



## Defensive Driving Course (DDC) Registration Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

900 #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: Street: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

- The fee for this course is **\$67.00 for NMT Employees** and **\$243 for all others**.
- This fee can be charged to your home account if the course is for meeting the requirements for driving a state vehicle. Cash or check payments may be made at the NMT Cashier at the Fidel Center if the course is for other reasons (i.e., lowering insurance premiums).
- If charged to your **Home Account**, your supervisor must approve this registration form in order to receive the password to take the course.
- If charged to a **Restricted Fund/Grant**, all supervisors must certify below and obtain approval from their Research Administrator prior to submitting this registration form.
- If paying by **Cash or Check**, you must submit your receipt from the NMT Cashier and this completed form to the EMRTC Visitor Control Clerk in order to receive the password to take the course.
- **NOTE:** Once registered, you will only have 90 days to complete the course. Once expired, a new registration will need to be purchased.

### PLEASE CHECK THE FOLLOWING FOR PAYMENT

CASH/CHECK (NMT Cashier: All cash/check deposits go to account number **270202-560106**)

HOME/GRANT ACCOUNT #: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

As supervisor, I certify that the cost of obtaining a DDC license is a direct benefit to the award and will only be used for this purpose. RA Initials: \_\_\_\_\_ SUPERVISOR NAME: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### THE FOLLOWING WILL BE COMPLETED BY ONLY EMRTC PERSONNEL

Course Score: \_\_\_\_\_

Certifier Name: \_\_\_\_\_

Certifier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by EMRTC Accounting on: Date: \_\_\_\_\_ Accounting Initials: \_\_\_\_\_