



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

410-768-7000
1-800-950-1MVA
CUSTOMER SERVICE CENTER

1-800-492-4575
TTY

www.MVA.Maryland.gov
WEB SITE

April 21, 2015

TO: DRIVER EDUCATION SCHOOLS
RE: DRIVER EDUCATION INSTRUCTOR ADVANCED BEHIND THE WHEEL COURSE

Location:

College of Southern Maryland
8730 Mitchell Road
CS Building Room 116
LaPlata, Maryland 20646

Dates/Times

August 11, 2015	6:00pm-9:00pm	August 18, 2015	6:00pm-9:00pm
August 13, 2015	6:00pm-9:00pm	August 20, 2015	6:00pm-9:00pm
August 15, 2015	9:00am-3:00pm	August 22, 2015	9:00am-3:00pm

IN CAR AUDIT AND TRAINING SCHEDULED INDIVIDUALLY

This schedule reflects instructor trainer hours. Instructor candidates must supply a driver education instructional vehicle for behind the wheel sessions. Every student must have their own copy of the Maryland Standardized Curriculum, resource packet and the Teachers Edition of the Drive Right textbook. These supplies are available from the course sponsor.

Tuition Fee: \$360.00

Registration: You are required by the College of Southern Maryland to register in person at the LaPlata campus, and must be approved by MaryBeth McCollum or Mike Whelan prior to registration:

College of Southern Maryland
Attn: Mike Whelan
8730 Mitchell Road
CS Building Room 116
LaPlata, Maryland 20646

Call prior to deadline to verify receipt of enrollment/payment. (301)539-4722

Enrollment Deadline: August 4, 2015

Enrollment is limited to 12 instructor candidates

MVA approved instructor for this course: Mike Whelan

The following information pertains to the request for Advanced Instructor Behind-the Wheel training at the College of Southern Maryland:

What: Advanced Instructor BTW Training

Where: College of Southern Maryland

When: Classroom training will be held on the following dates and times:

Tuesdays & Thursdays – August 11, 13, 18 & 20, 6 – 9 PM

Saturdays – August 15 & 22, 9 – 3 PM

Who: Any Apprentice Instructor with a valid Instructor Apprentice Permit.

You are required by the College of Southern Maryland to register in person at the La Plata campus. You must be approved to register by Mary Beth McCollum or Mike Whelan.

Contact Information:

Mary Beth McCollum 301-934-7879 or marybethm@csmd.edu

Mike Whelan 301-539-4722 or mikew@csmd.edu

To: MVA Driver Educational Services Department

From: Mike Whelan, CSM

Date: April 20, 2015

RE: Requesting approval for Advanced Instructor training at the College of Southern Maryland



INSTRUCTOR CERTIFICATION COURSE REQUEST FOR APPROVAL

To request approval, please complete and fax form to Driver Education Program (410) 424-3676.

Course Sponsor: College of Southern Maryland

Address where classes will meet: 8730 Mitchell Road, La Plata MD. 20646

CS building, room 116

Name of Contact Person: Mike Whelan

Phone Number of Contact Person: 301-539-4722

Fax Number of Contact Person: 301-934-7528
(Confirmation of approval will be faxed)

E-Mail address of Contact Person: mikew@csmd.edu

MVA approved Instructor Trainer: Mike Whelan

MVA approved Assistant Instructor:
(Please provide name and instructor number)

Registration: Begins: July 20, 2015

Closes: August 4, 2015

Send Registration To:

Sponsor: College of Southern Maryland

Attn: Mike Whelan

Address: P.O. Box 910

City, State, Zip: La Plata, MD. 20646

Course Fee: 360.00

Sponsor (please print)	Sponsor Signature	Date
Michael J. Whelan		4/21/15
MVA approval		Date