

# **READ THIS FIRST**

**New Mexico Supplement to**

***National Driver Training Institute's***

***“Help for the Teenager  
Who Wants to Drive!”***

**STEP-BY-STEP GUIDE**

**These details address the unique and special driver  
education requirements for the State of New Mexico.**

*Guidelines in this publication supersede guidelines published in the  
NDTI Driver Education Manual.*

**A FORMAL, STATE CERTIFIED, 56 HOUR DRIVER  
EDUCATION COURSE**



## NEW MEXICO WELCOME PACKET

Hello to the Family of a NEW TEEN DRIVER,

Congratulations for choosing, **"Help for the Teenager Who Wants to Drive."** You are enrolled in the finest, and most complete driver education and training program available in the country.

We consider it an honor that you have chosen us to be an important member of your *team* and we are ready to assist you in anyway possible. Working together, we are confident that your teen will become *an outstanding driver*. Your teen will gain *driving experience, skills, structure, discipline, and good judgment* to truly become *a Safe Driver for Life*.

**Please note this welcome packet contains the following material to assist your family:**

1. **Step-by-Step Guide**
2. **Important Instruction Information**

As you proceed through our program, and work toward earning a driver's license, we welcome your questions and suggestions. Please contact us at 800-942-2050. **Thank You** for selecting our program, we are glad to be on your TEAM!

Sincerely,

*Wayne Tully*

Wayne Tully, CEO  
and the entire staff at NDTI



## **Driver Education at Home:**

*In order to comply with New Mexico rules, you must complete your entire 56 class hours within 1 year of enrollment.*

To better understand how our program uses parents to help their teens learn to drive; please first read the information contained in the Driver Education Manual on pages 8 through 17.

You can do this! Teens are “informally” learning to drive from the first day they are put in their child car seat. Now you can move into the “formal” aspects of driver education using our materials as your guide!

Basically, you and your teen will be meeting classroom hour requirement as set by the State of New Mexico and driving hour standards and requirements set by NDTI. The requirements are explained in detail on the following pages:

Help is available from NDTI! Our Tutor Team is available 10 hours daily (M - F) to help you with any questions or concerns. Please call if you do not know the answer to a question. We are here to assist you.

### **STEP-BY-STEP INSTRUCTION GUIDE**

- Step 1: Verify that the following items are included in your packet:
- a. Driver Education Manual
  - b. Enrollment Form and Receipt: Please note your customer ID number at the bottom of this page.  
Available Upgrades – you may have paid extra to have
  - c. Program CD Rom
  - d. Video Library DVD
- If any items are missing, please call 1-800-942-2050
- Step 2: Pickup your State Driver Handbook at your local driver license office or download it from the internet. Study this document to prepare for the permit test.
- Step 3: Review all material you have received in this program carefully (parents and teen). Take time to become familiar with this program. There are no secrets...we want great drivers.
- Step 4: Teen driver - study the New Mexico Driver Handbook.  
Parent(s) – quiz your teen on their knowledge of the State Driver Handbook
- Step 5: Review, discuss and select activities from the additional activity summary sheet in Level 1 following the written tests. Use these activities to develop your students learning in a hands-on process and gain additional experience needed to meet the 56 hour study requirement. Have fun!



Step 6: Administer the driver education course Level I Written Test from the CD-ROM or online. New Mexico law requires that we grade the tests for you. Testing on the computer is the easiest and fastest way to have your test graded.

To access your driver ed tests online, login to [www.NationalDriverTraining.com](http://www.NationalDriverTraining.com). The page you see when you first log in is called the “student home page.” It is divided into five sections, the second section is called “Online Program Access” and it contains direct links to each of your seven tests.

Step 7: After studying Level 1 and the driver handbook, your teen should be ready to test at the MVD for the Instruction Permit. Send us the enclosed Referral Card Request Form so we can send you a tan “Referral Card.” You will need to present this card to the MVD when you go to get your permit.

Step 8: Bring the following documents to the MVD office:

- referral card
- Traffic Safety Bureau Approval Email
- proof of age and identification for your teen (birth certificate, passport, etc.)
- proof of identification number for your teen (Social Security Card, W-2, SSA 1099, etc.)
- proof of NM residency (<http://www.mvdexpress.com/wp-content/uploads/2016/11/REAL-ID-Acceptable-Docs-Final.pdf>)
- proof of insurance on your vehicle (does not need to list your teens name)

***Your teen will have to complete a written test and a vision test at the MVD office.***

The New Mexico Driver Handbook states:

*To obtain an instructional permit you must be at least 15 years of age and pass the knowledge test and vision test. If you are under the age of 18, you must also have a consent form signed by your parent or guardian. The driver must retain the permit for six months.*

*The requirements and restrictions for an Instructional Permit are as follows:*

- 1. The minimum age for an instructional permit is 15 years of age.*
- 2. A person 15 years or older must be enrolled in and attending a driver education course approved by the Traffic Safety Bureau and includes DWI education and practice driving.*
- 3. The driver must have an approved instructor occupying the seat beside the driver; or,*
- 4. The driver is with a licensed driver 21 years of age or older who has been licensed for at least three years in this state or any other state.*
- 5. The driver must retain the instructional permit for at least six months.*



Reminder...if your teen is driving with both parents - check your State requirements to determine if both parents must sign a consent form.

