



# AAA Driver Improvement Program

## Instructor Certification/Recertification

### Workshop Registration Form

Revised Dec-21

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](mailto:DriversEd@aaamidatlantic.com)

Fax: **410-582-9394**

#### Workshop Location & Dates

*(Select your course date)*

<p style="text-align: center;"><b><u>Certification Workshops</u></b></p> <p style="text-align: center;"><i>AAA Administrative &amp; Fleet Operations 7701-A-2 Southern Dr. Springfield, VA 22150</i></p> <p><input type="checkbox"/> February 2, 3 &amp; 4, 2022; 9am – 5pm</p> <p><input type="checkbox"/> May 11, 12 &amp; 13, 2022; 9am – 5pm</p> <p><input type="checkbox"/> August 17, 18 &amp; 19, 2022; 9am – 5pm</p> <p><input type="checkbox"/> November 9, 10 &amp; 11, 2022; 9am – 5pm</p>	<p style="text-align: center;"><b><u>Recertification Workshops</u></b></p> <p style="text-align: center;"><b>CONDUCTED VIRTUALLY via ZOOM</b></p> <p><input type="checkbox"/> March 12, 2022; 9am – 5pm</p> <p><input type="checkbox"/> May 14, 2022; 9am – 5pm</p> <p><input type="checkbox"/> July 9, 2022; 9am – 5pm</p> <p><input type="checkbox"/> September 10, 2022; 9am – 5pm</p> <p><input type="checkbox"/> November 12, 2022; 9am – 5pm</p> <p style="text-align: center;"><b>**Groups of 3 or more may request a specific day/time that works best for your schedule**</b></p>
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(\*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.

**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: \_\_\_\_\_

- |                          |  |          |
|--------------------------|--|----------|
| <input type="checkbox"/> | <b>DIP Instructor Certification Workshop Fee: \$795</b><br><i>(3-year Instructor Certification)</i>                    | \$ _____ |
| <input type="checkbox"/> | <b>DIP Instructor Recertification Workshop Fee: \$395</b><br><i>(3-year Instructor Recertification)</i>                | \$ _____ |
| <input type="checkbox"/> | <b>Instructor Kit with core and supplementary content: \$175</b><br><i>(Instructor kit required for every student)</i> | \$ _____ |
| <input type="checkbox"/> | <b>Menu-driven DVD DIP program (2 disc set): \$449</b>   | \$ _____ |

**Total** \$ \_\_\_\_\_

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### Registration Checklist:

- Workshop Registration Form
- VA Instructor Agreement *(if applicable)*
- 3-year Motor Vehicle Driving Record
- Workshop Fee Schedule
- Payment in full made via AAA rep or Online

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### **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 of this book is included in the certification workshop fee and is not refundable should you cancel your attendance.

### **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.