



AAA Driver Improvement Program Instructor Certification & Recertification Information

Instructor Certification Workshop: \$795

This multi-day certification workshop prepares instructor candidates to deliver both the AAA Driver Improvement Program and the AAA RoadWise Driver course for older drivers. Instructor Certification is good for three (3) years.

Materials are easy to adapt to the needs of:

- First time traffic offenders
- Volunteers – drivers who want to qualify for safe driving points and insurance discounts
- Experienced senior drivers
- Company fleet operators

Note Recertification is required every three years to maintain an active instructor status.

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 fees AND a \$35 administrative fee.

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 (and shipping) of this book is included in the certification workshop fee and is not refundable should you cancel your participation.

Menu-Driven HD-DVD Program (2 disc set): \$499

Includes disc for the AAA Driver Improvement Program & RoadWise Driver

- **Instructor Kit with core and supplementary content: \$175**
- **Individual Student Workbooks: \$2.99 each**

To qualify for certification as an Instructor, candidates must:

- Be 21 years of age or older
- Get approval from your local AAA club before registering if you reside outside of AAA Mid-Atlantic's club territory
- Complete the course components with a grade of 70 percent or higher

Driving Record:

Instructor candidates must maintain a satisfactory driving record with no major infractions reported within the last two years. Major infractions include, but are not limited to: DUI, reckless driving, vehicular manslaughter, license suspension or three or more moving violations/at-fault vehicular crashes.

Instructor Certification Testing Requirements:

Candidates seeking certification must successfully complete all three test requirements listed below with a minimum score of 70 percent:

- 1) *How to Drive* content test
- 2) Driver Improvement course content test
- 3) Student teaching evaluation

- Candidates who fail to achieve 70 percent on a test, must retake the test they failed
- Should a candidate not pass the student teaching evaluation/test, with leader guidance, they may reappear in person or submit a video within 30 days demonstrating their teaching abilities
- Candidates have one attempt at retesting. If they do not achieve a 70 percent on the second attempt, they must complete the entire certification course again even if they had passed other sections – additional administrative fees will apply
- Candidates who do not achieve a 70 percent on any of the tests must retake the entire certification course. Additional administrative fees will apply

Instructor Recertification Workshop: \$395

This one-day refresher workshop will bring you up to speed with changes to the program and in the traffic safety industry. Successful completion of the Instructor Recertification workshop will extend your certification three (3) years.

Recertification Testing Requirements:

Instructors seeking recertification must attend and successfully complete a one day 8-hour course and achieve a 70 percent or better score on the DIP course content test.

Please plan for your recertification course carefully. If you attempt to recertify after your certification expiration date and require an extension letter from our office to remain VA DMV compliant, an administrative fee of \$35 will be assessed.

For additional information you may email us at DriversEd@aaamidatlantic.com or reach us toll free at 1-800-999-4952 ext. 4362722 or 4364120.