



**MEMORANDUM**

**Date:** March 26, 2014  
**TO:** Driving School Owners  
**FROM:** Jean Ferguson Oswald  
**SUBJECT:** **Advanced Instructor Classroom Training Course**

**Location**

Commercial Business Services  
7954 Baltimore Annapolis Boulevard  
Glen Burnie, MD 21060

**Dates & Times**

April 26, 2014	8:00 am - 3:30 pm
April 27, 2014	8:00 am - 3:30 pm
May 3, 2014	8:00 am - 3:30 pm
May 4, 2014	8:00 am - 3:30 pm
May 10, 2014	8:00 am - 3:30pm

**This schedule reflects instructor trainer hours. Every student must have his/her own copy of the Maryland Standardized Curriculum, resource packet, and the Teachers Edition of the Drive Right textbook.**

**Tuition Fee:** \$325.00

**Registration:** Complete attached registration form and mail with full payment in advance to:  
MPDA  
Attn: David Resnick  
10220 South Dolfield Road, Suite 104  
Owings Mills, MD 21117  
(410) 363-7483

Please call prior to deadline to verify receipt of enrollment/payment. (410)-363-7483

**Enrollment Deadline:** April 25, 2014

**Enrollment:** Limited to 12 instructor candidates  
**MVA Approved instructor for this course:** Earl Garner

**Registration Form for Advanced Instructor Classroom Course**

MPDEA  
Attn: David Resnick  
7954 Baltimore Annapolis Boulevard  
Glen Burnie, MD 21060  
(410)-363-7483

Full Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Soundex Number (Driver's License): \_\_\_\_\_

Apprentice Badge Number: \_\_\_\_\_

Driving School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Address: \_\_\_\_\_

School Fax: \_\_\_\_\_

Contact Person at School: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Please send registration with check or money order to:**

MPDEA  
Attn: David Resnick  
7954 Baltimore Annapolis Boulevard  
Glen Burnie, MD 21060  
(410)-363-7483

**Refund Policy:**

Course Fee: \$325.00

\$ \_\_\_\_\_ -- Amount Enclosed

- Withdraw 10 days before the course starts = full refund
- Withdraw less than 10 days before the course starts =
  - Refund minus \$50 if seat can be filled
  - Refund minus \$200 if seat cannot be filled
- Withdraw after class has begun = no refund