



Driver Education Instructor Certification Program

Division of Continuing Education and Extended Studies

This Packet Contains:

General Information Regarding N.H. Driver Education Certification

Driver Education Instructor Certification Program Information

Application to the Driver Education Instructor Certification Program

Recommendation for the Driver Education Instructor Certification Program

Keene State College
Division of Continuing Education
229 Main Street
Keene, NH 03435
603-358-2290

NH Department of Safety
Division of Motor Vehicles, Driver Education
23 Hazen Drive
Concord, NH 03301
603-271-2485

General Information Regarding N.H. Driver Education Certification

If you've been thinking about becoming certified to teach Driver Education in the State of New Hampshire, this information is for you. Please keep these pages of important information for future reference.

Instructors who have completed courses or programs in other states and are seeking N.H. certification should contact the NH Department of Safety, Division of Motor Vehicles, Driver Education Supervisor at (603) 271-2485.

To become a certified driver education instructor, obtaining a **Provisional Certificate** is the first step. This certificate allows you to work as a driver education instructor for a high school or commercial driving school. The Provisional Certificate is valid for two years, during which time you must meet additional requirements to become eligible to obtain a Standard Certificate. A **Standard Certificate** allows you to continue working for high schools, an existing driving school or apply to open your own driving school. Standard Certificates must be renewed every three years.

Provisional Certificate (Saf-C 3105.01): to obtain this first certificate, you must:

- Have a high school diploma or certificate of high school equivalency
- Hold a driver license for the class of vehicle for which you intend to instruct
- Have a minimum of five (5) consecutive years of driving experience immediately prior to the date of application to the N.H. Department of Education
- Have a driving record and criminal history that meets the requirements of NH Driver Education Rules.
- **Complete the following courses at Keene State College *with a final grade of “C” or higher* - these courses are scheduled twice a year and must be taken in the following sequence:**
 - Introduction to Traffic Safety (3 credits)
 - Classroom Methods for Teaching Driver Education (3 credits)
 - In-Vehicle Instructional Methods (3 credits)
- Apply to the N.H. Department of Safety using a completed application packet. The application is signed under penalty of perjury and unsworn falsification and contains:
 - A motor vehicle and criminal record obtained from the appropriate offices of the NH Dept. of Safety/DMV
 - A completed fingerprint card
 - A completed Driver Education Physical form signed by a physician.
- Obtain a 90% or higher on a written examination, administered by the N.H. Department of Safety
- Pass a road test to determine the applicant’s driving skills, administered by the N.H. Department of Safety

Standard Certificate (Saf-C 3105.02): to obtain this certificate, which is required two years after receiving your Provisional Certificate, you must:

- Document 60 hours of classroom instruction at a high school or a certified driving school
- Document 240 hours of supervised behind-the-wheel instruction at a high school or a certified driving school
- **Complete the following courses *with a grade of “C” or higher* - these courses are scheduled only ONCE a year at Keene State College:**
 - Alcohol, Drugs, and Driving (3 credits)
 - Adolescent Growth and Development (1 credit)
 - Special Education in the Schools (1 credit)
 - Learning Styles/Teaching Styles (1 credit)
- Apply to the N.H. Department of Safety using a completed application packet. The application is signed under penalty of perjury and unsworn falsification and contains:
 - A motor vehicle and criminal record obtained from the appropriate offices of the NH Dept. of Safety/DMV
 - A completed fingerprint card
 - A completed Driver Education Physical form signed by a physician.
 - A 3-year Professional Development Plan Form, approved by the NH Department of Safety.

Standard Certificate Renewal: required every three years

As a professional educator it is crucial to be dedicated to always looking for a better way to meet the needs and challenges of your students. Keeping focused on changing yourself and your methods so that the students learn and incorporate the reduced risks you teach them into their habits of driving is a major component of being a quality driver educator. You must always be learning and changing. You should stay abreast of the content in the field of driver education, new and emerging learning techniques and uses of technologies, as well as the latest and developing research and best practice offerings in teaching and learning methods. On-going development of knowledge and skills will enhance your ability as an instructor to provide comprehensive learning opportunities for all students in order to fully realize the learning objectives established for your students.

