

Information about Driver Education Instructor Licenses

Types of Instructor Licenses and Endorsements

- ❖ A Class A license entitles a person to teach both the classroom and behind-the-wheel phases of driver education for passenger type vehicles (Class C vehicles).
- ❖ A Class B license entitles a person to teach **only** the behind-the-wheel phase of driver education for passenger type vehicles (Class C vehicles).
- ❖ A truck driver education **endorsement** to a Class A license entitles a person to teach classroom, behind-the-wheel and range (off-street) driver education for commercial motor vehicles (Class A and/or Class B vehicles).
- ❖ A truck driver education **endorsement** to a Class B license entitles a person to teach **only** the behind-the-wheel, and range phases of commercial motor vehicle driver education.

General Application Requirements for Class A and Class B Instructor Licenses

- ❖ 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. Must not have any physical, emotional or mental impairment which would prevent driver licensure in accordance with Chapter 3, Secretary of State, Bureau of Motor Vehicles, Rules Governing the Physical Emotional and Mental Competence to Operate a Motor Vehicle.
 5. 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.
 6. 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.
 7. Have not been an accident-prone driver within last year from date of application.
 8. Pass an examination consisting of vision, extensive knowledge and road tests relating to the type of vehicle and the type of driver education license for which you are applying.
 9. Have not been convicted for any Class A, B or C crime or felony within the last ten (10) years.
 10. Have successfully completed a basic first aid course approved by the American Red Cross, American Heart Association or National Safety Council within the last year.
 11. Have successfully completed a driving dynamics or defensive driving course within the last year.(Contact the Bureau of Highway Safety, 626-3840)
 12. Submit a license fee of \$100.00 plus a \$10.00 examination fee plus a \$21.00 fee for the criminal background check. (Total \$131.00 for Class C vehicles)
 13. Submit a license fee of \$100.00 plus a \$35.00 examination fee plus a \$21.00 fee for the criminal background check. (Total \$156.00 for Class A & B vehicles)

Additional Application Requirements for a Class A Instructor License

- ❖ If applying for Class A license, you must submit proof (i.e. a college transcript) of successful completion of the following college level courses within the last three (3) years:
 1. Basic Driver Education (EDIS 433-51 formerly EDX-51) offered through the University of Maine System or its equivalent, **and**
 2. A teaching methods course. Acceptable college level courses include Preparation and Production of Instructional Materials (EDU 210, University of Maine, Farmington), The Teaching Process (EDB 204, University of Maine, Orono), Exploring Education in Contemporary America (EDU 150, University of Maine, Presque Isle) and Theoretical Foundations of Learning (EDU210. Lewiston-Auburn College, University of Southern Maine) or their equivalent.

Additional Application Requirements for a Class B Instructor License

- ❖ If applying for a Class B license, you must submit proof of successful completion of the introductory course in driver education for a Class B driver education license.

Additional Requirements for a Class A Truck Driver Education Endorsement

- ❖ In addition to meeting the general application requirements, a person applying for a Class A truck driver education endorsement must also:
 1. Have at least two (2) years experience in the last ten (10) years as a licensed CDL driver in the actual operation of a representative CMV. This two (2) years CDL experience may be applied to the general requirement of four (4) years of experience as a licensed driver. A truck driver education endorsement may be issued for Class A or Class B vehicles.
 2. Have successfully completed an introductory course in commercial vehicle driver education within the last three (3) years. The Secretary of State must approve the courses which fulfill this requirement.
 3. Have not had a driver's license suspended or revoked for operating a commercial motor vehicle with a blood-alcohol level of 0.04 percent or more or refusing to submit to a chemical test within the last six (6) years.

Additional Requirements for a Class B Truck Driver Education Endorsement

- ❖ In addition to meeting the general application requirements, a person applying for a Class B truck driver education endorsement must also:
 1. Have at least two (2) years experience in the last ten years as a licensed CDL driver in the actual operation of a representative CMV. This two (2) years CDL experience may be applied to the general requirement of four (4) years of experience as a licensed driver. A truck driver education endorsement may be issued for Class A or Class B vehicles.
 2. Have not had a driver's license suspended or revoked for operating a commercial motor vehicle with a blood-alcohol level of 0.04 percent or more or refusing to submit to a chemical test within the last six (6) years.

Exemption from License Fees

- ❖ You are exempt from paying the license fee if you are a driver education instructor who is employed by and providing driver education only in a public secondary school, approved private secondary school, applied technology center or region, or an adult education program that offers driver education. No fee can be charged to your students, **and** your students must be given course credit towards graduation. If you qualify for a fee exemption, the license issued will be termed a "noncommercial" driver education instructor license, which authorizes you to provide driver education **only** while employed by a "noncommercial" driver education school. The \$21 fee to process your criminal background check still applies.

