



# Driver Improvement Program Instructor Agreement

## INSTRUCTIONS:

Please **complete** and **return** this agreement to [castle.ernest@ace.aaa.com](mailto:castle.ernest@ace.aaa.com)

I have read and do hereby agree to adhere to all the administrative procedures and guidelines set forth by AAA's National Driver Training Department and the local AAA club when conducting/instructing AAA Driver Improvement Program courses and in the purchasing and use of AAA materials. Failure to comply with administrative procedures or guidelines may result in my Instructor certification being suspended or revoked.

I have been informed that "Triple-A," "AAA," "American Automobile Association," and  are all registered trademarks and cannot be used without written permission from AAA. I acknowledge that I am only permitted to use "[instructor name] is certified to teach AAA's Driver Improvement Program" in print, electronic, broadcast advertising, or other forms of advertising to describe my training. I am prohibited from using any inference that my school, curriculum, program, etc. are approved, certified, or otherwise directly associated with AAA without having a signed agreement with AAA or one of its clubs. The signed agreement must provide specific details outlining the permissions of such usages. Becoming part of the AAA Approved Driving School Network would be one opportunity.

In signing this agreement form I am authorizing, without reservation, that the AAA National Office or AAA club may obtain my motor-vehicle record, as necessary, to review my eligibility to continue being an AAA Driver Improvement Program Instructor.

Name \_\_\_\_\_  
\*Please clearly print your name as you would like it to appear on your AAA certificate

Name of business: \_\_\_\_\_ Title: \_\_\_\_\_

Business address: \_\_\_\_\_  
Street City State Zip

Home address: \_\_\_\_\_  
Street City State Zip

Business phone:(\_\_\_\_\_)\_\_\_\_\_ Home phone: (\_\_\_\_\_)\_\_\_\_\_

Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Driver license state and #: \_\_\_\_\_

Club number: \_\_\_\_\_ 036 Club contact information: \_\_\_\_\_ castle.ernest@ace.aaa.com

Course location and instructor: AAA Driving School Portland, Maine, Ernest L. Castle IV

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

**It is your responsibility to notify the AAA National Office and your local club of any contact information change.** This will ensure notification of recertification classes and material updates. This signed agreement will be maintained in your DIP Instructor file at the AAA National Office.