

ELIGIBILITY REQUIREMENTS

- 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.
- 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.

WHEN YOU RECEIVE A TRAFFIC TICKET YOU HAVE FOUR OPTIONS:

1. PLEA, PAY, and/or APPLY FOR SUPERVISION ONLINE AT leecountyil.com

Stop here and follow the instructions online.

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.

2. APPLY FOR THE TRAFFIC SAFETY PROGRAM BY MAIL

- Plead Guilty
- Complete the enclosed Rock Valley College Traffic Safety Program Registration Form and Plea of Guilty with Court Supervision Application.
- 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, no later than 3 days before the date written on the front of the ticket.
- Send completed forms and payment (fine and class fee) to the Circuit Clerk in envelope provided.
- Attend the approved Traffic Safety class - must be completed within 160 days of the violation. Online must be completed within 30 days of notice by mail
- Pay your fine and class fees with a single 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. Payment is due no later than 3 days before the date written in the "Court Place/Date" section of the ticket, even if no court appearance is required.
- 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

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, the other location will charge you and you are still required to pay the Rock Valley College Traffic Safety Program class fee. 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 (815) 921-3940 for further assistance.

3. PLEAD GUILTY BY MAIL

Follow the directions on the traffic ticket. The violation will eventually appear on your public driving record and will be recorded by the Illinois Secretary of State.

4. PLEAD NOT GUILTY

Follow the directions on the traffic ticket and go to court in person or have legal representation there. This may result in increased costs to you.

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

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

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

General program information can be seen at **RockValleyCollege.edu/TrafficSafety**

The Class Fee is non-refundable for any reason.

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, religion, national origin, ancestry, citizenship status, sex, age, disability, marital status, sexual orientation, veteran status, military status, genetic information, gender identity, or any legally protected category. To request this publication in an alternative format, please contact Disability Support Services at (815) 921-2371.

SPECIAL ASSISTANCE

To request disability-related accommodations, please contact Traffic Safety Program at (815) 921-3940. Advance notice is appreciated.

RockValleyCollege

Traffic Safety Program

3301 N. Mulford Road, Rockford, IL 61114-5699
(815) 921-3940 | RockValleyCollege.edu/TrafficSafety

SEE REVERSE SIDE FOR THE APPLICATION FORMS

Rev. 05/2019

"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 black or blue 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 day the ticket was issued 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 must return my certificate of completion from attending an out-of-area traffic safety school to RVC, if applicable.
- 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.

Print your name _____

Sign your name _____

Date _____

Driver's License # _____ State: _____

Address _____ Apt.# _____

City _____ State _____ Zip _____

ROCK VALLEY COLLEGE TRAFFIC SAFETY PROGRAM REGISTRATION FORM

Return this form in the envelope provided with your ticket, fine and class fee.
If you have a CDL, **DO NOT** submit this application form. Call Rock Valley College at (815) 921-3940.

If you were under 18 when your ticket was issued, **DO NOT** submit this application, call our office.

Name _____ Male Female
Last First M. I.

Address _____
Complete Street Address Apt. # City State Zip

Date of Birth _____ Phone _____ Email _____
mm/dd/yyyy

\$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

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

Other Location/Provider Contact RVC Traffic Safety Program for more information

Your class assignment will be mailed from Rock Valley College 60-90 days after fines/fees are paid.

Date of Ticket _____ Driver's License # _____ State: _____ I am 21 or older
mm/dd/yyyy

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

(please check one)

Ethnic Origin:

- Prefer not to respond Hispanic or Latino
- Asian White
- American Indian or Alaska Native Non-Resident Alien
- Black or African-American Native Hawaiian or Pacific Islander
- Unknown or other _____

(please check one)

Highest Degree Earned:

- Prefer not to Respond Certificate
- Ph.D. Some College
- 1st Professional Degree High School Diploma
- Master's Degree None
- Bachelor's Degree Other _____
- Associate's Degree

FOR OFFICE USE ONLY

Case Number _____