Your professional development must be planned and documented every three years per renewal guidelines stipulated in the N.H. Department of Education rules ED 512 Staff Development and Recertification. Forms, information and approval are from the NH Department of Safety, Division of Motor Vehicles, Driver Education Supervisor.

Driver Education Instructor Certification Program

Division of Continuing Education and Extended Studies, Keene State College

updated: 6/27/11

Application to the Program

Prior to registering for your first class you must:

- 1. Obtain the following items:**
 - a. ***Certified Criminal Record*** from New Hampshire and any state where the applicant has had a criminal conviction. The New Hampshire record can be obtained by submitting a Criminal Release Authorization Form: <http://www.nh.gov/safety/divisions/nhsp/ssb/crimrecords/documents/dssp256.pdf>
 - b. ***Certified Motor Vehicle Driving Record*** from New Hampshire and any state where the applicant has held a driving license. The New Hampshire record can be obtained by submitting a Release of Motor Vehicle Driving Records Form: <http://www.nh.gov/safety/divisions/dmv/forms/dsmv505.pdf>
- 2. Obtain three (3) professional references using the *Recommendation for the Driver Education Instructor Certification Program* attached to this packet. Please note that these must be professional references as described in the directions. Complete the Applicant Information on each of the Recommendation forms and request that the individual completing the reference send it back as identified in the Directions for Reference section.**
- 3. Submit a completed two page application attached to this packet.** The completed and signed application must be returned with the application fee to the Keene State College Division of Continuing Education at the address shown on the form. The application is also available on the web at the Keene State College link listed below under "Web Resources." Applications are accepted on an on-going basis.
- 4. Complete an interview, records review and driving assessment with the Program Coordinator.** You will be contacted within 10 working days of receipt of the application and the three (3) completed Reference forms to schedule a meeting with the Program Coordinator. Bring copy of records obtained in #1 above to the interview. This meeting will enable the coordinator to: review the application with you and answer any questions; review your Criminal History and Driving Records documents; and conduct an assessment of your driving skills. If the Criminal History or Driving Record raises any questions that the individual will be eligible to apply for provisional certification (Saf-C 3106) upon completion of the required coursework then the individual will be directed to contact the Driver Education Supervisor at the NH Department of Motor Vehicles (603-271-2485) to have the records reviewed prior to being recommended for enrollment.
- 5. Acceptance into the Driver Education Instructor Certification Program.** You will be notified within 5 working days of this meeting (unless directed to meet with NH DMV) of your acceptance into the program.

Course Registration

Courses are limited in enrollment and early registration is advised. Registrations are taken on a "first come -first served" basis.

Important Reminder: the courses offered for the Standard Certificate are only offered ONCE a year.

Five Easy Ways to Register for Courses: Complete a Keene State College Continuing Education Registration form that can be found online or by phoning the office. Return the registration with full tuition payment, either by check made payable to Keene State College, or by including credit card information (VISA, or MasterCard). Registration and payment can be made by:

- **Web** online at: <http://www.keene.edu/conted/registration.cfm>.
- **Mail** to Keene State College, Office of Continuing Education, 229 Main Street, Keene NH 03435-2605
- **Phone** by calling 603-358-2290 and have your credit card information ready (VISA or MasterCard)
- **Fax** to 603-358-2569
- **In Person** at the Continuing Education Office, 1st floor of Elliot Hall, on the Keene State Campus

Classroom Location - Manchester, N.H.

Courses are held in Manchester, N.H. in the Ammon Center at the Manchester airport - formerly the main terminal building. The address is: 175 Ammon Drive, 1st floor, Manchester, NH.

Directions: From Route 101, take Exit 2 to Brown Ave. (Route 3A) following signs to the Manchester Airport. Follow Brown Ave. under the Manchester Airport overpass and take the first left onto Ammon Drive; follow Ammon Drive to the stop sign and bear left into the parking lot. Parking is in front of the Ammon Center.

