

Defensive Driving Instructor FAQ – Initial Certification, Renewal, & Continuing Education Questions

ACJA § 7-201
ACJA § 7-205
Administrative Orders

Initial Certification

- How do I register for the exam?

The [2013 Exam Schedule](#) is located on the DD website. Download the registration form and choose from the test dates available.

- How long should I study for the exam?

The [study guide](#) for the exam is located on the DD website. All test questions are derived from the content areas discussed in the study guide. The amount of time needed to prepare for the exam is dependent upon each individual's previous experience and knowledge base.

- Are there classes that I can take to prepare for the exam?

No, there are no classes provided by the Arizona Supreme Court to prepare an applicant for the exam. A study guide is available on the DD website and all test questions are derived from the content areas discussed in the study guide.

- Can I review my test score if I do not pass the exam?

Yes, you are able to schedule a time during the hours the Supreme Court is open (M-F, 8am-5pm) to review your answer sheet and score by emailing or faxing a written request. However, you are not able to review the test booklet and you are not able to make a copy or receive a copy of your answer sheet.

- Do I need to pay to retake the exam?

Yes, all fees are non-refundable and a payment of \$50 is required to retake the exam.

- How do I retake the exam?

You must submit a written request to Division staff asking approval to retake the exam within 30 days of your examination results notification. You may submit the request by emailing the program at DDrive@courts.az.gov or you may fax the

request to 602-452-3958. Upon approval of a retake, Division staff will provide you with further instructions.

- How many times can I retake the exam?

You have three opportunities to pass the exam. Any additional opportunities beyond the third attempt must be approved by the Defensive Driving Board (the Board).

- Will my credit affect my ability to be certified?

An applicant's credit will not necessarily preclude him/her from being certified as a Defensive Driving Instructor.

- If I am denied certification, do I receive a refund for my application fee?

No, all fees are non-refundable. Please refer to the Arizona Code of Judicial Administration § 7-205 for eligibility and certification requirements.

- Am I eligible to become a Defensive Driving Instructor?

Please refer to the Arizona Code of Judicial Administration § 7-205 (E)(2) for Instructor Certification eligibility requirements.

- Are there classes I can take or a program I can enroll in to prepare me to become a Defensive Driving Instructor?

The Arizona Supreme Court does not offer preparatory classes for potential applicants, nor does the Arizona Supreme Court endorse any preparatory programs. Individual Initial Certification will depend on meeting the eligibility requirements outlined in the Arizona Code of Judicial Administration § 7-205 (E)(2).

- How often does the Board meet to grant certification?

The DD Board meets every other month. During renewal year, additional meetings may be scheduled by Division staff. Board meeting dates and times, as well as meeting minutes and agendas, are available on the DD website.

- The Board meeting minutes show that my application has been deferred due to insufficient information but I have not been contacted. What does this mean?

An application may be deficient information due to a multitude of reasons (i.e. background check results have not been received). If the application is deficient information that is needed from the applicant, Division staff will be in contact with you.

- How soon after I become certified can I work?

You may begin working as a Defensive Driving Instructor immediately upon certification. Once certification is granted, a letter will be sent to the address you provided on your application with a large certificate as well as a business card sized certificate.

- I am an active law enforcement officer. Am I able to become certified as a Defensive Driving Instructor?

Yes, pursuant to ACJA § 7-205 (E)(2)(g), *“If the applicant is currently serving as an active law enforcement officer where any portion of their duties includes the authority to issue citations, the applicant may submit a completed application only if the applicant has obtained a waiver from the presiding judge of the superior court in the county where the applicant is instructing, allowing the officer to serve as an instructor.”* Click here for the Police Instructor Waiver form.

- Once I have been certified, what can I do to maintain my certification?

Abide by the policies and procedures stipulated in ACJA § 7-201 and 7-205, Administrative Orders, and any other applicable statutes, court rules, or regulations.

Renewals

- I was recently certified. Do I still need to apply for renewal?

Yes, you will still need to apply for renewal and meet the requirements outlined in ACJA § 7-205 (G).

- When is the renewal deadline?

Pursuant to ACJA § 7-205 (G)(1), *“all standard certifications expire at midnight, on October 31st of each odd numbered year.”* Notices of renewal deadlines will be sent out to the addresses on file approximately a month and a half in advance of expiration. It is imperative to keep your contact information current to ensure that you receive any correspondence from Division staff.

- Is there a late fee for submitting my renewal application after the deadline?

