University of the State of New York
New York State Education Department
518.474.6541
Virtual Refresher Training

School Bus Driver, Monitor & Attendant Virtual Refresher Training
Notice of Virtual Training Completion

Mail Original to:
NY State Education Department
Room 1075, EBA
89 Washington Avenue Albany, NY 12234 **Email:**
Paul.Overbaugh@nysed.gov

☐ 2020-2021 Fall Refresher Training ☐ 2020-2021 Spring Refresher Training

- You will need to submit all attendance sheets, testing results and group activity proof of participation, such as, but not limited to, a copy of chat comments, all breakout discussion topics, all polls or surveys the drivers, monitors and attendants participated in. **Faxes will not be accepted!**
- Upon receipt of the information above, SED will process the NVC and issue certificates to the drivers, monitors and attendants.
- Each entity will be required to keep a recording of the virtual sessions on flash drive or disc so that it may be referenced in the case of a complaint about the content and/or delivery of instruction or litigation.

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

Last Name	First Name	MI	Participant's Mailing Address	Participant's Work Email Address	Participant's Home Email Address	Phone Number

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 Training Completed**