

Information about Advanced Driver Education Instructor Licenses

General Application Requirements

To apply for a license, you must complete the enclosed application form **and** meet the following requirements:

1. Be at least 21 years of age.
2. Submit proof of a high school diploma or its equivalent.
3. Have at least four (4) years experience as a licensed driver and hold a valid driver's license.
4. Have no convictions or adjudication for moving criminal traffic offenses within the last three (3) years, except for operating without a license if the license was expired less than five (5) years and operating with an expired registration.
5. Have not had a driver's license suspended or revoked within the last six (6) years pursuant to 29-A MRSA Sections 2411, 2453, 2454, 2456, 2457, 2472, 2521, 2525, 2552, 2554, 2555 or 2557.
6. Have not been an accident-prone driver pursuant to section 1308 within the last year from date of application.
7. The person has not been convicted within the last 10 years for any crimes for which more than one year of incarceration may be ordered.
8. The person must have at least one year of training, education or experience in driver education, driver evaluation, assessment or testing or teaching defensive driving. (Submit proof)
9. Must submit a copy of your program curriculum with initial application and then each year thereafter.
10. Must submit a copy of your cancellation/refund policy.
11. Submit a license fee of \$40.00 and a \$21.00 fee for your criminal background check for a total of \$61.00 made payable to the Secretary of State.

Other Information

Your application will be reviewed by the Bureau of Motor Vehicles to determine whether you meet the licensing requirements. If your application is approved, you will be issued a license which will be mailed to you. Your license will expire three years from the date it is issued. Teaching advanced driver education without a valid license is a Class E crime.

Once you are issued a Advanced Driver Education Instructor license it is your responsibility to notify the Bureau of Motor Vehicles in writing of any change in information on the original license application (e.g., change of name, address, telephone number, driving or criminal record). All correspondence and renewal notices will be sent to the licensee's last known address on file with the Bureau of Motor Vehicles.

If you have any questions or concerns, please contact this office at 624-9156. Contact Persons: Eric Bellavance, Ron Lewberg, James Foster, Beth McArthur, Roxy Bittues & Pat Gelinas.

DRIVER EDUCATION PROGRAM
#29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
Telephone: (207)624-9156
Fax: (207)624-9158
TTY: 877-456-8195

ADVANCED DRIVER EDUCATION INSTRUCTOR LICENSE APPLICATION

PLEASE PRINT OR TYPE APPLICATION

1. Applicant's Name _____
Social Security Number _____ Date of Birth _____
Telephone # home _____ work _____ cell _____
2. Applicant's Mailing Address _____

Applicant's Home Address _____
(If Different)
County _____
3. Do you hold a valid driver's license? () NO () YES....(what state) _____
4. Have you held a driver's license for at least four (4) years? () NO () YES
5. Do you have a high school diploma or an equivalent. () NO () YES...(submit proof)
6. Do you have at least one year of training, education or experience in driver education, driver evaluation, assessment or testing or teaching defensive driving? () NO () YES..(submit proof)
7. Has your privilege to operate or register a motor vehicle ever been suspended or revoked in this state or any other state or province? YES () NO ()(If yes, please explain)

8. Have you ever been convicted of violating a motor vehicle law in Maine or any other state or province? () NO () YES....(If yes, please write date(s), type(s) and where violation occurred)

9. Have you ever been convicted of a crime, other than a traffic offense, in Maine or any other state or province? () NO () YES....(If yes, please write date(s), type(s) and where violation occurred)

10. Is there any proceeding now pending relative to any suspension, revocation, or violation listed in questions 7, 8, or 9 above? () NO () YES....(If yes, please explain)

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Disclosure of your social security number is mandatory and is required by 29-A MRSA § 1301(5) and (6) to apply for or renew a driver's license or nondriver identification card. Your social security number will be used solely for identification purposes and will be kept confidential.

I AM THE APPLICANT FOR AN ADVANCED DRIVER EDUCATION INSTRUCTOR LICENSE AND THE INFORMATION CONTAINED HEREIN IS TRUE. I UNDERSTAND THAT KNOWINGLY SUPPLYING FALSE INFORMATION ON THIS FORM IS A CLASS D CRIME AND THAT ANY FALSE INFORMATION WILL RESULT IN THE SUSPENSION OR REVOCATION OF ANY LICENSE ISSUED TO ME.

Signature of Applicant in Full

Date of Application

- **The license fee is \$40.00 and a \$21.00 fee for your criminal background check for a total of \$61.00 Make the check or money order payable to the Secretary of State or complete the credit card information below.**
- **Send the application, fees, curriculum, cancellation/refund policy, proof of high school graduation or its equivalency, and proof of 1 year training, education, or experience in driver education, driver evaluation, assessment, or testing, or teaching defensive driving to the address on the front.**

I would like to pay my license fee by charging it to my:

- Visa**
- Mastercard**

The amount to be charged to my credit card is:

- \$40.00 license fee**
- \$21.00 criminal background fee**

Total: \$61.00

Credit Card Number _____ **Expiration Date** _____
Month/Year

Credit Card Billing Address _____

Signature _____ **This transaction cannot be processed without the cardholder's signature.**