

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

Monitor/Attendant 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.

Which SED approved curriculum are you teaching? (ie. Faye Stevens, PTSI, Dave Kennedy)
Note: You may only use an SED approved course. List of courses is on our website.

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.

<u>SED – Approved Instructor Information</u>			
Name of SED-Approved SBDI (must be listed on PIRP facility application)	SBDI # (not MI #)	Telephone Number (day)	
Complete Mailing Address (for certificates and course correspondence)			
City/Town	State	Zip Code	Email Address

NOTE: The Basic Course for Monitors and Attendants is not eligible for point/insurance program credit from DMV but SED requires that all teaching rooms be registered as a Delivery Agencies using the same forms as required for bus driver training.

<u>Course Information</u> (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.		
C. Teaching Location:	Building Name	Room Number or Name	
Street Address (Not PO Box)			
City/Town	County	State	Zip Code

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

<p>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 monitors or attendants trained without prior course approval do not meet regulatory requirements.</p>	<p>You have been sent _____ certificates. All unused or voided certificates must be returned with the NPC. See bottom of NPC for certificate accounting.</p>
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