



DRIVER IMPROVEMENT PROGRAM

Participant Roles and Responsibilities

If you were assigned to complete the Maryland Driver Improvement Program by the Motor Vehicle Administration in response to the accumulation of points on your driving record, a requirement imposed by a district court judge, or a requirement imposed by an administrative law judge, you:

1. Will receive a letter of assignment to the driver improvement program by regular mail at the address shown in your driving record; and
2. Must present the letter of assignment to your driver improvement program provider at the time of enrollment if taking the classroom program or at the time of testing if taking the online program; and
3. Must contact the motor vehicle administration driver improvement unit at 410-787-7817 in the event that your letter of assignment is lost or destroyed to obtain a duplicate letter. Duplicate letters will be sent by mail to your address of record or can be picked up in person at;

Maryland Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062
Room 207

Your completion of the driver improvement program will be certified electronically to the motor vehicle administration and your driving records will be updated. You do not need to take any further action.

If you were assigned to complete the Maryland Driver Improvement Program and fail to produce the letter of assignment as outlined above or are taking the program for any reason other than the reasons shown above, you:

1. Will be required to supply accurate and legible information to the driver improvement program provider at the time of enrollment or testing to include your full name, date of birth, and Maryland soundex number (driver's license number) in the event you are licensed in Maryland along with photo identification; and
2. Will be required to sign a waiver releasing the driver improvement program provider and the motor vehicle administration from responsibility in the event your driving

- record is not appropriately updated as a result of a failure to provide accurate and legible information as outlined in #1 above; and
3. Will be solely responsible for any sanction imposed by the motor vehicle administration resulting from a failure to provide the information outlined in #1 above in an accurate and legible format; and
 4. Will be required to contact the motor vehicle administration's driver improvement unit, at 410-787-7817, to provide proof of completion (completion certificate) in the event that you receive a letter of assignment to the driver improvement program after you have already completed the program. Failure to contact the unit directly may result in your driving privilege being suspended.

Your successful completion of the driver improvement program will be electronically certified to the motor vehicle administration and become a permanent part of your driving record if the program provider receives your letter of assignment or accurate information as outlined above. In addition, you will be issued a certificate of completion. **Please retain the certificate of completion for your records.**