

FAQ

You do NOT need to print this for class, unless you want your own paper copy

Certificates

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New York State Department of Motor Vehicles					Q 007000
PRE-LICENSING COURSE COMPLETION CERTIFICATE					
Last Name of Student		First	M.I.	Date of Birth (Mo./Day/Yr.)	Color of Eyes
Mailing Address (Street & Number)		Apt. #	Client ID #		
City		State			Zip Code
Name and Address of Provider (Typed or Stamped)		Driving School License #		Cost of Course	
PRE-PRINTED NAME OF SCHOOL AND ADDRESS		Check Appropriate Box <input type="checkbox"/> Original <input type="checkbox"/> Duplicate Issued Replaces original certificate #		Issued on ____ / ____ / ____	
Any false statement or misuse of this certificate can result in suspension or revocation of a driver license and/or learner permit, and/or criminal prosecution. Any misuse of this certificate by the course provider will result in administrative penalties.					
THIS CERTIFICATE EXPIRES ONE YEAR FROM ORIGINAL ISSUANCE DATE.					
Signature of Instructor		Name of Instructor (Please print legibly)			
Signature of Student		Date of Issuance			

MV-278 (11/12) ORIGINAL - STUDENT'S COPY

DO NOT LOSE THIS CERTIFICATE! [\[5 Hour Certificate \(MV-278\)\]](#)

What are 5 Hour Certificates (MV-278)? [\[SAMPLE ABOVE\]](#)

This Pre-Licensing Certificate (MV-278) also called “5 Hour Certificate” is required for **ANYONE** in New York State to schedule their Road Test. You have to have your Permit for 6 months before you can take the road test. If you already have the certificate from somewhere else or you already have a licence, you do not need the 5 Hour Certificate.

Knowing that passing the Permit test is not that hard, and is only a basic test of driver knowledge, the State has required that future drivers have a basic DRIVING course that explores and expands on the New York State Driver Manual so that the roads will be safer for everyone.

The Certificate may be obtained by attending a “5 Hour Course” offered for a fee at a professional driving school. This High School offers it as an accommodation toward the end of this course. **Not everyone in the class needs one, so THEY MUST BE REQUESTED by the student! They are filled out by the teacher based on the student permit, and signed by the student. They are not just handed out like coupons.**

Please Note: As mentioned at the Orientation Session, The OFFICIAL NEW YORK STATE 5 HOUR CERTIFICATES will not be available until almost the end of the term, subject to availability! **Please be advised that the Certificates are supplied by the NEW YORK STATE, and the teacher is NOT responsible** in any way, for not having them due to delays caused by the school or the State processing system.

How long after my Permit is issued must I wait to take the Road Test?

You have to have your Permit for 6 months before you can take the road test. You can usually schedule it after you have your permit 5 months.

Whether you are 16 or 17, and even after you complete the course, you must also have 50 Hours of Supervised Practice Driving, with 15 hours after sunset. Then, you need to submit the affidavit: Certificate of Supervised Practice Driving (Form MV-262) which is available from the DMV. [Due to limited funding and restrictions on print materials the official MV-285 forms will not reflect the changes to the GDL law until the current stock has been depleted.]

How and When do I get a 5 Hour Certificate?

- (1.) You must be up-to-date on *ALL assignments* satisfactorily completed.
- (2.) You must pass the Mid-Term Exam - Why send out teens who are so unprepared that they can't pass the Mid-Term? It does no one any favors. Then shortly after the Mid-Term Exam, toward the end of the course, the Pre-Licensing Certificate (MV-278) - [5 Hour Certificates] will be made available by the lecture teacher [when available]. Once they start to be issued, to receive a 5 Hour Certificate,
Please do not interrupt a class to request a certificate.
- (3.) you need to ask for one, [not everyone needs or wants one, they are individually assigned and tracked by the DMV and they are not just "handed out" like coupons]
- (4.) have your PERMIT in hand, and
- (5.) you must be present for the whole class period, and
- (6.) you need to be there to sign forms. therefore:

**THESE CERTIFICATES CANNOT BE
MAILED**

AND

**NO ONE ELSE MAY GET or "Pick up"
A CERTIFICATE FOR YOU!**

5 Hour Certificates are subject to DMV processing and/or availability, and the lecture teacher is not responsible if they are unavailable.

Therefore, note that due to limited supply, they will first be issued to those who have had their Permit for more than 6 months and then to those who have it at least 6 months. **Not everyone in the class needs one, so THEY MUST BE REQUESTED** by the student! They are filled out by the teacher based on the information on the student permit, and then the numbered certificate is signed by the student. They are not just handed out like coupons.

