This is a DMV-approved course for the certification of instructors to teach driver education in a non-credit format. Focus is on fundamental driver education, curriculum development and presentation skills. This class is intended for individuals who want to teach outside the K-12 system.

**Prerequisites:**
- Must be at least 21 years of age
- Have a high school diploma or equivalent
- Valid operator’s license held in state of residence for two consecutive years
- Clean driving record
  - For the prior five years, the instructor candidate must have no violation on record for which five or more points might be assessed. This includes probation or other situations in which no points were actually assessed for the violation.
  - You must have no suspensions or revocations on record within the last five years, including no convictions for DWI or any related alcohol or drug offense in connection with motor vehicle use. DMV Title 247.

Required book available at the SCC Bookstore, 8800 O St., Lincoln, or online at www.sccbookstore.com.

**Cancellation/Refund Policy:**
- You must call the Continuing Education office at 402-437-2700 or 800-838-0072 the day before the class begins to receive a 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

**Accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.**

**Course Content:**
- 36 Hours of classroom/online lecture
- 24 Hours behind the wheel training
- For all of the details, contact Diane Vesely Robb at 402-437-2710 or dveselyrobb@southeast.edu.

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**Registration Form - Non-Credit Course**

Complete this form with payment information and send via FAX or mail to: Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 FAX: 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit www.southeast.edu/collegecatalog for additional information.

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<tr>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>TITLE</th>
<th>START DATE</th>
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**SIGNATURE**

[ ] Check [ ] Cash [ ] Mastercard [ ]AMEX [ ] Discover [ ]VISA [ ] V Code

Name as it appears on card: ________________________________

Exp.Date ________ CC # ________________________________

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you? [ ] Yes [ ] No

**SCC Staff Tuition Waiver**

[ ] I am eligible to receive the SCC Staff Tuition Waiver.

[ ] I am not eligible to receive the SCC Staff Tuition Waiver.

TOTAL DUE

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<th>[ ] SCC Staff Tuition Waiver</th>
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Submissions of this form indicate that I understand: 1) if my registration is complete and that I am acceptable for the tuition and fees and subject to a grade in the course given, 1 may withdraw at any time; 2) if I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) if I fail to attend a course which is not considered an off-campus drop and withdrawal, the personal information contained herein is correct as shown; and 5) any changes in ID, major name, address, residence, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admissions, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, gender identity, or disability. Information concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.
You must have an email account to register online.


2. **Search for your class** by entering either a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)
   - Key Word Example: Driver
   - Course Number Example: TRAN-3398

3. **Select the course** for which you wish to register. Click **Submit**.

4. Enter your **personal information, certify your identification** and click **Submit**.
   * You must provide your Social Security Number.

5. **Optional**: Enter your **Additional Registration Information** and click **Submit**.

6. If you want to register for additional classes, select **Search for more classes** under “Choose one of the following.” If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.

7. Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number**, **SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

* The College requires a student’s Social Security number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under FERPA.