



**Department of
Motor Vehicles**

DTP-422 (3/23)

**NOTICE OF ENROLLED, COMPLETED, AND DROPPED STUDENTS
OF DMV'S 30-HOUR BASIC INSTRUCTOR'S COURSE
DRIVER TRAINING PROGRAMS**

Submit this form to DMV prior to the start date of the course, listing the names and client ID# of the enrollees. Then after the course is completed, complete the remaining columns. (See form DTP-400 for more details on how to fill out this form.) Send form to New York State Department of Motor Vehicles, Bureau of Driver Training Programs, 6 Empire State Plaza, Room 336, Albany, NY 12228.

Driving School Offering Course: _____

☐ **AMENDED ON:** _____

Date of First Session: _____

Name of Instructor: _____

COURSE SCHEDULE

Name of Enrolled Student	Client ID #	Student's Instructor Certificate #	Date Student COMPLETED the Course	Date Student DROPPED the Course
1.				
2.				
3.				
4.				
5.				

I certify that all information and other matters contained herein are true in substance and in fact. Part 76.23(a)(5) of Commissioner's Regulations authorizes the Department of Motor Vehicles to suspend or revoke a driving school license for "the failure of the license for any partner, officer, agent or employee of the licensee to conduct the prescribed tests for instructor applicants in the manner authorized by this department and/or the failure of the licensee or any partner, officer, agent or employee of the licensee to conduct the 30-hour course to instructor applicants according to the curriculum supplied by this department and/or for the number of hours required by this department and this part."

First Submission:

Print Name of Owner or Corporate Officer

X

Signature of Owner or Corporate Officer

Date

FINAL Submission:

Print Name of Owner or Corporate Officer

X

Signature of Owner or Corporate Officer

Date