



## GENERAL INSTRUCTIONS

### INSTRUCTOR APPLICATION

All applicants are required to complete all sections of the application, sign and notarize. All applicants must submit proof of classes taught to [drive@approvedds.com](mailto:drive@approvedds.com) Mail all fees to:

5 Hurricane Shoals Rd. Ste. C Lawrenceville, GA 30046

Select the training format either:

- Online
- Face-to-Face

### COURSE LAYOUT

#### New Instructor – Two Day Session:

- ◆ Mandatory for new instructors who have not taught Driver Improvement or Risk Reduction.
- ◆ Mail the application fee of \$350 in a money order or a cashier's check for the two-day session to the above address.

#### Renewal Instructor - One Day Session:

- ◆ Instructor is required to submit a renewal application every two years.
- ◆ Email a pdf copy of three rosters from your most recent classes taught within the last six months in Driver Improvement or Risk Reduction.
- ◆ Mail the application fee of \$150 in the form of a money order or a cashier's check for the one-day session to the above address.

The trainings will be held quarterly. Applications will be processed within 30 days from the date they are received. Programs with multiple locations will be charged an additional \$50.00 for each additional location. For additional questions, email us at [drive@approvedds.com](mailto:drive@approvedds.com).

---

Signature

---

Date



### New / Renewal Instructor Application

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth \_\_\_\_\_ Drivers License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

#### Education Experience

Name of High School/GED	City/State	Diploma Obtained	Date Obtained
Name of College/University	City/State	Degree Obtained	Date Obtained

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribe before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary



## New Instructor Payment Form

**Two Day Session**

**Book \$50.00**

**Program Fees \$300.00**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Select the training format either:

Online

Face-to-Face

**Attach money order or cashier's check \$ 350.00**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Program/Instructor Curriculum License Agreement

Notwithstanding the foregoing, DIP may seek injunctive relief in any respond. Notwithstanding the foregoing, DIP may seek injunctive relief in any jurisdiction when deemed necessary to protect its interests. 8. Should any provision of this Agreement require judicial interpretation, the Court or fact finder interpreting this Agreement shall not apply a presumption that the term shall be more strictly construed against one party or the other by reason of the rule of construction that a document is to be construed more strictly against the party who prepared the it. 9. This Agreement contains all the representations by each party to the others and expresses the entire understanding between the parties with respect to the matters at issue. The parties agree that all prior communications are merged into this Agreement, and that there are no terms or conditions other than those set forth herein. No statement or promise of a party shall be binding unless reduced to writing and signed by that party. No modifications of this Agreement shall be binding unless they are in writing and signed by all parties. 10. The DIP logo is the exclusive property of Driver Impact Project.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024

I have carefully read every provision of this Agreement and agree to its terms.

LICENSEE (print name)

\_\_\_\_\_  
Signature of LICENSEE or authorized officer

of LICENSEE: \_\_\_\_\_