



CSC use only
REQUEST#:
Expiration date: 6/30/2020

## REQUEST FOR STATEWIDE DEFENSIVE DRIVING PROGRAM (SDDP) COURSE ASSIGNMENT

STATE OF NEW JERSEY  
NJ CIVIL SERVICE COMMISSION  
Center for Learning and Improving Performance (CLIP)  
PO Box 318, Trenton, NJ 08625-0318  
Phone: (609) 777-2225, Fax: (609) 777-2336

**INSTRUCTIONS:** This form should be used to request SDDP Course Assignments.  
Fax completed requests to CSC at (609) 777-2336 or email to CLIPelearning.Support@csc.nj.gov

NUMBER OF COURSE ASSIGNMENTS REQUESTED	DEPARTMENT/ORGANIZATION
<p>_____ LMS Users SDDP Course Assignments (\$9.25 each)</p> <p>_____ Non-Licensed LMS Users SDDP Course Assignments (\$21.25 each). There is a \$12.00 per user platform fee in addition to the \$9.25 charge for SDDP Course Assignment.</p> <p>[ ] Check here if new user(s)</p>	<p>Department/Organization:</p> <p>Billing Address: (Street, City, Zip code)</p> <p>Billing Contact Name:</p> <p>Billing Contact Email:</p> <p>Billing Phone Number:</p>
<p>Total Assignment Cost: \$ _____</p>	

### ASSIGNMENT INFORMATION

Please note that the driver identified via this form will receive an assignment email from Center for Learning and Improving Performance (CLIP), Periodic updates will also be communicated to learners.

<p>Name: (Last, First and Middle Initial) <b>(as it appears on drivers license)</b></p>	<p>Employee ID:</p>
<p>Title:</p>	<p>Phone Number:</p>
<p>Email:</p>	<p>Drivers License Number: <b>(as it appears on drivers license)</b></p>
<p>Home Address: <b>(as it appears on drivers license)</b></p> <p>Home Address 2:</p> <p>City:</p> <p>State:</p> <p>Zip Code:</p>	<p>[ ] Check here if additional assignees spreadsheet is attached.</p> <p>Please include name, employee ID, title, phone number, home address 1, home address 2, city, state, zip code, driver's license number and email address for each additional assignee. Drivers license number and home address should be entered as it appears on drivers license.</p>

Billing Information							
PAYMENT (Non-State Agencies)							
Please make checks payable to New Jersey Civil Service Commission. Send checks and completed form to the address first page. Attention: Fiscal.							
PAYMENT (State Agencies Only)							
Intra-Governmental Fiscal Year:	Intra-Governmental Fund (3):	Intra-Governmental Agency (3):	Intra-Governmental Organization (4):	Intra-Governmental Appropriation Unit (3):	Intra-Governmental Object (4):		
Intra-Governmental Activity (4):	Intra-Governmental Job/Project Number:	Intra-Governmental Reporting Category:	Intra-Governmental Order Number Trans Code:	Intra-Governmental Order Number Referenced Trans Agency (3):	Intra-Governmental Order Number Referenced Document (10):	Intra-Governmental Order Number Referenced Line#	Sub-org:

If multiple users require different billing, please provide billing information on an attached spreadsheet.

Once course completion is recorded in LMS, all assignees will receive an official National Safety Council Defensive Driving online course certificate; of which, their Certificate Security Control No. will be recorded in LMS. One certificate per assignee. All certificates will be delivered to the Department/Agencies' Vehicle Coordinator for recording and forwarding to drivers. Please allow 7-14 business days from course completion date for delivery.

Approval Section	
Department's Vehicle Coordinator Printed Name: (This designee will receive all NSC certificates)	
Signature:	Date:
Department's Training Coordinator Printed Name:	
Signature:	Date:
Department's Fiscal Officer Printed Name:	
Signature:	Date: