



Driver Certification Program Course Approval – Class 1-4 Application and Approval Requirements

Purpose of the Driver Certification Program

It is a goal of ICBC to reduce driver crashes and vehicle insurance claims by ensuring the effectiveness of driver assessments. Where ICBC driver testing services are not readily available, or where the local demand for driver testing services exceeds the capacity of local ICBC offices to provide driver testing services, Certification Facilities may provide a solution.

Under the Driver Certification Program, Facilities that demonstrate that they can deliver a quantity and quality of driver assessment acceptable to ICBC are granted authority to conduct driver training and assessments that meet specific performance standards.

Participation Requirements

In order to obtain approval from ICBC to provide driver assessments under the Driver Certification Program, Facilities must satisfy the following criteria:

- Each Facility must be a legal entity and comply with applicable registration requirements under the *British Columbia Company Act, Partnership Act and Private Career Training Institutes Act*
- Each Facility must maintain a registered office in British Columbia and have access to classroom space suitable for the delivery of their training program
- Each Facility must have a minimum of one ICBC-approved Instructor and Assessment Officer (AO) in each category of assessment for which they are applying
- Each Facility must submit curricula, documenting their course(s) of instruction, for review and approval by ICBC
- The Facility must demonstrate that 20 or more of its employees have taken a class 1, 2, 3 or 4 road test through ICBC in either of the previous 2 years

Preparing a Curriculum Submission

1. **Certification Authority** – Please indicate in your application the class(es) of Commercial Vehicle Assessment (CVA) applied for:

- Class 1 Class 2
 Class 3 Class 4

Application Package Checklist - Complete the checklist included in this package and include it with your submission.

Important Note:

Ensure that all required information is provided and all required signatures and dates are included.

- Incomplete submissions will not be reviewed.

Retain a copy of all submitted documents for your records.

- Curriculum materials will not be returned.

2. Reference Materials – Please refer to the following resources to ensure your course meets all approval requirements:

- Certification Agreement
- Schedules A, B and C
- *Driving Commercial Vehicles (MV2677)*
- *Commercial Vehicle Assessment Procedures Manual (DTC314)*

Conducting a Pilot Course

1. Purpose

After curriculum submissions are reviewed and found to satisfy course requirements, a facility will be required to conduct a pilot course for evaluation by ICBC before receiving final course approval.

The purpose of conducting a pilot course is to ensure that the course submitted for approval is effectively and appropriately delivered according to established program standards and requirements.

The pilot course provides an opportunity for ICBC to evaluate a live course; provide constructive feedback to the facility, its Instructors and AOs; and work through any necessary amendments before granting course approval and certification authority.

2. Instructor and Assessment Officer Requirements

- Each instructor and Assessment Officer involved in delivering the pilot course must be approved by ICBC prior to the conduct of the pilot course.
- All instructors and Assessment Officers must be listed on the facility's personnel list.
- The pilot course must be delivered by those who will regularly deliver the approved course.

3. Trainee Requirements

- Classroom training must be delivered to a minimum of three trainees.
- Practical training must be delivered to at least one trainee.
- Each trainee involved in practical training must hold a valid BC Driver's and/or Learner's Licence for the class of vehicle being driven.
- Practical assessments must be delivered to at least one trainee.

4. Course Delivery Requirements

- All training must be conducted fully, completely and according to the approved course submission
- All training must be conducted according the requirements in the *Certification Agreement*.
- All assessments must be conducted fully, completely and according to prescribed requirements specified in the *Commercial Vehicle Assessment Procedures Manual (DTC314)*.
- *Driver Certification (MV2067)* forms will not be issued to the facility until the pilot course is successfully completed and course approval is finalized.

5. Advertising Requirements

- The pilot course must be advertised as a "pilot course" to all participating trainees.
- Each pilot course trainee must be provided with a written statement with the following information:
 - Completion of the pilot course does not necessarily guarantee the issuance or acquisition of a *Driver Certification (MV2067)* form.

Class 1-4 Driver Certification Course Approval – Application and Approval Requirements continued...

