



Georgia Department of Driver Services
2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified Program Instructors

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: May 6, 2014

RE: New Procedure for Program Instructor Renewal Reminder Notices

Effective April 1, 2014, DDS began sending Renewal Reminder Notices to program instructors via email 90 days prior to the expiration date of the instructor certification. The April 2014 notices referenced July 2014 expirations. As a result, it is imperative that DDS is notified immediately of any changes of email addresses.

Please be mindful that DDS sends renewal reminder notices as a courtesy. Program instructors should be cognizant of their expiration dates and begin the renewal process within 30 to 60 days prior to that date.

The Regulatory Compliance Division's staff is able to assist you and answer any questions you may have regarding this new procedure. We may be reached by phone at 678-413-8745 or by email at reginfo@dds.ga.gov.