

**LEGAL ADVICE**

Legal advice will not be given by the Office of the Circuit Clerk, the police department issuing the ticket, or Rock Valley College.

**NOTICE OF NONDISCRIMINATION**

Rock Valley College does not discriminate on the basis of race, color, creed, religion, national origin, handicap, age, sex, or marital status in admission to and participation in its educational programs, college activities and services, or in its employment policies. Inquiries regarding compliance with state or federal nondiscrimination requirements may be directed to the Director of Human Resources, Rock Valley College, 3301 N. Mulford Rd., Rockford, IL 61114-5699.

**SPECIAL ASSISTANCE**

Rock Valley College complies with applicable government regulations regarding the Americans With Disabilities Act. If you have questions or need to make arrangements for special services, please contact the Traffic Safety Program at 1-815-921-3940.

**If you are a Commercial Driver's License (CDL) holder, do not complete this application. Call our office at 1-815-921-3940.**

**TRAFFIC SAFETY PROGRAM**  
**Rock Valley College**  
**3301 North Mulford Road**  
**Rockford, IL 61114**  
**1-815-921-3940**

**KEEP THIS TICKET  
 OFF YOUR  
 PUBLIC DRIVING RECORD  
 WITH THE  
 ILLINOIS SECRETARY OF STATE**

**Read the following requirements to determine eligibility to request supervision online or by mail. For questions call the Rock Valley College Traffic Program office at 1-815-921-3940.**

**The Class Fee is non-refundable.**

**ELIGIBILITY GUIDELINES**

- **You are eligible if you have not been placed on court supervision (by court appointment or by participating in this or any other Traffic Safety Program) for any other traffic violation issued within 12 months (365 days) of this violation.**
- **You are eligible if the NO COURT APPEARANCE REQUIRED box, located on the bottom portion of your ticket, has been marked.**
- **You are NOT eligible if you were under 18 years of age at the time your ticket was issued. You must appear in court with a parent or legal guardian to request supervision.**

**When you receive a traffic ticket you have four options:**

- 1. PLEA, PAY, AND/OR APPLY FOR SUPERVISION ONLINE AT [www.oglecircuitclerk.org](http://www.oglecircuitclerk.org)**  
Stop here and follow the instructions online.
- 2. APPLY FOR THE TRAFFIC SAFETY PROGRAM BY MAIL**
  - Plead Guilty
  - Complete the enclosed forms (forms on other side)
  - Send completed forms and payment (**fine and class fee**) to the Circuit Clerk in envelope provided.
  - Attend a one-time in-person 4-hour class or the online class approved by the Rock Valley College Traffic Safety Program (National Safety Council Curriculum) - must be completed within 160 days of the violation, online must be completed within 30 days of notice by mail.
  - You are granted a 180-day court supervision and must not receive a conviction for another traffic ticket during that supervision.

**REGISTRATION / APPLICATION INFORMATION**

(If you have a CDL, do not complete this application. Call us at 1-815-921-3940)

- Sign the copy of your ticket marked "Court Communication Copy" in the "Appearance Plea of Guilty and Waiver" section on the back of the ticket, at the bottom. Complete the Rock Valley College Traffic Safety Program Registration Form in this packet and Plea of Guilty with Court Supervision Application. Return all of the above to the Circuit Clerk's Office, in the envelope provided, **no later than 3 days before the date written on the front of the ticket.**
- **Include a bank draft, money order, or certified check** made payable to the Circuit Clerk for the total of your ticket (see the back of your ticket for that cost) and the cost of your class.
- If you have posted cash with the police officer as your bond, pay only the correct class fee. If you have posted a bond card, or driver's license,

pay both the fine and class fee. Your bond card or driver's license will be returned to you by the county. For faster return of your bond card or driver's license enclose a self-addressed stamped envelope.

- **If you are under 21, at the time of the violation, you are required to take the in-person class. If extenuating circumstances exist, call the Rock Valley College Traffic Safety Program office.**

You will receive your class information by mail from Rock Valley College 60-90 days after your fine and class fee are paid. Maintaining contact with the program and completing your assigned class is YOUR responsibility. Rock Valley College Traffic Safety Program is not responsible for lost mail.

**OUT-OF-TOWN OR OUT-OF-STATE MOTORIST INFORMATION:** Rock Valley College offers an online class for your convenience. If you elect to take a class at another location (note the other location will charge you), you are still required to pay the Rock Valley College Traffic Safety Program class fee. When you complete a class with a different provider outside our service area, you must return your certificate to the Rock Valley College Traffic Safety Program to receive credit for the class. Late certificates do not count for credit. If you choose another provider please call our office at 1-815-921-3940 for referral information or questions.

- 3. PLEAD GUILTY BY MAIL** Follow the directions on the back of the blue copy of the traffic ticket. The violation will eventually appear on your public driving record and will be entered on your file by the Illinois Secretary of State.
- 4. PLEAD NOT GUILTY** Follow the directions on the back of the blue copy of the traffic ticket and go to court in-person or have legal representation there. This may result in increased costs to you.

