

Fax or mail Original to:**Safety Rules!**

118 Shirley Road
 Syracuse, NY 13224
 Attn: Ted Finlayson-Schueler

Phone: (315) 446-6333
 SchoolBusTed@SafetyRules.net
 Fax: (315) 703-1871

The University of the State of New York
 THE NEW YORK STATE EDUCATION DEPARTMENT
 (518) 474-6541

Monitor/Attendant Course

Notice of Program Offering

Directions: Print or type the information requested **in its entirety**. This is a two-page form – a completed NPO – Program Schedule must be submitted with this page. Submit **BOTH PAGES** for each course. Submit **NO LESS THAN 30 days PRIOR** to the start of the course.

Which SED approved curriculum are you teaching? (ie. Faye Stevens, PTSI, Dave Kennedy)

Note: You may only use an SED approved course. List of courses is on our website.

NOTE: Class size is limited to 35 or by the number of students your facility is approved to accommodate. Even if your room is approved for 36-40, you must receive approval from *Safety Rules!* for class sizes over 35.

SED – Approved Instructor Information

Name of SED-Approved SBDI (must be listed on PIRP facility application)	SBDI # (not MI #)	Telephone Number (day)
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Complete Mailing Address (for certificates and course correspondence)

City/Town	State	Zip Code	Email Address
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NOTE: The Basic Course for Monitors and Attendants is not eligible for point/insurance program credit from DMV but SED requires that all teaching rooms be registered as a Delivery Agencies using the same forms as required for bus driver training.

Course Information (If your Delivery Agency number (### - ##) was assigned after 6/2007, you can skip B and C.)

A. Delivery Agency #	B. Name of district, BOCES, contractor or individual sponsoring/conducting program.
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C. Teaching Location:	Building Name	Room Number or Name
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Street Address (Not PO Box)

City/Town	County	State	Zip Code
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Do not write below! Do not write below! Do not write below! Do not write below! Do not write below!

Your course number is: _____ This number must be **included on the NPC** that you submit at the end of the course and on any correspondence about this course. Any paperwork without this number **WILL BE RETURNED**. Any monitors or attendants trained without prior course approval **do not meet regulatory requirements**.

You have been sent _____ certificates. All unused or voided certificates must be returned with the NPC. See bottom of NPC for certificate accounting.

