
EXECUTIVE MEMORANDUM

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

PURPOSE OF MEMORANDUM

Beginning in January 2017, the Driver Improvement Program Instructor Training classes will be conducted every other month. Classes will be offered in January, March, May, July, September, and November.

SUMMARY

Specific dates are as follows:

January 26 & 27	July 27 & 28
March 23 & 24	September 21 & 22
May 25 & 26	November 16 & 17

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, DIP Provider and Instructor subsection. Completed registration forms must be submitted via email to detrainingregistrations@mva.maryland.gov 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@mva.maryland.gov or by telephone at 410-424-3138. If Ms. Burroughs is not available, you may contact Bill Kraft via email at wkraft@mva.maryland.gov or by telephone at 410-424-3750.