
EXECUTIVE MEMORANDUM

TO: ALL DRIVING SCHOOL OWNERS/OPERATORS AND DRIVING INSTRUCTORS
FROM: WILLIAM KRAFT, SECTION MANAGER, DRIVER EDUCATIONAL PROGRAMS
SUBJECT: 3 HOUR ALCOHOL AND DRUG EDUCATION PROGRAM INSTRUCTOR TRAINING
SCHEDULE 2017
DATE: NOVEMBER 7, 2016
RESPONSE
REQUESTED BY: N/A

PURPOSE OF MEMORANDUM

Beginning in February 2017, the 3 Hour Alcohol and Drug Education Program Instructor Training classes will be conducted every other month. Classes will be offered in February, April, June, August, October, and December.

SUMMARY

Specifically, classes will be held as follows:

February 23 & 24	August 24 & 25
April 27 & 28	October 26 & 27
June 22 & 23	December 14 & 15

All classes will be conducted in classroom 4, on the ground floor of the MVA headquarters building in Glen Burnie. Admittance to the classroom will begin at 8:30 am when the building opens and class will commence promptly at 8:45 am. No one will be admitted to the class after 9:00 am.

Registration forms are available as downloadable, fillable, PDF documents and can be found on our website at www.mva.maryland.gov, in the driver education information section, 3 Hr ADEP Provider and Instructor Bulletins subsection. Completed registration forms must be submitted via email to mvadetrainingregistrations@mdot.state.md.us on or before the Monday immediately preceding the class.

If registrations for any class number fewer than 10, the class will be cancelled and registrants notified via email. Classes are restricted to a maximum of 20 participants.

In the event that a change of venue is necessary for any class, registrants will be notified via email.

In the event of inclement weather, the classes will follow the status of Anne Arundel County Public Schools. If the Anne Arundel County Public Schools are closed, classes will be cancelled.

Any questions or concerns regarding these classes may be directed to Natasha Burroughs via email at nburroughs@mdot.state.md.us, or by telephone at 410-424-3138. If Ms. Burroughs is not available, you may contact Bill Kraft via email at wkraft@mdot.state.md.us, or by telephone at 410-424-3750.