



Background

A Pre-licensing Course Completion Certificate (also known as Form MV-278) is a certificate issued by: (a) a commercial driving school, secondary school (high school or BOCES) or college to an individual who has taken a DMV-approved 5-Hour Pre-licensing Course; or (b) by a secondary school or college to an individual who has completed sufficient classroom instruction through a Driver Education Program. These certificates enable the recipients to schedule a road test with DMV.

DMV distributes these certificates in books of 50 to commercial driving schools, secondary schools and colleges. By law, DMV is required to charge a \$50 fee per book of certificates distributed on or after July 6, 2009.

Commercial driving schools, secondary schools and colleges are required to account for each Pre-licensing Course Completion Certificate issued on class rosters (also known as "Roster and Control Sheets" or Form MV-278.5N). Completed rosters must be submitted to DMV when placing an order for new books of certificates (as described in the "How Many Books Can I Order?" FAQ below). These rosters will also serve to justify the size of future orders.

Beginning August 10, 2009, all commercial driving schools must order Pre-licensing Course Completion Certificates from the Utica Processing Center. Secondary schools and colleges will continue to order these certificates from the Utica Processing Center.

Why does DMV charge a fee for Pre-Licensing Course Completion Certificates?

In April of 2009, the Legislature enacted a new law (Part L of Chapter 59 of the Laws of 2009) that went into effect on July 6, 2009. This law requires DMV to charge any entity that issues Pre-licensing Course Completion Certificates \$50 per book (\$1.00 per certificate). These statutory provisions are set forth in paragraph (h) of subdivision (4) of section 502 of the Vehicle and Traffic Law [VTL Section 502(4)(h)].

How do I order Pre-licensing Course Completion Certificates?

Both commercial driving schools and secondary schools and colleges must:

- Complete the appropriate Pre-licensing Course Completion Certificate order form. Order forms can be obtained from DMV's website on the Driver Training, Education and Certification Forms page at www.dmv.ny.gov/driveschool.htm.
 - ♦ Commercial driving schools must complete Form MV-278.8CDS.
 - ♦ Secondary schools and colleges must complete Form MV-278.8SSC.
- Submit class rosters accounting for Pre-licensing Course Completion Certificates issued since their last order to the appropriate DMV office.
 - ♦ Commercial driving schools must mail or bring their class rosters separately to their **local Motor Vehicles Testing and Investigation Unit** when the order is submitted.
 - ♦ Secondary schools and colleges must include their class rosters with their order form.
- Mail the order form, along with the required fee, to:

NYS DEPARTMENT OF MOTOR VEHICLES
UTICA PROCESSING CENTER
207 GENESEE STREET, SUITE 6
UTICA, NY 13501

DMV will only mail certificates to the business or school address on file with DMV. Orders **cannot** be mailed to P.O. boxes.

May I submit an order in person?

No. All orders must be mailed to the Utica Processing Center.

How many books can I order? How can I increase that amount?

In general, the number of Pre-licensing Course Completion Certificate books an entity can order is determined by: how frequently the entity provides the Pre-licensing Course and the number of certificates the entity issues per class as recorded on class rosters. Entities can order up to, but no more than, a two-month supply (with a one-time exception for commercial driving schools as noted below). For example, an entity that conducts the Pre-licensing Course once a week to 25 students would issue approximately 200 certificates in a two-month period and would therefore be entitled to order 4 books of 50 certificates.

Order Quantities for Commercial Driving Schools Approved to Issue Pre-licensing Course Completion Certificates **Prior** to July 6, 2009

Two-month order quantities for current providers were established by DMV based on a review of previously submitted class rosters. However, in order to avoid any processing delays created by the centralization of this new process at the Utica Processing Center, **commercial driving schools are being permitted to order a four-month supply in the first order they submit after July 6, 2009**. Subsequent order quantities will be limited to the two-month supply described above. Current commercial driving schools were notified of both their initial and subsequent order quantities in July of 2009. This quantity will be adjusted if the driving school does not submit class rosters to their local T&I Unit justifying the quantity ordered. If additional books are needed, a written justification must be submitted to the driving school's local T&I Unit.

Order Quantities for Commercial Driving Schools Approved to Issue Pre-licensing Course Completion Certificates **After** July 6, 2009

Commercial driving schools must be approved by DMV before they can submit an order. Part of the approval process includes a site inspection. During the site inspection, new driving schools will be advised of their two-month order quantity. This quantity will be based on the frequency of the Pre-licensing Course and the maximum number of students per class. This quantity will be adjusted if the driving school does not submit class rosters to their local T&I Unit justifying the quantity ordered. If additional books are needed, a written justification must be submitted to the driving school's local T&I Unit.

Order Quantities for Secondary Schools and Colleges Approved to Order Pre-licensing Course Completion Certificates **Prior** to July 6, 2009

Two-month order quantities for current providers were established by DMV based on a review of previously submitted class rosters. Secondary schools and colleges were notified of these order quantities in July of 2009. This quantity will be adjusted if the provider does not submit class rosters to the Utica Processing Center justifying the quantity ordered. If additional books are needed, a written justification must be submitted to the Utica Processing Center.

Order Quantities for Secondary Schools and Colleges Approved to Order Pre-licensing Course Completion Certificates **After** July 6, 2009

New providers may order one book. They will be notified of the quantity they can request in their next order. This quantity will be based on a review of class frequency and the average number of students per class as indicated on their first order form. This quantity will be adjusted if the organization does not submit class rosters to the Utica Processing Center justifying the quantity ordered. If additional books are needed, a written justification must be submitted to the Utica Processing Center.

Are Secondary Schools and Colleges able to request an invoice or submit a purchase order prior to order fulfillment?

Yes. For those schools that require an invoice prior to submitting payment, they may request one from the Utica office. Furthermore, Utica is able to complete submitted purchase orders that may be required prior to order fulfillment.

Are Secondary Schools and Colleges required to issue a Pre-licensing Course Completion Certificate to students enrolled in a Driver Education Program?

No. Pursuant to Commissioner's Regulation 7.8(d), an instructor of a State Education Department-approved Driver Education Program **may issue** a Pre-licensing Course Completion Certificate to an individual who has not completed the entire program but has been taught the material covered in the Pre-licensing Course. However, the issuance of a certificate in this situation **is optional** under DMV's regulations.

Who do I contact for additional information?

If you have any questions or would like additional information, your local DMV Call Center will be able to direct you to the appropriate contact.

Upstate New York

1-518-486-9786

Monday to Friday: 8:00 a.m. – 4:00 p.m.

Other Downstate Areas and Long Island

From area codes **516, 631, 845, 914:**

1-718-477-4820

Monday to Friday: 8:00 a.m. – 4:00 p.m.

New York City

From area codes **212, 347, 646, 718, 917:**

1-212-645-5550 or 1-718-966-6155

Monday to Friday: 8:00 a.m. – 4:00 p.m.

From Outside the State of New York

1-518-473-5595

Monday to Friday: 8:00 a.m. – 4:00 p.m.

