



AAA Driver Improvement Program

Instructor Certification/Recertification

Workshop Registration Form

Revised Dec-17

Please mail your original registration form, an original 3-year motor vehicle driving record and club approval letter (if applicable) to **AAA Driver Services, 10 Holsum Way, Glen Burnie, MD, 21060**. We will contact participants to confirm workshop and provide additional registration details. **All students must pre-register a minimum of 7 days prior to workshop date to allow ample time to order and receive instructor training materials from our National Office. Late registrants will incur additional express shipping charges plus a \$35 administrative fee.**

To reserve your seat, please fax or scan/email, then mail original documents.

Scan/Email to: DriversEd@aaamidatlantic.com

Fax: 410-582-9394

Workshop Location & Dates

(Select your course date)

Certification Workshops	Recertification Workshops
AAA Administrative & Fleet Center 7701-A-2 Southern Dr. Springfield, VA 22150	AAA Administrative & Fleet Center 7701-A-2 Southern Dr. Springfield, VA 22150
<input type="checkbox"/> March 14, 15 & 16, 2018; 9am – 5pm	<input type="checkbox"/> March 24, 2018; 9am – 5pm
<input type="checkbox"/> October 17, 18 & 19, 2018; 9am – 5pm	<input type="checkbox"/> July 21, 2018; 9am – 5pm
	<input type="checkbox"/> November 17, 2018; 9am – 5pm

(*Required fields)

Last Name*: _____ First Name*: _____ MI: _____

Organization*: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Email*: _____

Daytime phone #: () Home phone #: () Fax #: ()

Date of Birth: ____ / ____ / ____

Driver License #*: _____ State*: _____

Payment Information: A Driver Services representative will contact you to complete the registration process.

Cardholder's Name: _____ Amount: \$ _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Please fax or scan/email, then mail original registration forms, 3-year motor vehicle record and club approval letter (if applicable) to: AAA Driver Services FAX: (410) 582-9394; SCAN/EMAIL: DriversEd@aaamidatlantic.com



AAA Driver Improvement Program *Instructor Workshop Fee Schedule*

Student Name: _____

☐ **DIP Instructor Certification Workshop Fee: \$795*** \$ _____
(3-year Instructor Certification)

☐ **DIP Instructor Recertification Workshop Fee: \$395** \$ _____
(3-year Instructor Recertification)

☐ **Instructor Kit with core and supplementary content: \$175** \$ _____
(Instructor kit is required for every student)

☐ **Menu-driven DVD DIP program (2 disc set): \$499** \$ _____

Total \$ _____

(Please include fee schedule with Registration Form)

Please Note:

Certification students will be sent a copy of the AAA 'How to Drive: The Beginning Driver's Manual' and your pre-reading assignment in advance of the workshop. Completing your pre-reading prior to attending the workshop will help you get familiar with the course content in advance and alleviate some of the stress of having to study for the final exams in just two nights. The cost (includes shipping) of this book is included in the certification workshop fee and is not refundable should you cancel your participation.

What to Expect:

During this workshop, your Lead Instructor will review the AAA Driver Improvement Program in detail, review support materials, required state content and class activities – and help lay the foundation you will need in order to successfully facilitate the program. We will be covering a lot of information in a short period of time – focusing on what's important and what you need to know to be successful in your role. It will be your responsibility to study and ensure you are not only familiar with the written materials, but also know, understand, and are able to effectively communicate concepts and information when appropriate.

Note: Club approval letter is not required for military personnel, or persons that reside within AAA Club Alliance's Mid-Atlantic region.

Date: _____

Driver Training Operations
AAA National Office
1000 AAA Drive, MS 33
Heathrow, FL 32746

RE: Club Approval for Driver Improvement Program Workshop Attendance

Dear Driver Training Operations:

On behalf of *[club's name]* _____, I approve *[participant name]* _____ to attend the Driver Improvement Program
[Instructor/Leader] _____ *[certification/recertification]* _____ course
at *[course location]* _____ on *[course dates]* _____.

If additional information is needed, please contact *[club contact person]* _____ at
[club contact phone number] (_____) _____ - _____ ext. _____
[e-mail address] _____.

Thank you,

[Club contact person] _____

[Title] _____

[Department] _____