- Trainees will not receive official assessment results with a *Driver Certification* (MV2067) form) until the facility receives final course approval from ICBC.
- Trainees may be reassessed by ICBC.
- A copy of this written statement must be provided to ICBC prior to the start of the pilot course

6. Pilot Course Evaluation

- The pilot course will be evaluated by one or more Driving School Inspectors
- The facility must advise the inspector of the pilot course schedule (dates, times, locations) so that appropriate times to inspect the facility, observe training and assessments can be scheduled.
- The evaluation will include an inspection of the facility and the following:
 - Classroom training
 - Practical training
 - Written assessments, if used
 - Practical Assessments (road tests)
- The inspector will provide feedback throughout the course to facilitate on-going improvement, as needed

7. Successful Pilot Course

- If the pilot course is successfully completed, then the course is approved and the facility will receive a course approval package (including approval letter, signed Agreement, initial supply of Certification Forms, etc.).
- Once the facility receives the course approval package, the facility can issue *Driver Certification* (MV2067) forms to qualified trainees.

8. Unsuccessful Pilot Course

- If the pilot course is not successfully completed, then the next steps will be determined by ICBC.
- Trainees who take an unsuccessful pilot course may take a commercial vehicle pretrip and road test at ICBC.

Application Package – Please ensure the following items are included in your application submission:

ICBC Forms		✓
Certification Agreement – page 11 signed		
Schedule C – Section 2 completed		
Driver Certification Facility—Personnel List (DTC305) – completed and signed		
Certification Facility—Office and Classroom List (DTC308) – completed and signed		
Curriculum Material		
<p>Course Outline – indicating the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> course duration <input type="checkbox"/> lessons/topics taught in each block of time including time allocations for each lesson <input type="checkbox"/> a description of any course prerequisites or other entrance requirements 		
<p>Course Schedule – indicating the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> daily start and end times <input type="checkbox"/> break times (minimum course time does not include breaks) <input type="checkbox"/> scheduling of classroom & practical lessons <input type="checkbox"/> scheduling of classroom & practical assessments 		
<p>Lessons Plans – a complete set of detailed lesson plans for classroom and practical training</p> <p>Lesson plans must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be type-written <input type="checkbox"/> include lesson times <input type="checkbox"/> include lesson titles <input type="checkbox"/> include materials required for each lesson <input type="checkbox"/> describe any required instructor preparation before lessons start <input type="checkbox"/> state learning objectives for each lesson (By the end of the lesson, the student will...) <input type="checkbox"/> have an introduction (depending on the topic may include objective, reason/motivation, standard for success, pre-assessment/link back) <input type="checkbox"/> describe delivery methods, instructional techniques used, and activities planned (step-by-step) <input type="checkbox"/> Include detailed subject content – may be within the lesson plan or it may reference handouts, manuals, PowerPoint, etc. <input type="checkbox"/> ensure that all subjects specified in Schedule C of the Certification Agreement are clearly indicated <input type="checkbox"/> describe how the lesson will be concluded i.e. summary/debrief <input type="checkbox"/> include and describe assessment methods to check for understanding 		

<input type="checkbox"/> have pages numbered	
Include copies of handouts, overheads, etc. used in the course	
Include a list of resources – texts, manuals, videos, etc. used to deliver training	
<p>Evaluation Tools</p> <input type="checkbox"/> written quizzes and final tests, if used <input type="checkbox"/> answer keys for quizzes and tests <input type="checkbox"/> any other student record forms used to assess student performance (i.e., separate driving evaluation, course participation/group work, etc.)	
Test Routes – maps and written descriptions of route elements specified in the <i>Commercial Vehicle Assessment Procedures Manual (DTC314)</i>	
Other Items	
Proof of Eligibility – a list of facility employees (with BC DL numbers) who have obtained a driver's licence upgrade to operate the class of vehicle applied for under this agreement within the past 2 years	
Proof of Company Registration – written confirmation of the facility's company registration with the BC Registrar of Companies	
PCTIA Registration – Facilities offering other types of career training (e.g. construction or heavy equipment) along with driver training may be required to register with the Private Career Training Institutions Agency (PCTIA). Facilities interested in providing these types of training should contact PCTIA regarding registration requirements. You can contact PCTIA at 1-800-661-7441 or visit their website at pctia.bc.ca for more information.	
<p>Proof of Personnel Qualifications – supporting documentation for each individual applying for approval as an Instructor or AO under this agreement:</p> <input type="checkbox"/> Instructor – a summary of related driving and instructional experience, with supporting documentation, proving requirements specified in Schedule A of the Certification Agreement are satisfied <input type="checkbox"/> Assessment Officer (AO) – copy of a valid Assessment Officer Certificate of Qualification	