These Certificates are usually filled out after, and sometimes before,

class when possible, so as not to interfere with a class session, which always takes precedence. **Please do not interrupt a class for one.**

What do I do with my Pre-Licensing Certificate (MV-278) [5 Hour Certificate]?

When you get it, read the back for directions. Put it in a safe place! Use Letter and the red serial number to schedule your road test. 5 Hour Certificates are provided by, and tracked by, the State. They have serial numbers that are assigned to a specific school, which then rubberstamps the school information. The State gives a limited supply at a time, so there is one to a student. Please put yours in a safe place, with your Birth Certificate or Car Insurance Policy.

NOTE: The instructor only issues them, and is NOT responsible for ordering them, or not having any, due to delays caused by the High School or the State processing system.

What happens if I lose it?

Don't! They are in limited supply.

BE SURE TO put yours in a **safe place**, with your Birth Certificate or Car Insurance Policy. Or post it on a mirror or bulletin board and see it all the time. If it is not important enough for you to take care of it, then it is not important enough to take one from someone else who needs it. - **To be fair to ALL students, replacements for lost certificates can only be issued AFTER ALL OTHER**

ELIGIBLE students have requested and received theirs, and only if there are any still available.

What is the Student Certificate of Completion (MV-285)?

[also called COURSE COMPLETION CERTIFICATE]

PLEASE NOTE: The NYS Driver's Manual states, on page 20, "To change your junior license to a senior license, bring your junior license and the Student Certificate of Completion (MV-285) that you received from your instructor...." **This is incorrect in this course.** The instructor does not have them and does not issue them. They are sent to you by the school, in the SASE envelope you provided, after you satisfactorily complete the course.

It is a State-issued certificate that is not available during the course. **The instructor does not have them and cannot issue them.** It is supplied by the State and only mailed to you **AFTER you have satisfactorily completed the course.** That means that all assignments, tests and In-Class and In-Car make-ups have been completed satisfactorily and all materials or forms that need to be returned are returned. If they are not, the grade will be "Incomplete" [Inc.] and the State Certificate will not be issued until the requirements are met. Students must meet the 24-hour classroom and the 24-hour automobile In-Car (6 hours at the wheel and 18 hours observation) instruction requirements for their certificate of completion. Certificates of **completion certify that the course has been completed.** They are not issued if the requirements are not completed. While vehicles and instructors are supplied by a driving school, **NO** course at a Commercial Driving School will ever get you this MV-285 form. Courses **must** include the hours as specified and can **only** be provided by an approved High School or College.

What is the purpose of the Student Certificate of Completion (MV-285)?

It certifies that you have successfully completed your State Certified Driver Education Course. It allows a NYS Junior Permit holder to schedule a road test. With it, young drivers might be eligible for a possible reduction in automobile insurance cost (participation is dependant upon insurance provider participation, so check with your company), and it lets a 17 year old receive a senior license (MV-285 form must be submitted to local DMV to attain this benefit, so don't lose it - it does not look very official, so don't throw it out!).

What do I do with the Student Certificate of Completion (MV-285)?

When it comes, **YOU MUST put your certificate in a safe place**, with your Birth Certificate or Car Insurance Policy. This does not really look much like a certificate. It looks ordinary.

However, **you cannot use a duplicate**, and you must keep it safe.

DO NOT lose this official certificate. It takes several weeks to obtain a replacement from the State, and you cannot use a copy - only the State Issued Original. You do NOT NEED this certificate for your Junior License Road Test, but it CAN be used for it. HOWEVER, IT IS NOT A GOOD IDEA. IF YOU GIVE IT TO THE EXAMINER YOU WILL NOT HAVE IT TO BRING IN TO CONVERT YOUR JUNIOR TO A SENIOR LICENCE. EXAMINERS ARE SUPPOSED TO NOTE THIS, BUT THEY OFTEN DO NOT - THUS, YOU ARE STUCK WITH A JUNIOR LICENSE AND NO CERTIFICATE TO BRING IN TO CONVERT IT. THEN YOU WILL NEED A DUPLICATE, WHICH TAKES A LOT OF TIME. SO, DO NOT LOSE IT!

Contact your insurance company to apply for the discount.

Take it into the DMV to convert your Junior to a Senior license.

How long does it take to get to me in the mail?

Due to office processing, mailing to Albany, processing in Albany along with thousands of other NYS Driver Education students, and mailing back, getting them signed and office processing of several hundred students, insertion of the Certificate into envelopes [SASE] and mailing to you, please allow about 4+ weeks or so after the completion of the regular course schedule ending dates, and/or fulfilling ALL of the Course requirements.

