



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 CLASSROOM COURSE

**Location:**

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

**Dates/Times**

June 9, 2015	6:00pm-9:00pm	June 16, 2015	6:00pm-9:00pm
June 11, 2015	6:00pm-9:00pm	June 18, 2015	6:00am-9:00pm
June 13, 2015	9:00am-3:00pm	June 20, 2015	9:00am-3:00pm

**This schedule reflects instructor trainer hours. 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  
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: June 1, 2015**

**Enrollment is limited to 12 instructor candidates**

MVA approved instructor for this course: Mike Whelan



## 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: May 18, 2015

Closes: June 1, 2015

Send Registration To:

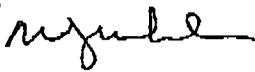
Sponsor: College of Southern Maryland

Attn: Mike Whelan

Address: P.O. Box 910

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

Course Fee: 360.00

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

**The following information pertains to the request for Advanced Instructor Classroom training at the College of Southern Maryland:**

**What: Advanced Instructor Classroom Training**

**Where: College of Southern Maryland**

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

**Tuesdays & Thursdays – June 9, 11, 16 & 18, 6 – 9 PM**

**Saturdays – June 13 & 20, 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](mailto:marybethm@csmd.edu)**

**Mike Whelan 301-539-4722 or [mikew@csmd.edu](mailto:mikew@csmd.edu)**