

# **NH Driver Education Instructor Preparation Program**

Division of Continuing Education and Extended Studies

07/27/2021

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## **This Packet Contains:**

**General Information Regarding N.H. Driver Education Certification**

**Driver Education Instructor Preparation Program Information**

**Application to the Driver Education Instructor Preparation Program**

**Recommendation for the Driver Education Instructor Preparation Program  
(3 copies)**

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**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  
603-227-4075

# **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. If you are seeking Vermont Driver Education teacher/instructor endorsement or certification then go to the Vermont Driver Education Teacher/Instructor Preparation Program packet.

**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) 227-4075.**

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:**

- 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 Safety.
- Have a driving record and criminal history that meets the requirements of NH Driver Education Rules.
- Apply to the NH Driver Education Instructor Preparation Program using enclosed application.
- **Complete the following courses \*with a final grade of “C” or higher\*. These courses are scheduled twice a year at Keene State College 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 (dsmv 635). 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 (Initial application only)
  - A completed Driver Education Physical form signed by a physician.
  - An official copy of your college transcripts
- 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)
  - Zone Control (2 credits)
- Apply to the N.H. Department of Safety using a completed application packet (dsmv 635). 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 Driver Education Physical form signed by a medical examiner.
  - An official copy of your college transcripts

**Standard Certificate Renewal (Saf-C 3105.03) is 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 education instructor. 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 to meet the requirements of Saf-C 3102.12 and Saf-C 3105.03. Forms (dsmv 596) , information and approval are obtained from the NH Department of Safety, Division of Motor Vehicles, Driver Education Office.**

**Workforce Innovation and Opportunity Act (WIOA) – Financial Assistance for Eligible Applicants**

Keene State College's Driver Education Instructor Preparation Program has been added to the U.S. Department of Labor's Workforce Innovation and Opportunity Act (**WIOA**) list of training programs for which eligible individuals can receive financial assistance to enable them to get back into the workforce. **WIOA** is an employment and training program designed to help Dislocated Workers and other Eligible Adults access the tools they need to manage their careers through information and high-quality services, and to help U.S. companies find skilled workers.

If you believe you may meet the requirements to qualify for **WIOA** funding then you should contact one of the local NH Works offices (Berlin, Claremont, Concord, Conway, Keene, Laconia, Littleton, Manchester, Nashua, Portsmouth Salem and Somersworth) to schedule an appointment with an employment counselor to assist you to enroll in the WIOA program.

# NH Driver Education Instructor Preparation Program

Division of Continuing Education and Extended Studies, Keene State College

updated: 07/27/2021

## Application to the NH Driver Education Instructor Preparation Program (APPLICATION DEADLINE: Three business days prior to the course start)

### To apply to the Program you must:

#### 1. Obtain the following records:

- (a) ***Criminal History Records check*** through the NH Division of State Police and the Federal Bureau of Investigation (FBI). Since the records check through the FBI could take up to 8 weeks to be returned we urge applicants to apply as soon as possible before the term in which they plan to take the courses. An individual awaiting a return of the criminal history records check will be allowed to enroll in the initial course (SAFE 222) by submitting documentation that they have applied for (a receipt for payment of the fingerprints for your record check). If the Division of Motor Vehicles, Driver Education Section receives a record with information that will cause the applicant to be denied certification as a NH Driver Education Instructor then they will notify the Program Coordinator and the applicant will be asked to withdraw from the program. Withdrawal from the program will not guarantee the return of any funds paid for course registration. The records check is obtained by submitting this **Criminal History Record Information Authorization Form**:  
<https://www.nh.gov/safety/divisions/dmv/forms/documents/dssp380.pdf>  
You will be required to complete a Livescan fingerprinting form at the State Police site.

- (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/documents/dsmv505.pdf>

The Criminal History Records information authorization form above can be submitted with the applicant's live-scan fingerprints request form at any Division of State Police maintained live-scan site. The Certified Motor Vehicle Driving Record can be obtained by submitting - through the US Mail-the forms obtained above or by going to the NH Department of Safety Offices, Hazen Drive, Concord, NH.