[This does not include shorter terms where classes were held on other days to avoid conflict with the Regents Exams - It means the last day of the original schedule] **The SASE [Below] does expedite the mailing.**

What is the SASE and what is it for?

SASE stands for **Self-Addressed and Stamped Envelope**

Self-Addressed means that YOU address it TO yourself.

[Your First and Last name on the envelope should match your Permit so that it can be matched to YOUR Certificate to be sure that the office puts YOURS into the correct envelope to mail to you. Do not use nicknames. You might not use your full name often, but in the worlds of Driving, Airlines, and Bureaucracy, that is the way it is.]

Stamped means that it has current First Class postage or a “Forever Stamp.”

For current First Class Postage rate, which works with this envelope and certificate, within the weight limit of 1 ounce, check the link <http://www.currentpostagerates.org/> “FOREVER STAMPS” always have current value, even without it marked.

The SASE is used by the office to mail your **Student Certificate of Completion (MV-285)** to you. [It has absolutely nothing to do with the “5 Hour Certificate” / **Pre-Licensing Certificate (MV-278)** .] [Above]

How do I prepare my SASE?

[Adults might not know gadgets and gizmos, but they do know about the SASE!

- so show them this and ask for help.]

This is the **#10 Business Size** - also called a “Long” envelope [9.5 inches long], the type that comes in the mail with a regular sheet of paper folded in thirds - like letters or advertising brochures. It is the right size for the Student Certificate of Completion (MV-285) so it can be quickly mailed to you from the office when it is ready.

Do not bother to submit other or odd sizes of envelopes

- these nuisances don’t fit, they don’t stack, they fall out or they get torn, and postage usually varies with the larger sizes - so for those reasons, **they will**

NOT be accepted. If you can’t find one, use one that was sent

to you with advertising. Here’s how>

Try to save the flap as you open it, add a new stamp, it already has your family name and address.

Use a glue stick along the flap glue line, leave it open and let it dry. Voila! - an envelope ready to go.

What steps do I have to do to get my SASE ready?

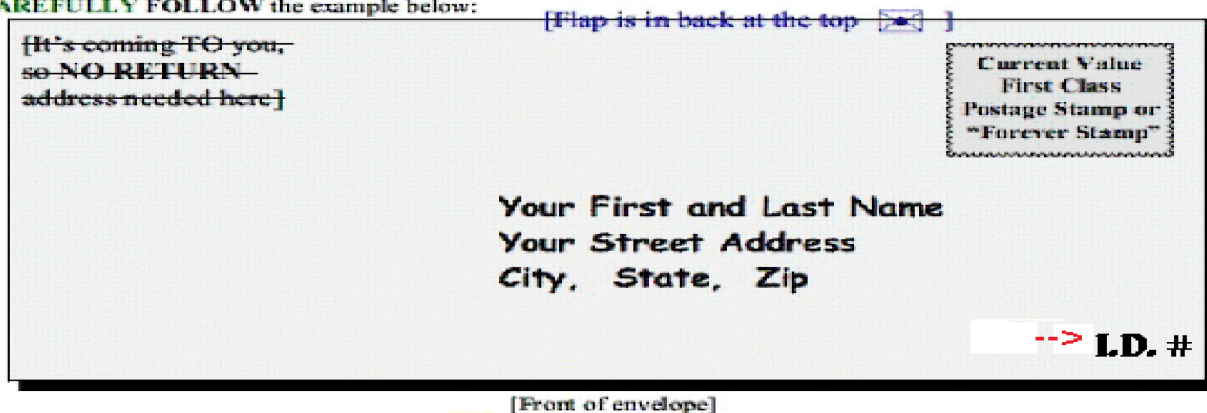
☞ STEP-BY-STEP Checklist: [Also refer to the illustrations below]

1. ✓ Long #10 / Business size Envelope **ONLY**
2. ✓ Blank front facing you - MAKE SURE flap at the top is in back,
[The address and envelope will be upside down]
3. ✓ On the front, in the middle: **NEATLY PRINT OR TYPE**
Your name [as on your Permit] - ~~[NO NICKNAMES - NO GUESSING GAMES]~~
and address
in 3 lines - see the image below - neat and readable
AND your 2 digit class ID# you use all term, in the lower right corner.
4. ✓ First Class Stamp or “Forever Stamp” in the upper right corner ➤
5. ✓ In the middle of the back flap: Class info [School/Time]

Make sure the flap is **open** and at the top in back. ^ Center your name and address in 3 lines.