Yes, there is a \$50 late fee associated with submitting your application after the late submission deadline but prior to expiration. Pursuant to ACJA § 7-201 (G)(1)(d), *“The certificate of a certificate holder who does not supply a complete renewal application and payment of the renewal fee in the specified time and manner to*

division staff shall expire as of the expiration date in the applicable section of the ACJA. Division staff shall treat any renewal application received after the expiration date as a new application.” Therefore, if a renewal application is received after October 31st of renewal year, the applicant’s certificate will expire and the applicant will need to pursue initial certification again.

- I did not receive notification of the renewal time. What can I do?

It is your responsibility to ensure that your contact information on file is current. If you did not receive correspondence sent to you by Division staff and missed the expiration date for renewal, you will need to pursue initial certification again. Pursuant to ACJA § 7-201 (F)(6), *“a certificate holder shall notify division staff of any change in name or business, directory, mailing or home address, telephone number or email address within 30 days of any change, pursuant to the applicable sections of the ACJA. The certificate holder shall make this notice in writing by U.S. Post, facsimile or email.”*

- If I filled out an online application, do I need to fill out a paper application?

No, if you filled out an online application you do not need to fill out a paper application and vice versa. If you have filled out an online application but need to update your contact information, fill out the **contact information update form** found online and fax the form to Division staff.

- I filled out a paper application. Can I pay with a credit card?

No, if you need to pay your renewal fee with a credit card, then you must submit an online application. If you submit a paper application, a money order, cashier’s check or personal check will need to be included for the renewal fee payment.

- How will I know when my renewal has been approved?

Due to the extensive amount of renewal applications received, the renewal process can take several months. Your certificate will remain active if a renewal application is pending until a decision has been made by the Board. You will receive a letter in the mail with a new business card certificate once your renewal has been granted.

- I am trying to register online but the website isn’t recognizing me. What do I do?

Be sure that you are entering the correct email address that the Division has on file for your certification number. **If you are applying for your school renewal, be sure that you are using your personal certificate number and not the business certificate number.**

- The Board meeting minutes show that my application has been deferred due to insufficient information but I have not been contacted. What does this mean?

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Continuing Education Credits

- Do I need to send in Certificates of Completion for my continuing education (CE) credits?

No, you do not need to send in verification of continuing education credits unless you are audited. You will receive a notice in the mail if you have been audited and submission of your continuing education credits is necessary.

- I am being audited for my CE credits and classes taught. What if I have not completed the required hours?

You will need to submit a request for an extension to the Board as discussed in ACJA § 7-205 (L)(9)(c). The Board will make a decision regarding continuing education compliance as discussed in the ACJA § 7-205 (L)(10)(a).

- How do I know if a class, seminar, training etc is eligible for credit?

Any activity that you complete is eligible for continuing education credit if the activity meets the criteria stipulated in ACJA § 7-205 (L)(4).

- Does the Arizona Supreme Court provide any classes or trainings that will count towards my continuing education credit requirement?

Yes, the Arizona Supreme Court offers trainings twice a year. If you are not able to attend one of these trainings, continuing education credit may be obtained in other ways. There are continuing education credit opportunities listed on our website; however, this list is not extensive. Provided that the activity completed meets the authorized continuing education activities criteria listed in ACJA § 7-205 (L)(4), any activity can be eligible for credit. Be sure that the activity being completed will apply as there are restrictions on the number of hours that are approved for credit depending on the type of activity that is completed. For example, no more than half of the required hours per year can be completed through self study activities (i.e. books, video tapes, etc.). Refer to ACJA § 7-205 (L) for all Continuing Education policies.

- How can I track the number of hours that I have completed?

ACJA §7-205 (L)(2)(a) requires all Defensive Driving Instructors to attend a minimum of 6 hours of approved continuing education each year between the period of November 1st and October 31st of the following year, for a total of no less than twelve hours of continuing education completed on or before October 31st of every odd numbered year. A **continuing education tracking tool** can be found on our website to assist you.

- I completed the 12 hours required for renewal, however, I completed the hours outside of the timeframes of November 1st through October 31st of one year and November 1st through October 31st of renewal year. What happens now?

The Board makes all final decisions regarding renewal applications. If the Board grants renewal, a \$50 delinquent continuing education fee may be applied if all continuing education hours have been met but were completed outside of the required timeframes or after the deadline of October 31st.

- I did not receive a certificate of completion for an activity that I completed. How do I receive credit for that activity?

Please refer to ACJA §7-205 (L)(8)(a-f) for documentation of attendance or completion requirements. Verification of payment is not considered documentation of attendance or completion.