- (c) ***Documentation of receiving high school diploma or completion of General Equivalency Diploma (GED)***.

- #### 2. Obtain three (3) professional references using the ***Recommendation for the Driver Education Instructor Preparation Program*** attached to this packet. **Please note the individuals who are considered to be professional references.** 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 upon receipt of the application and the three (3) completed Reference forms to schedule a meeting with the Program Coordinator. Bring **copies** of the 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 and education 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 (603-227-4075) to have the records reviewed prior to being recommended for enrollment.

5. **Acceptance into the Driver Education Instructor Preparation Program.** You will be notified by the Keene CE Office as soon as possible after the meeting with the Program Coordinator (unless directed to meet with NH DMV) of your acceptance into the program.

## Course Registration

**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/register\\_now/](http://www.keene.edu/conted/register_now/).
- **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)
- **In Person** at the Continuing Education Office, 1<sup>st</sup> floor of Elliot Hall, on the Keene State Campus

## Classroom Location - Manchester, N.H.

Courses are held in Manchester, N.H. at 1050 Perimeter Rd, Suite 202, Manchester, NH 03103.

## 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

Since courses for this program are conducted in a blended on-line and face to face delivery it is **expected** that you will have daily access to a computer equipped with at least a camera and microphone and Microsoft Office programs including Word, Excel and PowerPoint. Having access to a computer is needed to participate in the on-line sessions of the courses and invaluable 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 "Canvas." Many course components (assignments, readings, resources) will be provided by the instructor using "Canvas and "Zoom".

## Web Resources

### Keene State College Division of Continuing Education and Extended Studies

Driver Education: <http://www.keene.edu/academics/conted/safety/driver/>

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

#### Driver Education Section

<https://www.nh.gov/safety/divisions/dmv/driver-licensing/education-training/driver-education.htm>

#### Driver Education Administrative Rules

Chapter Saf-C 3100 Driver Education Rules:

[http://www.gencourt.state.nh.us/rules/state\\_agencies/saf-c3100.html](http://www.gencourt.state.nh.us/rules/state_agencies/saf-c3100.html)



Wisdom to make a difference.

# Application to the NH Driver Education Instructor Preparation Program

## PERSONAL DATA \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Initial

Home Address: \_\_\_\_\_  
Street/PO Box

\_\_\_\_\_ City/Town State Zip Code

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 NH Driver Education Instructor Certification are required to undergo a certification process through the NH Department of Safety, DMV. 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 Preparation 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.**

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SIGNATURE	<i>Signed under penalty of unsworn falsification pursuant to RSA 641:3</i>	DATE
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**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
- Non-refundable application fee of \$25.00. Please make check payable to **Keene State College**.

You will be contacted upon receipt of the completed application materials 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 this application, please call the Keene State College Office of Continuing Education at 603-358-2290.**

<b>Keene State College Continuing Education Office use only:</b>	
RECEIVED	DATE
APPROVED (Director of Continuing Education)	DATE
APPROVED (Driver education program coordinator)	DATE

# Keene State College

Division of Continuing Education  
Driver Education Instructor Preparation Program  
229 Main Street, Keene, NH 03435-2605  
Phone: 603-358-2290  
[continuing-ed@keene.edu](mailto:continuing-ed@keene.edu)  
<http://www.keene.edu/conted/>

## Recommendation for the NH Driver Education Instructor Preparation Program

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### 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 \_\_\_\_\_

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### 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 NH Driver Education  
Instructor Preparation 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	

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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 \_\_\_\_\_

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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:

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Street, city, state, zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
Reference signature \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation for the NH Driver Education  
Instructor Preparation 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	
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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	
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How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_  
Reference signature \_\_\_\_\_ Date \_\_\_\_\_

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