



## TRAFFIC SAFETY BUREAU APPLICATION FOR

### DRIVING SAFETY INSTRUCTOR ORIGINAL CERTIFICATE

#### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before you begin working on this application, please go to <http://ipl.unm.edu/traf/rules/dsschoolrules.doc> for a copy of the rule regarding Driving Safety Schools (18.20.8 NMAC). **The rule will help you determine if you meet eligibility.** Please print out a copy of this rule and keep it in a handy place for future reference. You will need it.

- 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
- sign and date the application in Section 5 of the application form
- make a copy of the completed application and required documents for your records
- mail all documents to:

**Transportation Safety Center – Licensing Section  
Institute of Public Law  
MSC11 6060  
1 University of New Mexico  
Albuquerque, NM 87131-0001**

If you have any questions concerning this application or any of the forms, please contact:

- Meg Kempert by email at [meg@unm.edu](mailto:meg@unm.edu) or by telephone at (505)277-8771 **or** the Licensing Section by fax at (505)277-5483.

**YOU MAY CHECK THE STATUS OF YOUR APPLICATION AT ANY TIME BY VISITING OUR WEBSITE AT <http://transportation.unm.edu/lic/status.htm>** You will be asked to register by typing your name and a password provided by IPL. These status reports are updated in real time. To expedite the application process, we ask that you not call IPL for this type of information unless you are having an online problem.

## **WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?**

The Institute of Public Law (IPL), on behalf of the Traffic Safety Bureau, will review your application to determine it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until IPL receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, IPL will contact you regarding the missing information or documents. If IPL does not receive the missing information or documents, your application will be considered inactive. You may resubmit a complete application at any time.

If TSB 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 TSB conditionally approves your application, IPL will notify you to submit a check made payable to *Traffic Safety Bureau* in the amount of:

- \$50.00 if you file your application between July 1 and December 31
- \$25.00 if you file your application between January 1 and June 30

Once IPL receives the check, IPL will issue your Driving Safety Instructor certificate on behalf of the Traffic Safety Bureau.

**NO PERSON MAY INSTRUCT A DRIVING SAFETY SCHOOL CLASS UNLESS AND UNTIL THE TRAFFIC SAFETY BUREAU HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY INSTRUCTOR CERTIFICATE.**

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

## APPLICATION FOR ORIGINAL INSTRUCTOR CERTIFICATE

### Section 1 – Instructor Information.

Instructor Name (as you would like it to appear on certificate)	
Instructor Mailing Address (if different from Address of School Where Employed, below) Street Address, City, State, Zip Code	
Instructor Telephone Number(s)	
Instructor E-mail Address	
Do you have Internet access?	<input type="checkbox"/> yes <input type="checkbox"/> no
Instructor Date of Birth	
Name of School Where Employed	
Address of School Where Employed Street Address, City, State, Zip Code	
Name of School Owner/Operator	

### Section 2 – References.

Please provide three (3) character and employment references. **At least one of the references must be an employment reference.** Family members may **not** be used as references.

<b>1</b>	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	
<b>2</b>	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	
<b>3</b>	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	

### Section 3 – Required Documents.

Please submit the following documents with this application:

- A completed Request for MVD Limited Driving History form available at <http://ipl.unm.edu/traf/certification/forms/MVD-school.doc> so that IPL can 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 a school license application, the applicant does not need to submit it with this application);
- A completed Authorization for Release of Information by DPS form available at <http://ipl.unm.edu/traf/certification/forms/DPS-school.doc> so that IPL 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 \$10.00 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 not need to submit it with this application);
- 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 IPL stating that the applicant is free from all communicable diseases (distance learning instructor applicants do not need to submit a health certificate);
- A copy of the applicant's resume indicating a school and/or work history for the past 10 years;
- A copy of the applicant's high school diploma and/or transcripts from any post-secondary educational or training institutions you have attended; ***and***
  - a copy of a certificate of satisfactory completion of a Teacher Training Course sponsored or approved by the Traffic Safety Bureau designed to teach instructional strategies, classroom management, or acquisition of teaching competencies ***or***
  - a request for a waiver of this requirement until the next scheduled Teacher Training Course.

### 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, Driving Safety Schools, the rule adopted by the Traffic Safety Bureau regarding the Driving Safety School program.

\_\_\_\_\_ 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 Traffic Safety Bureau.

\_\_\_\_\_ 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.

\_\_\_\_\_ I will not instruct Driving Safety students in New Mexico until I have received a Driving Safety Instructor certificate from the Traffic Safety Bureau.

**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