



## **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 2016

**DATE:** November 30, 2015

Beginning in January 2016, 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. Specific dates are as follows:

- January 28 & 29
- March 17 & 18
- May 19 & 20
- July 21 & 22
- September 15 & 16
- November 17 & 18

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](http://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@mdot.state.md.us](mailto:detrainingregistrations@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](mailto: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](mailto:wkraft@mdot.state.md.us), or by telephone at 410-424-3750.