Purchasing Textbooks

Textbooks are required for most of the courses in the program. Books are available through the Keene State College Bookstore. **Books can be ordered and shipped by calling the KSC Bookstore at 603-358-2137.** Telephone orders must be paid using VISA or MasterCard.

Computer and Internet Access

As you prepare to become a professional educator in the age of digital information, it's important that, prior to beginning the program, you have skills in using a computer to do tasks such as word processing, Internet searches, and email communications. Even accessing your course grades is done online. For this program it is **expected** that you will have daily access to a computer equipped with at least Microsoft Office programs including Word, Excel and PowerPoint. These are invaluable tools for writing papers, accessing curriculum and instructional materials, preparing instructional lessons, and communicating with instructors and the college. While you are enrolled in courses, you will have an individual College account called MyKSC, accessed via a web browser (e.g. Internet Explorer, Netscape, Mozilla Firefox), providing you with a Keene State email account and access to the College's web based learning system "Blackboard." Many course components (assignments, readings, resources) will be provided by the instructor using "Blackboard."

Web Resources

Keene State College Division of Continuing Education and Extended Studies

Driver Education: <http://www.keene.edu/conted/drivered.cfm>

N.H. Department of Safety, Division of Motor Vehicles

Driver Education Section:

<http://www.nh.gov/safety/divisions/dmv/drivered/index.html>

Driver Education Administrative Rules Chapter Saf-C 3100 Driver Education Rules:

<http://www.gencourt.state.nh.us/rules/saf-c3100.html>



Wisdom to make a difference.

Application to the Driver Education Instructor Certification Program

PERSONAL DATA _____

Name: _____
Last First Initial

Home Address: _____
Street/PO Box
City/Town State Zip Code

Social Security Number: _____ Date of Birth: _____

Home Phone: _____ Work Phone: _____

Email Address: _____

EMPLOYMENT _____

Please provide the following information regarding your work experience for the past 5 years.

Occupation	Employer's Name	Dates of Employment

EDUCATION _____

High School Name Address Date of Graduation or GED Earned

College Name (if applicable) Address Dates of Attendance or Degree Earned

Indicate any training or work experience you have had in the fields of driver education, traffic/fleet safety, or driver risk management:

PERSONAL CERTIFICATIONS

Persons seeking Driver Education Instructor Certification in the State of New Hampshire are required to undergo a certification process through the NH Department of Safety, Division of Motor Vehicles. Certification includes a written and driving exam upon completion of the first three courses, and the ability to attest, through the submission of records, to an individual’s academic history, driving record, criminal record, and physical fitness. **This application is not a substitution for the records that will be required by the State of New Hampshire Department of Safety.**

Approval to the Keene State College Driver Education Instructor Certification program requires that you personally attest to each of the following statements by initialing next to each:

- I have successfully completed a high school diploma or general equivalency diploma (GED). Initial _____
- I am at least 21 years of age. Initial _____
- I have possessed a valid operator’s license for at least five consecutive years. Initial _____
- I have never been charged or convicted of a felony offense. Initial _____
- I have never been charged or convicted of a misdemeanor offense against person(s) or a misdemeanor motor vehicle offense. Initial _____
- I have never had a formal action (driver license suspension, revocation, default, or failure to meet fine requirement) in New Hampshire or in another state. Initial _____
- I have never had a driver education instructor certification which was revoked in another state. Initial _____
- I am of sound health for purposes of teaching driver education. Initial _____

I certify to the best of my knowledge that the information given in this application is true and complete.

SIGNATURE	<i>Signed under penalty of unsworn falsification pursuant to RSA 641:3</i>	DATE
-----------	--	------

CHECKLIST

The materials listed below are required to complete your application:

- This application with all personal certifications initialed and original signature.
- three (3) completed Reference forms, Certified Motor Vehicle Driving Record and Certified Criminal Record
- Non-refundable application fee of \$25.00. Please make check payable to **Keene State College**.

