subsection 18.20.3.15 D of the rule.
 - Behind-The-Wheel log form that complies with paragraph 18.20.3.13 E(2).
 - A minimum of 50 final examination questions *with answer key*.

Section 7 – Sworn Statements

By my signature besides each statement, I, _____, d/b/a _____, certify that:

- I 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 Driver Education Schools, including any lawful order pursuant to 18.20.3.20 A(9).

Signed: _____

- I acknowledge that, as the owner of the applicant school, I am responsible for ensuring compliance with all obligations and responsibilities under New Mexico statutes and regulations. I will continue to serve as the point of contact for the school's adherence to all applicable laws and regulations.

Signed: _____

- The course curriculum submitted with this application is accurate and will be adhered to. Any changes will be submitted to TSC for approval before being implemented.

Signed: _____

Section 7 – Sworn Statements, cont’d

- I understand that licensure of the school cannot be transferred to any individual.

Signed: _____

- The School’s main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

Signed: _____

- The individuals designated as Instructors meet the qualifications outlined in NMAC 18.20.3.18.

Signed: _____

- I understand that as the owner of the applicant school, I will, upon request, provide each student with a form prepared by the bureau that allows the student or their parent to notify the bureau of any comments or concerns about the school or an instructor per the NMAC 18.20.3.15 F.

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 failure to comply with the requirements of the rule shall be grounds for suspension or revocation of any certificate or license issued to me by the TSD and may affect my ability to renew per the NMAC 18.20.3.20.

Signed: _____

- I understand that TSD shall not renew the license of any driver education school not in compliance with the requirements of this rule per NMAC 18.20.3.11 C(2).

Signed: _____

- I will not operate Driver Education School until I have received a license from the Traffic Safety Division.

Signed: _____

Section 8 – 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.

TSC Review by _____ Date _____

NMDOT TSD _____ Date _____

Approved

Denied

Reviewer's Comments: