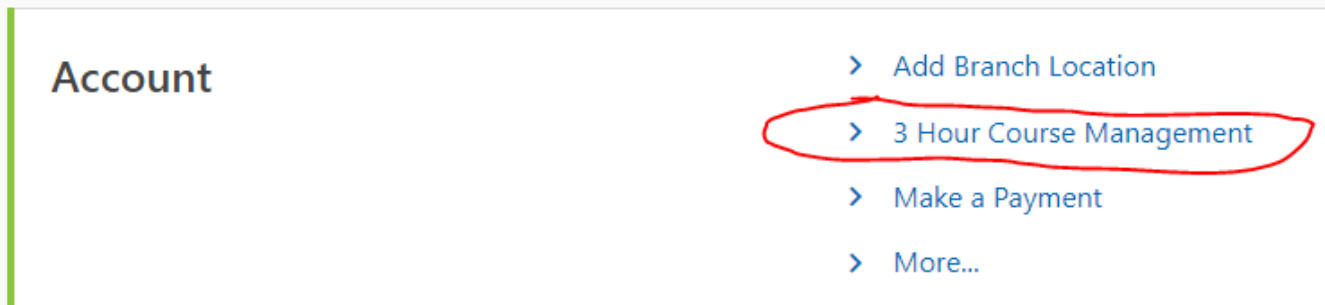


**Date:** May 25, 2023  
**Bulletin:** 3 Hour Alcohol and Drug program providers  
**From:** Business Licensing and Compliance  
**RE:** Submission of 3 hour Alcohol and Drug certificates


This Bulletin is to provide clarity and direction regarding submitting certificates for the 3 Hour Drug and Alcohol certificates. These certificates can be submitted through your business portal and the information will be uploaded to the customer's driving record. To upload these electronically the customer must have an MDID/Soundex number so that our system has a way to identify the transaction. If the customer does not have an MDID/Soundex number they would need to sign form **DC-155** and provide that to their local MVA branch office. If you would like to submit the certificates electronically, please follow the steps listed below:

**First- On the home screen select "3 Hour Course Management"**



Next- select “Submit 3 Hour Course Completion”

## Course Management

 **Course Management**

Program management actions.

- > **Submit 3 Hour Course Completion**
- > Review Past Submissions
- > Check for Student Enrollment Eligibility



Lastly- Complete the necessary information and click “submit.”

### 3 Hour Course Completion

Course Completion

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#### Course Information

Completion Date *	Written Score *
<i>Required</i> <input type="text"/>	<i>Required</i> <input type="text"/>

#### Customer's Information

Driver's License Number/Customer ID *	Last Name *	Date of Birth *
<i>Required</i> <input type="text"/>	<i>Required</i> <input type="text"/>	<i>Required</i> <input type="text"/>

If you have any questions, please contact us at 410-768-7482 or [driveredu@mdot.maryland.gov](mailto:driveredu@mdot.maryland.gov).