You will be contacted within 10 working days of receipt of the application to meet with the Program Coordinator. This meeting will enable the coordinator to review the application with you and conduct a driving skills assessment. You will be notified about your acceptance into the program. Upon acceptance into the program you can submit a course registration and tuition payment for the first course (Introduction to Traffic Safety).

Send this application and \$25 application fee to: Division of Continuing Education and Extended Studies
Keene State College, 229 Main Street, Keene NH 03435-2605

If you have any questions regarding the Driver Education Instructor Certification Program or this application, please call the Keene State College Driver Education Program Coordinator at 603-313-1864 or gguzouskas@keene.edu.

Keene State College Continuing Education Office use only:

RECEIVED	DATE
APPROVED (Director of Continuing Education)	DATE
APPROVED (Driver education program coordinator)	DATE

Keene State College

Division of Continuing Education
Driver Education Instructor Certification Program
229 Main Street, Keene, NH 03435-2605
Phone: 603-358-2290 Fax: 603-358-2569
continuing-ed@keene.edu
<http://www.keene.edu/conted/>

Recommendation for the Driver Education Instructor Certification Program

DIRECTIONS FOR APPLICANT

1. Please complete the APPLICANT INFORMATION section below and submit it, along with page 2 of this recommendation form, to three (3) different **professional references**. At least one reference must be from an individual who is not affiliated with Keene State College. A **professional reference** may include college or university professors, technical school instructors, military unit leaders, employers or supervisors, professional staff members or colleagues. Members of your family and friends are not considered to be professional references.
2. Letters of recommendation written for employment are not acceptable.

APPLICANT INFORMATION

Name of applicant _____
Street, city, state, zip _____
Date of birth _____
Home Phone _____ E-mail _____
Applicant signature _____ Date _____

DIRECTIONS FOR REFERENCE

1. Please complete the REFERENCE INFORMATION section at the bottom of this page.
2. On page two of this form, please rate the applicants Professional Dispositions. Please include comments pertinent to your appraisal of the applicant's potential to be an effective driver education instructor.
3. If you prefer, your appraisal may be included in a letter of recommendation or on a separate sheet of paper.
4. Return the completed recommendation forms (two pages) and any additional letter of appraisal to:

Director of Continuing Education, Keene State College, 229 Main St., Keene, NH 03435-2605

REFERENCE INFORMATION

Name of reference _____ Job title _____
Street, city, state, zip _____
Phone _____ E-mail _____
How long have you known the applicant? _____ In what capacity? _____
Reference signature _____ Date _____

**Recommendation for the Driver Education
Instructor Certification Program**

Please evaluate the applicant’s professional dispositions by circling the appropriate number using the scale below. Include comments pertinent to your appraisal of the applicant’s potential to be an effective driver education instructor.

Scale: Strongly Disagree 1 2 3 4 5 Strongly Agree NA – not applicable

Professional Dispositions	Scale	Comments – please elaborate
The applicant exhibits clear and accurate communication skills (e.g., listening, writing, speaking).	1 2 3 4 5 NA	
The applicant works cooperatively and collaboratively.	1 2 3 4 5 NA	
The applicant presents appropriate professional appearance and demeanor.	1 2 3 4 5 NA	
The applicant exhibits enthusiasm and passion for students and teaching.	1 2 3 4 5 NA	
The applicant is committed to lifelong learning and service to the community.	1 2 3 4 5 NA	
The applicant demonstrates clear understanding of legal and moral obligations of the profession.	1 2 3 4 5 NA	
The applicant demonstrates understanding of and is open to diverse perspectives.	1 2 3 4 5 NA	
The applicant demonstrates respect, empathy, and caring for others.	1 2 3 4 5 NA	
The applicant accepts responsibility for his or her own actions.	1 2 3 4 5 NA	
The applicant is present, punctual, and prepared.	1 2 3 4 5 NA	
The applicant demonstrates consistent integrity and honesty.	1 2 3 4 5 NA	
The applicant exhibits willingness to work diligently to achieve success.	1 2 3 4 5 NA	