



MEMORANDUM

Date: July 13, 2012

TO: All Driver Improvement Program Providers

FROM: Bill Kraft, Section Manager, Driver Educational Programs

SUBJECT: Driver Improvement Program Provider Requirements

The following outline is provided to assist providers of the Driver Improvement Program in implementing the program requirements. The outline is intended to clarify regulatory requirements.

- At the time of enrollment in the classroom format program or at the time of testing for the online format program, participants are required to provide the program provider with the Administration issued letter of assignment.
- In the event that a participant appears for enrollment in a classroom program or for testing for an online program, and does not have the letter of assignment in their possession, the program provider will:
 - Allow the participant to complete the program only upon signing the Administration provided Participant Waiver and Release form.
 - Require the participant to provide photo identification to confirm their identity. A Maryland driver's license or Maryland photo ID is preferred.
 - Require the participant to produce documentation containing their name and soundex number (if applicable).
 - A Maryland driver's license, Maryland ID, vehicle registration, or any other official correspondence containing this information is acceptable.
 - It is strongly recommended that the program provider or their representative transfers this information to the Waiver and Release form to assure that it is accurate and legible.

- Provide the participant with the Administration provided Participant Roles and Responsibilities form.
- Program providers will electronically transmit completion certification for all participants that have successfully completed the program and have provided the Administration's letter of assignment or have a completed and signed Administration provided Waiver and Release form on file.
- Program providers will issue a certificate of completion to all participants that successfully complete the driver improvement program.
- The Administration will not email or fax letters of assignment and/or soundex/license information to providers or participants. Duplicate letters of assignment may be picked up in person at room 207 of the MVA headquarters in Glen Burnie or they will be mailed to the participant's address of record.

To assure consistency in the administration of this program, the Administration has provided a standardized Waiver and Release form and a standardized Participant Roles and Responsibilities form. Both are attached with this memo and will be readily available for printing on our webpage at www.mva.maryland.gov in the driver education information section, DIP provider and instructor bulletins subsection. These guidelines and forms are to be implemented immediately upon receipt.