

**ONLINE DEFENSIVE DRIVING COURSE**

**INFORMATION**

WELCOME! You have paid for, and are now enrolled, in the ***National Safety Council DDC Online 8 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/NCADVANCE](http://www.SAFETYSERVE.COM/NCADVANCE) (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 A\*\*\*\*\*\*\*

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****,**  wmezey@safetyserve.com, or call 1-800-775-1484

6. You must complete the entire course, including all 11 separate modules, to earn your Certificate of Completion.

7. After you complete the class, expect to receive an original, security controlled National Safety Council 8 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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