



Adults and teens can develop skills to respond safely to driving risks with Montana Driver In-Vehicle Education, on track in Lewistown, Montana since 1979.

Montana DRIVE One-Day Summer Workshops are scheduled early June to mid-August (no workshops are held during the July 4th week). [Download Workshop Calendar to see available workshop dates.](#)

ADULT WORKSHOPS:

Registration begins in **February** for the adult workshops. Each one-day workshop is limited to 12 drivers.



TEEN WORKSHOPS: Teen workshops are scheduled during the third or fourth week of July on Monday, Tuesday and Wednesday only.

STAY INFORMED: Sign up for [Montana DRIVE e-news](#) to know when registration opens for the 2018 workshop season.

WORKSHOP REGISTRATION: All drivers attending a Montana DRIVE Workshop MUST pre-register and prepay the workshop. When you know your workshop dates and the number of drivers attending, you can register by phone, email, fax, or US mail. [New in 2018 – Online registration!](#)

- Complete the **Adult Registration Form** if the workshop is being paid by an employer or an individual. This form can list up to 12 drivers.
- If you are registering for a Teen Workshop on one of the three days in July set aside for teens, use the **Teen Application Form**. *Please do not use the adult workshop registration form to register a teen.* (See more information about the **Teen Workshops**.)
- You may also send the following in an email to: montanadrive@mt.gov.
 - Billing contact name, company or organization name, address, phone and email address.
 - Preferred method of payment (pay by check or credit card). *Invoices are due within 30 days.*
 - Names of driver(s), if known. You can hold space in a workshop before you know who is attending, but it needs to be paid in advance. Please send the driver name as soon as available.
 - Workshop dates (preferred and alternate).
 - Preferred method of communication for invoicing and confirmations: email or US Mail

Upon receipt of your registration form, an invoice will be emailed to you and will be due within 30 days to confirm registration. PLEASE DOUBLE-CHECK THE NAME SPELLINGS OF ALL DRIVERS.

PAYMENT

All workshops must be pre-paid in full prior to the reserved workshop date. Registered workshops are not confirmed until paid. When payment is made, participants will receive a workshop confirmation with workshop details, lodging options, and a map to the facility.

EARLY REGISTRATION DISCOUNT: Register by **March 5** and we will apply a \$10 discount per driver. However, early registration discounts will be lost if not paid within 30 days.

BY MAIL: Send your completed registration form by mail and we will bill you. You may include full payment to **OPI-Montana DRIVE** at that time and a confirmation will be sent to you. Mail registration form to **OPI-Montana DRIVE, PO Box 202501, Helena, MT 59620**

BY FAX: Fax your completed registration form to **406.444.2955**. We will either email or mail an invoice to you.

BY E-MAIL: To register via e-mail, provide all the required information listed above and e-mail to MontanaDRIVE@mt.gov or scan the completed registration form and attach to your email. We will reserve the workshop date and bill you for the amount due (payable within 30 days).

STATE OF MONTANA EMPLOYEES: Please include the name, phone and email address of your agency's billing contact so we can arrange payment via InterUnit Journal (IUJ). If you work for a large agency, please coordinate registration with your safety supervisor or department manager.

CREDIT CARD: You can pay via credit card (VISA and MasterCard only), but we prefer payment by check, money order or State of Montana InterUnit Journal (IUJ). To pay via credit card, call 406.444.4432 or email your request. We will provide a link to a secure payment site and a \$1.00 fee will apply.

CANCELLATIONS AND REFUND: Please help us eliminate "no shows." We train only 12 drivers per workshop day and want to keep them filled. Notify our office **as soon as possible** if you need to reschedule the workshop date, change drivers, or cancel a workshop.

Refund Policy:

- 90% refund with advance notice of 20 or more days
- 50% refund with advance notice of 10-19 days
- Less than 10 days—No refund, but you *can send a substitute driver* with prior notice

Professional Development Credits

Some professions recognize this workshop for professional development requirements. Consult with your profession's state office to verify if they will credit this workshop.

Renewal Units: Montana teachers can obtain ten renewal units for licensure renewal upon successful completion of the One-Day Workshop.

College Credit: One semester of graduate or undergraduate credit can be earned through Montana State University-Northern (MSUN) for a fee of \$150 payable to MSUN. In addition to the One-Day Workshop, to earn one college credit, the driver must return the next day, student-teach an exercise, and write and submit a short paper. *Please indicate your wish for college credit when you register so we can schedule the second day.*

GETTING READY FOR YOUR WORKSHOP

- Make sure your workshop is paid in full and you have received and reviewed your workshop confirmation.
- If you have any questions, changes or cancellations, contact **Patti** at **406.444.4432** or email montanadrive@mt.gov.

Before you leave for Lewistown:

- **Make sure you are rested, alert, and arrive on time.** Please arrive by 7:45 a.m. for check-in. Workshop starts at 8:00 a.m. sharp and will end by 5:00 p.m.
- **Bring your own lunch.** You will have only 30 minutes for a lunch break and will not have time to leave the facility for lunch. Water and a microwave oven are available.
- **Make your own overnight accommodations.** Refer to the lodging and camping facilities listed below. If you must travel more than one hour to arrive in Lewistown, it is recommended that you stay overnight.
- **Dress casually and wear comfortable clothes and good shoes.** You will be spending a lot of time in and out of a variety of motor vehicles. Sandals and flip-flops are discouraged because of safety reasons.
- **Do not bring dependents or pets.** You will not have time to care for them properly, and your personal vehicle is not an appropriate place for them to spend the day.

Lodging and Camping in Lewistown, Montana

Super 8

102 Wendell
406.538.2581
800.800.8000

Yogo Inn

211 E Main
406.535.8721
800.860.9646

B&B Motel

520 E Main
406.535.5496
877.538.3563

Duvall Inn

Bed and Breakfast
406.538.7063

Mountain Acres Campground

103 Rocklyn
406.538.7591

[The Calvert Hotel](#)

216 7th Ave. South
406.535.5411
877.371.5411

For other lodging options and links to websites, visit the [Montana Official State Travel Site](#)