

**ONLINE DEFENSIVE DRIVING COURSE**

**INFORMATION**

WELCOME! You have paid for, and are now enrolled, in the ***National Safety Council DDC Online 4 Hour Defensive Driving Course.*** Follow these steps to complete your online course and receive your Certificate of Completion:

1. Using a computer, go to www.SAFETYSERVE.COM/NCBASIC (be sure that your browser setting are configured to all pop-ups, and that pop-up windows are maximized).

2. Click NEW STUDENT

3. Click NEW STUDENT REGISTRATION

4. Enter Access Code B\*\*\*\*\*\*\*

5. You will now have up to 14 days to complete your training. You may leave and return to the program as

often as you like but **access will expire after 14 days**, whether completed or not. There are no refunds. If you encounter any issues during your training, contact our HELP DESK at **help@safetyserve.com** or call 1-800-775-1484

6. You must complete the entire course to earn your Certificate of Completion.

7. After you complete the class, expect to receive an original, security controlled National Safety Council 4 Hour Defensive Driving Course Certificate of Completion *within five (5) business days*. This Certificate will be mailed directly to you, via US Postal Service, at the address provided when you registered. Please call (704) 644-4201 if you have completed the online training but have not yet received your certificate after five business days have passed.

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