❖ 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 two years from the date it is issued. Teaching driver education without a valid license is a Class E crime.

Once you are issued a 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 and health). 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.

**BUREAU OF MOTOR VEHICLES
DRIVER EDUCATION PROGRAM
#29 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0029
Telephone: (207)624-9156
Fax: (207)624-9158
TTY: 207-624-9105**

Please check the type of instructor license you are applying for:
Class A License (Classroom & Behind-the-Wheel) Class B License (Behind-the-Wheel only)

Please check the class of vehicle that you will be giving instruction in:
Class A Vehicle Class B Vehicle Class C Vehicle

PLEASE PRINT OR TYPE APPLICATION

1. Applicant's Name _____
School Affiliation _____ School Tel# _____
Social Security Number _____ Date of Birth _____
Telephone # home _____ work _____ cell _____
Email _____

Would you like us to share your contact information with professional organizations or other driver education related entities on a limited basis only? Yes _____ No _____

2. Applicants Mailing Address _____

Applicants Home Address _____
(If Different)
County _____

3. Do you claim an exemption from license fees as a "noncommercial" driver education instructor?
() NO () YES

4. Do you hold a valid driver's license? () NO () YES....(what state) _____
If you hold an out of state driver's license, please submit a driving record from that state.

5. Have you held a driver's license for at least four (4) years? () NO () YES

6. Do you have a high school diploma or an equivalent. () NO () YES...(submit proof)

7. Check any conditions below to which you are or have been subject to:
- | | |
|--|---|
| <input type="checkbox"/> epilepsy/seizures | <input type="checkbox"/> heart trouble |
| <input type="checkbox"/> blackouts/loss of consciousness | <input type="checkbox"/> diabetes |
| <input type="checkbox"/> stroke/shock | <input type="checkbox"/> Parkinson's disease |
| <input type="checkbox"/> mental/emotional | <input type="checkbox"/> paralysis |
| <input type="checkbox"/> limb amputation | <input type="checkbox"/> other disability...(explain below) |

Note: If you checked any box in question 7, please submit a medical evaluation form (CR-24) together with your completed application. Call 624-9156 if you need this form.

8. Have you successfully completed a teaching methods course? YES () NO ()(If yes, please submit a college transcript or certificate)
9. Have you successfully completed the Basic Driver Education (EDIS 433-51 formerly EDX-51) course or its equivalent? YES () NO ()(If yes, please submit a college transcript or certificate)
10. Have you successfully completed the introductory course in driver education for a Class B driver education instructor license? YES () NO () ...(If yes, please submit proof)
11. Have you successfully completed an introductory course in commercial vehicle driver education?
YES () NO () ...(If yes, please submit proof)
12. Have you successfully completed a first aid course? YES () NO ()
(If yes, please submit a photocopy as proof)
13. Have you successfully completed a Driving Dynamics course? YES () NO () ...(If yes, please submit a photocopy as proof)
14. Has your privilege to provide driver education, register or operate a motor vehicle ever been suspended or revoked in this state or any other state or province? YES () NO ()(If yes, please explain)

15. 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)

16. 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)

17. Is there any proceeding now pending relative to any suspension, revocation, or violation listed in questions 14, 15, or 16 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 A 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 \$100.00 +\$10.00 exam fee, and a \$21.00 fee for your criminal background check total \$131.00 for passenger cars. The license fee is \$100.00 +\$35.00 exam fee, and a \$21.00 fee for your criminal background check, total \$156.00 for commercial motor vehicles. Make the check or money order payable to the Secretary of State or complete the credit card information below.
- Send proof of high school graduation.
- Send proof of completion of Basic First Aid and Driving Dynamics.
- Send proof of completion of the Class B Instructor Prep Course. (if applying for a Class B License)
- Send college transcripts for Teaching Methods course and Basic Driver Education (EDIS 433-51) if applying for a Class A license.
- Send CR-24 medical form if you have checked off anything on #7.
- Send the application, fees, proof of high school graduation, transcripts, proof of required courses, to the address on the front.

If you are paying by credit card and would like to fax your completed application to us, the fax number is 624-9158.

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:

- \$131.00 (Class C Vehicles)
- \$156.00 (Class A or B Vehicles)

Credit Card Number _____ Expiration Date _____
Month/Year

Name as it appears on the credit card (please print) _____

Signature _____ This transaction cannot be processed without the cardholders signature.

Daytime telephone number of cardholder _____