Step 9: Work through the remaining levels in the same way as you did for level 1. As part of your **ongoing evaluation**, written test answers must be graded by National Driver Training. The easiest way to grade tests is to have your teen take them online or through the CD. If you must use paper tests, you will need to request a test packet and then mail in your tests periodically to us at:

1901 Ranch Road 620 N  
Austin, TX 78734

The rest of the coursework is to be mailed to National Driver Training upon completion of the program. Remember, we are only certifying your class work. **Please keep your driving logs so you may present them to the DMV.**

For the State of New Mexico Driver Education Certificate, you will need to turn in the following items:

- a. Passing test scores, 90% or better, for each of the seven levels. Tests submitted online will credit to your account automatically. Tests taken on paper must be mailed in to us for grading.
- b. Class logs for each of the seven levels. Class logs must account for at least 56 hours of study to include reading, videos, activities, and tests.
- c. If you rented a DVD, please return it at this time unless you plan on enrolling additional students.

Your certificate will be processed within 3 days of receiving your material. You will be able to log in to our website to see if your certificate was shipped.

\*NOTE: You must go to a full service MVD office. At this time, you will not be able to get a permit or license at an MVD Express office.\*

**Questions? Call us at 800-942-2050**

**1901 Ranch Road 620 N, Austin TX 78734  
1-800-942-2050 [www.NationalDriverTraining.com](http://www.NationalDriverTraining.com)**



# Important Instruction Information

## PROCEDURES AND DOCUMENTATION REQUIREMENTS

*To be eligible for your certificate of completion from the NDTI, the procedures in this section must be followed.*

### PROGRAM STRUCTURE

This program is divided into seven levels. Each level contains two parts:

**Part I** Classroom Instruction

**Part II** Suggested Guidelines for 50 hour Supervised Driving Time

Each level is completed when the class time, submitted from the Driver Education Manual, meets our requirements and is in your student file.

### Classroom Activity Hour Requirements and Standards:

A minimum of 56 hours of classroom instruction is required throughout the entire training course. We do not require a minimum number of classroom hours per level, just a total minimum of 56 hours. Classroom training hours are comprised; in general, from the reading, test taking, additional activities, and traffic safety videos.

### Additional Activities.

At least 52 hours of additional activities are available for you to choose from throughout the seven levels of training. Select all that you want/ need from the additional activity summary sheets in each level. Use all such hours toward your 56-classroom hour requirement!

### Written Tests:

Expect your student to achieve a 90% passing score on written tests. If passing scores are not achieved on the first try, extra tests are provided in the back of the Parent/Teacher's Manual. The important thing is that the teen knows and understands this important material. (Note: Each time you send in written tests, please remember to include information requested at the end of each test page...test score, hours devoted to the level, program number, telephone number, student name, and parent name.)



## Referral Card Request Form

A "Referral Card" is evidence that your teen is enrolled in, and has completed at least **9 hours** of driver education to include the following topics:

- (1) approaching the vehicle with awareness (in Level 1);
- (2) orientation to controls (in Level 1);
- (3) basic rules of the road (pgs 3-14 of NM Driver Manual);
- (4) use of vision to control the vehicle (pgs 15, 18-24, 28 of Driver Manual);
- (5) proper use of the steering wheel, accelerator, and brake (Level 1 and pgs 14-15 of Driver Manual);
- (6) turning left and right (pgs 4, 8, 10, 11, and 16 of Driver Manual); and
- (7) signs, signals, and road markings (pgs 3-8 of NM Driver Manual).

**You must have a referral card in hand when you visit the MVD to apply for a permit.**

Please complete the following form and submit it to National Driver Training to request your Referral Card.

Student Name: \_\_\_\_\_ Customer ID / Login ID: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_

\_\_\_\_ (Parent Initials) I certify that the above named student has completed at least 9 hours of driver education to include Level 1 reading, suggested videos, additional activities to include reading the New Mexico Driver Manual and the specific pages listed above. My teen has also taken and passed the Level 1 test with a 90% or better. Please send my referral card to me.

\_\_\_\_ (Parent Initials) I understand that National Driver Training will check my file for a passing test score in Level 1.

Parent Signature: \_\_\_\_\_

***Complete the following section only if you have a change of address:***

Please change my address to the following:

Street number and name: \_\_\_\_\_

Apartment Number (if any): \_\_\_\_\_

City: \_\_\_\_\_ State: NM Zip Code: \_\_\_\_\_

Mail this form to the address below, or e-mail it to [info@NationalDriverTraining.com](mailto:info@NationalDriverTraining.com).