

Fax or mail Original to:

NYS Education Department
 Pupil Transportation Unit
 Room 876 EBA
 Albany, New York 12234
 Attn: James Dundon

jdundon@mail.nysed.gov

Fax: (518) 474-1983

The University of the State of New York
 THE NEW YORK STATE EDUCATION DEPARTMENT
 (518) 474-6541

Bus Driver Course

Notice of Program Offering

Directions: Print or type the information requested **in its entirety**. This is a two-page form – a completed NPO – Program Schedule must be submitted with this page. Submit **BOTH PAGES** for each course. Submit **NO LESS THAN 30 days PRIOR** to the start of the course. **NOTE: NPO's not submitted at least 30 days prior to the start of the program can not qualify for Point Insurance Reduction approval.**

Which SED Approved Curriculum are you teaching? **BASIC** **ADVANCED**

NOTE: Class size is limited to 35 or by the number of students your facility is approved to accommodate. Even if your room is approved for 36-40, you must receive approval from **SED** for class sizes over 35.

SED – Approved Instructor Information

Name of SED-Approved SBDI (must be listed on PIRP facility application)	SBDI # (not MI #)	Telephone Number (day)
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Complete Mailing Address (for certificates and course correspondence)

City/Town	State	Zip Code	Email Address
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Course Information (If your Delivery Agency number (### - ##) was assigned after 6/2007, you can skip B and C.)

A. Delivery Agency #	B. Name of district, BOCES, contractor or individual sponsoring/conducting program.
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C. Teaching Location:	Building Name	Room Number or Name
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Street Address (not PO Box)

City/Town	County	State	Zip Code
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D. Do you plan to offer DMV Point/Insurance Reduction credit? YES NO

Do not write below! Do not write below! Do not write below! Do not write below! Do not write below!

Your course number is: _____ This number must be **included on the NPC** that you submit at the end of the course and on any correspondence about this course. Any paperwork without this number **WILL BE RETURNED**. Any drivers trained without prior course approval **do not meet regulatory requirements**.

You have been sent _____ certificates. All unused or voided certificates must be returned with the NPC. See bottom of NPC for certificate accounting.

