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**Rules of**  
**Department of Public Safety**  
**Division 30—Director’s Office**  
**Chapter 3—Driver Improvement Program**

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**Title 11—DEPARTMENT OF  
PUBLIC SAFETY****Division 30—Director's Office  
Chapter 3—Driver Improvement  
Program****11 CSR 30-3.010 Approval**

*PURPOSE: This establishes a rule relating to the approval of driver improvement programs mandated by section 302.302, RSMo (1986).*

(1) The director of the Department of Public Safety designates the Division of Highway Safety as the agency receiving applications and recommending or denying approval based upon established rules. The director shall retain approval authority.

(2) Applications to be submitted for driver improvement program approval shall be filed with the division upon forms promulgated and approved by the director. The applications shall be forwarded to the Division of Highway Safety, P.O. Box 1406, Jefferson City, MO 65102.

(3) The application shall include submission of course outline, instructor qualifications and an assessment of training aids and facilities used by the program. Approval will be based on accumulation of points in the area.

(4) No driver improvement program shall submit sufficient documentation to the division no sooner than two (2) years and six (6) months nor later than two (2) years and eleven (11) months for reapproval. A Missouri Division of Highway Safety approved refresher course must be satisfactorily completed by each instructor within each three (3)-year period. Each approval shall not exceed three (3) years and may be withdrawn with thirty (30)-day notice if it has been determined that the approved program varies significantly from the material submitted for approval.

(5) An approval certificate shall be issued by the Department of Public Safety and shall be signed by the director upon satisfactory compliance of approval procedures and established criteria for driver improvement programs.

(6) A unique identifying number shall be assigned by the division for each approval program, unless the applicant also operates an approved alcohol-related driver referral program, in which case the same number assigned to the approved alcohol-related driv-

er referral program shall also be used for the driver improvement program.

(7) The division shall send the necessary application for approval to the requesting entity within five (5) working days of receiving a written request for the application.

(8) The division shall review applications for approval of driver improvement programs and submit recommendations to the director within fifteen (15) working days of receiving a completed application with all necessary documentation.

(9) An approval certificate shall be issued or denied within eighteen (18) working days of receiving a completed application with all necessary documentation.

*AUTHORITY: section 302.302.4, RSMo 1986.\* Original rule filed Oct. 15, 1986, effective Jan. 12, 1987.*

*\*Original authority: 302.302, RSMo 1961, amended 1965, 1975, 1981, 1982.*