SEE REVERSE SIDE FOR THE APPLICATION FORMS

## "PLEA OF GUILTY" WITH COURT SUPERVISION

**If you were under 18 years of age, when your ticket was issued, do not complete this application.  
You must attend court in person, with a parent or guardian to request supervision.**

Read this form carefully. Make sure you understand your responsibilities.  
Fill it out COMPLETELY. (Please use blue or black ink.) Make sure the information is accurate.

**Return this form with your fine and class fee, ticket, and registration form.**

- I am requesting that the court place me on supervision for the enclosed traffic violation. My ticket does not require me to appear in court.
- I understand that my supervision will last 180 days from the date the PLEA is recorded at the court, and it requires me to receive no other convictions for additional traffic violations during this time.
- I have not been placed on court supervision (either by court appointment or by participating in this or any other Traffic Safety Program) for any other traffic violation issued within 12 months (365 days) of the current violation. **If you are under 21, you are required to take the class in person. If extenuating circumstances exist, call the Traffic Safety Program office.**
- I understand that I am PLEADING GUILTY to the charge on this ticket, I WAIVE my right to a hearing by the court or jury and request court supervision.
- I agree to complete the Traffic Safety Program within 160 days from the date of the violation.
- I understand my supervision will be summarily revoked and my guilty plea will be used to enter a conviction if:
  1. I am found to be ineligible.
  2. I don't complete the class within 160 days from the date of the violation.
  3. I receive another traffic violation within my supervision period.
  4. I fail to return my certificate of completion for attendance of a non-RVC traffic safety school to the RVC Traffic Safety Program office within the specified 160 days.

Print your name: \_\_\_\_\_

Sign your name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. # City State Zip

Return this form to the Ogle Circuit Clerk with your ticket,  
 "Plea of Guilty" with Court Supervision form, fine and class fee.  
 If you have a CDL, do not submit this application form, call RVC at 1-815-921-3940.  
 If you were under 18 when your ticket was issued, do not submit this application, call our office.

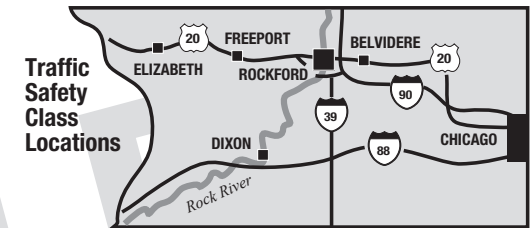
### ROCK VALLEY COLLEGE TRAFFIC SAFETY PROGRAM REGISTRATION FORM

Name \_\_\_\_\_  Male  Female  
Last First Middle Initial

Address \_\_\_\_\_  
Complete Street Address Apt. # City State Zip

Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Mo. Day Yr.

- \$50 - 4-hour In-person Classes  
 Select your choice in order of preference (1, 2, 3)  
 \_\_\_\_\_ Saturday Morning  
 \_\_\_\_\_ Saturday Afternoon  
 \_\_\_\_\_ Weekday Evening 6:00 – 10:00 p.m.



**4-hour Class Locations** – select the most convenient:

- Rockford, IL  Belvidere, IL  Dixon, IL  Elizabeth, IL  Freeport, IL
- Other – I will contact another class provider (that has been approved by Rock Valley College) at another location and mail the original certificate of completion to the Rock Valley College Traffic Safety Program.  
**See Out-of-Town Motorist or Out-of-State Motorist Information.**

\$75 Online (must be 21 years of age - online course will take between 4-6 hours with a test)

Your class assignment will be mailed from Rock Valley College.

Date of Ticket \_\_\_\_\_ Driver's License # \_\_\_\_\_

State \_\_\_\_\_  I am 21 or older

I am Deaf or hard of hearing and need a sign language interpreter.  Require wheelchair accessible facility.

Have you had supervision for a traffic ticket that was issued within the last 12 months?  Yes  No

**Stop. Supervision for another traffic ticket that was issued within the previous 12 months (of the date of this violation) makes you ineligible.**

*(please check one)*

- |   |  |  |  |
|---|--|--|--|
| <b>Ethnic Origin:</b>                                     | <input type="checkbox"/> Hispanic or Latino                  | <b>Highest Degree Earned:</b>                    | <input type="checkbox"/> Associate's Degree  |
| <input type="checkbox"/> Prefer not to respond            | <input type="checkbox"/> White                               | <input type="checkbox"/> Prefer not to Respond   | <input type="checkbox"/> Certificate         |
| <input type="checkbox"/> Asian                            | <input type="checkbox"/> Non-Resident Alien                  | <input type="checkbox"/> PHD                     | <input type="checkbox"/> Some College        |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Pacific Islander | <input type="checkbox"/> 1st Professional Degree | <input type="checkbox"/> High School Diploma |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> Unknown or other _____              | <input type="checkbox"/> Master's Degree         | <input type="checkbox"/> None                |
|   |  | <input type="checkbox"/> Bachelor's Degree       | <input type="checkbox"/> Other _____         |

#### FOR OFFICE USE ONLY

Case Number \_\_\_\_\_ Load Date \_\_\_\_\_ Violation code \_\_\_\_\_

Agency \_\_\_\_\_ Supervision end date \_\_\_\_\_