



Arizona Chapter

Arizona Chapter
National Safety Council
1606 W Indian School Rd
Phoenix, AZ 85015
www.acnsc.org

TRAFFIC SURVIVAL SCHOOL LICENSING CHECKLIST



_____ Completed Traffic Survival School Application

_____ A copy of a valid Fingerprint Clearance Card for each applicant, partner, sole proprietor, and all stockholders owning 20% or more of the entity. *Information for the Fingerprint Clearance Card can be located at www.azdps.gov/services/fingerprint*

_____ Completed Authorized Presence Documentation form

_____ Payment to ACNSC in an amount that includes \$200.00 for each school license requested and \$50 for each additional site/branch location once application is approved

_____ Corporation/LLC/LLP: Copy of Articles of Incorporation or Organization for name verification

_____ Corporation/LLC/LLP: Copy of Trade Name Certificate from Secretary of State for “dba” verification if “dba” not listed in Articles

_____ Photos of:

- Sign indicating hours of operation
- Entrance of office and classroom
- Front and back views of classroom
- Office area and secure records storage

_____ Sample copies of any and all contracts and forms of receipts to be used by the school

_____ Copies of all forms, pamphlets, and handouts used by the school which will be furnished or delivered to students

_____ A signed Lease from landowner granting permission for the site to be used as a Traffic Survival School, if the site is not owned by the school/if classroom, lease must include fire capacity. If the site is owned by the school, a deed of ownership must be submitted.

_____ Copies of any advertising for prior approval of both type and text

_____ One school principle and at least one instructor must have completed training and be certified to teach the National Safety Council’s Attitudinal Dynamics of Driving program.



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TRAFFIC SURVIVAL QUALIFIED INSTRUCTOR CHECKLIST



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- ___ Completed "Traffic Survival School Instructor Application" for each school will teach with-
- ___ Completed "Good Moral Character Statement".
- ___ Completed MVD Form 96-0560 "Authorized Presence Documentation."
- ___ Proof that instructor has completed the ACNSC "Attitudinal Dynamics of Driving" three-day workshop.
- ___ Three (3) signed letters of reference.
- ___ Statement from the manager of the sponsoring school certifying the applicant's ability to teach driving at a professional level.
- ___ Proof of a minimum high school education or the equivalent.
- ___ 39 mo. Arizona MVR *dated within 30 days of application*. If the Arizona license-issue date is less than three years, the applicant must provide an MVR from their previous state licensed in; the applicant must provide as many MVRs as necessary to cover a minimum of three years of immediately past consecutive driving history.
- ___ MVR can show no suspensions or revocations within the past 39 months.
- ___ No convictions within the 5 years related to DUI, Reckless Driving, Aggressive Driving or Racing on a Highway.

*Incomplete or insufficient applications will be **denied**.*