



## TRAFFIC SAFETY BUREAU APPLICATION FOR

### DWI FACILITATOR RENEWAL CERTIFICATE

#### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- 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
- submit a check made payable to *Traffic Safety Bureau* in the amount of
  - \$50.00 *plus*
  - a \$25.00 late fee if the application is postmarked on or after October 1<sup>st</sup>
- 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 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 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 within 30 days of the date of the contact, 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 approves your application, IPL will issue your DWI Facilitator certificate on behalf of the Traffic Safety Bureau.

**NO PERSON MAY CONTINUE TO FACILITATE A DWI SCHOOL CLASS AFTER OCTOBER 31<sup>st</sup> OF THIS YEAR UNLESS AND UNTIL THE TRAFFIC SAFETY BUREAU HAS GRANTED WRITTEN APPROVAL BY ISSUING A DWI FACILITATOR CERTIFICATE FOR THE CERTIFICATION YEAR COMMENCING NOVEMBER 1<sup>st</sup>.**

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

## APPLICATION FOR RENEWAL OF FACILITATOR CERTIFICATE

### Section 1 – Facilitator Information.

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

Name of Course	Location	Sponsor	Credit hours	Date attended

### Section 3 – Required Documents.

Please submit the following documents with your 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; and
- Copies of certificates of completion showing at least 8 hours of attendance at classes or workshops that qualify for continuing education credits as stated in subsection 7.32.20.17 B of the rule. If you took non-TSB sponsored workshops or classes, you must provide an Agenda of that training.

**Section 4 – Sworn Statements.**

By my initials beside each statement, I, \_\_\_\_\_, certify that:

\_\_\_\_\_ All statements sworn to in the original application are still in full force and effect.

\_\_\_\_\_ 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 certificate by November 1st, I will cease to facilitate DWI School classes until I have received a renewal 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