University of the State of New York
New York State Education Department
518.474.6541
School Bus Training Programs

School Bus Driver, Attendant & Monitor Training Programs

Notice of Program Completion

Mail Original to: PTSI
OR Email to info@ptsi.org *NPC's*
CANNOT BE FAXED.
10 Adler Drive, Suite 102
East, Syracuse, NY 13057
Phone: 800.836.2210

☐ Basic Driver Course ☐ Basic Attendant/Monitor Course ☐ Advanced Driver Course NPO Course Number:_____ Page _____ of _____

ALL NPC's MUST BY TYPED. Handwritten forms will be rejected.

Private	Last Name	First Name	MI	Participant's Mailing Address	Basic & Advanced Drivers: License Number Basic Monitor/Attendants: Last 4 SS#

Directions: List only participants who have completed the training program. Participants scheduled to complete the program through make-up sessions are to be listed on a different NPC after they have completed the program. **This document should be filed within three weeks of course completion.** For participants who are employees or volunteers for PRIVATE SCHOOLS, check the "Private" column. Once you send in the NPC, you will be sent pre-numbered certificates. If you make an error on the certificate it must be voided. **All voided certificates must be returned for replacement. Voided Certificates CANNOT be replaced unless it has been sent back with a request for replacement.** **NPC's ARE PROCESSED IN THE ORDER RECEIVED.**

Note: *This document is being filed with a public officer and NYS Agency. It is a violation of Section 175.35 of the NYS Penal Code to file a fraudulent document with a public officer or agency. Said violation is a Class E Felony which is punishable by a maximum fine of $5,000 (Section 80) and/or a prison sentence ranging from a minimum of one year or less to a maximum not to exceed four years (Section 70.00 [1E] and[4]).*

I certify the persons named above have received all training required in connection with this program.

SBDI/MI Name (Printed—MUST MATCH NPO) **Signature** **SBDI/MI Number** **Date of Course Completion**

Revised 01/2019

RESET FORM