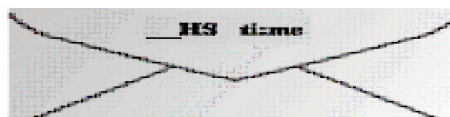
See illustrations> [The flap needs to be open so they can put your certificate inside!]

CAREFULLY FOLLOW the example below:



IN THE MIDDLE OF THE FLAP ☞ **ON THE BACK**, neatly print the course location [which might not be your home HS] and your class session time. [In case it is separated from the batch]

For example, in the middle of the back **flap** ☞:
ABC HS 3:21



When will my SASE be collected?

Your SASE will be collected **at the Mid -Term Exam.**

As a reminder, the week before the Mid-Term, text to yourself, and/or whoever in your family will help, that you need to bring your SASE [Self-Addressed and Stamped Envelope] to your Mid-Term Exam. Put it with your notebook, Driver's Manual or folder.

What do I put into the envelope? [Nothing!]

You do not put anything into this envelope - you do not fold the flap in or seal it. They would have to open it to put in the certificate, and that would slow things down. It is only for the office to mail your Student Certificate Of Completion (MV-285) to you. All you do is follow the STEP-BY-STEP directions above and the checklist below, and **BRING IT TO THE MID-TERM EXAM.**

Checklist

1. # 10 Long envelope **ONLY**
2. Flap open at top in back
3. Neatly addressed to you [Your name as on your Permit] in the middle of the front and ID# in corner
4. Current postage stamp upper right corner
5. School and time of class on **open FLAP** in back. [Do NOT fold the flap in and DO NOT seal]

What if I don't give in the SASE?

Even if you do not provide the SASE, you will still receive your certificate if you are eligible. Providing the SASE helps to get your certificate out to you as soon as possible. All the Certificates will be matched with, and placed in, the envelopes provided, then they will be sealed and mailed first. Certificates without envelopes must be set aside for an envelope to be made up. So, in fairness to others, after ALL the thousands of Certificates have been inserted into ALL the SASEs that other students provided, Certificates without envelopes will then be processed and then mailed.

Your SASE will be collected at the Mid -Term Exam.

You do **NOT** need to print any of this or bring this to class.

[However, if you want your own paper reference copy, you can print out any or all of these pages if you prefer.]

This is what it looks like, so don't throw it out!



New York State Department of Motor Vehicles
STUDENT CERTIFICATE OF COMPLETION
(THIS IS NOT A PERMIT TO DRIVE)

56416166
sample

This certifies that the student identified below has successfully completed an approved driver education course.

Student's Name (Last, First, M.I.)		Date of Birth	Client ID (if available)	
Street Address	Apt. No.	City	State	Zip Code
Name of School				
School Address		City	State	Zip Code

POSSESSION OF THIS CERTIFICATE DOES NOT NECESSARILY MEAN THAT YOU ARE READY TO TAKE A ROAD TEST. YOUR TRAINING SHOULD BE SUPPLEMENTED WITH ADDITIONAL BEHIND-THE-WHEEL DRIVING EXPERIENCE.

If you have a **junior learner permit** and:

- if you are 16 years old at the time of your road test, present this completed MV-285 and a completed MV-262 (Certification of Supervised Driving) to the Motor Vehicle License Examiner at the road test. If you pass the skills test, and are otherwise eligible for a license, you will be issued a Class DJ or MJ License.
- if you are 17 years old at the time of your road test, present this completed MV-285 and a completed MV-262 (Certificate of Supervised Driving) to the Motor Vehicle License Examiner at the road test. If you pass the skills test, and are otherwise eligible for a license, you will be issued a Class D or M License.

If you have a **junior driver's license** (class DJ or MJ) you can obtain "senior" driving privileges (class D or M) at age seventeen by presenting this certificate with a completed license application (form MV-44) at any Motor Vehicles office. However, a Class D or M license does not allow you to supervise a learning driver; supervising drivers must be at least 21 years old.

This certificate is valid for two years from the original date it is issued.

☐ Duplicate: Replaces original certificate no. _____ issued on sample.

Signature of sample Superintendent or Principal Title Date

MV-285 (12/10)

DMV COPY



New York State Department of Motor Vehicles
STUDENT CERTIFICATE OF COMPLETION
INSURANCE COPY

56416166
sample

This certifies that the student identified below has successfully completed an approved driver education course at the school identified below. Although not required by law, some insurance companies provide premium reductions to younger drivers for passing this course. Be sure to check with your insurance company for eligibility.

Student's Name (Last, First, M.I.)		Date of Birth	Client ID (if available)	
Street Address	Apt. No.	City	State	Zip Code
Name of School				
School Address		City	State	Zip Code

Signature of sample Superintendent or Principal Title Date

MV-285 (12/10)