



Driver Training Instructor Licence
Renewal Notification

DATE: August 6, 2010

Your Instructor's Licence expires on **«LIC_EXP»**.

Name of Instructor: **«Given_Name1» «Given_Name2» «Instructor_Surname»**

Address: **«Instructor_Address_Line_1»
«Instructor_Address_Line_2»
«City», BC «POSTAL_CDE»**

Important Information

Completing your Renewal Application

The following forms are enclosed for your completion. **It is important to have these forms completed and returned to this office immediately in order to ensure there is no delay in issuing your renewal.** Please note, that you *can not* conduct driver training once your Instructor's Licence has expired.

If we do not receive your renewal documentation upon expiry of your instructor's licence, we will assume that you are no longer providing instruction as a British Columbia Driver Training Instructor. At that time, your instructor file will be closed.

Once you have completed the enclosed forms, return them together with the required \$30.00 licence fee to the address below.

Debts or Fines Owed to the Insurance Corporation of British Columbia

Please be advised that any debts or fines owing to the Insurance Corporation of British Columbia must be paid before a renewal instructor's licence will be issued.

Legislative Requirements to Hold a Driver Training Instructor's Licence

Section 27.04(2) in Division 27 of the Motor Vehicle Act Regulations states that **"No person may act, or hold himself or herself out as acting, as a driver training instructor unless the person is the holder of a valid and subsisting driver training instructor's licence issued under this Division"**. You can obtain a copy of Division 27 by contacting our office directly or if you wish, you may download it via our legislation web page located at www.dtcbc.com.

Enclosed Forms

1. **Application for a British Columbia Driver Training Instructor's Licence** – Please complete this form in its entirety to avoid delay in processing your application.
2. **Driver Training Instructor Medical Evaluation** – This form must be completed by your family physician who must be a resident of, and licensed to practice in, the Province of British Columbia. It is important that a physician, who has a thorough knowledge of your health history and physical examination, complete the medical evaluation.

The completed medical evaluation form must be returned to our office and then will be reviewed and approved by our Medical Advisor.

.../Turn over

...Enclosed Forms continued

Q: How often do I need to have a medical examination completed?

Instructors are required to have a medical examination every 2 years upon renewal of their Driver Training Instructor's Licence; however, if your family physician has completed a *Drivers Medical Examination* form as a requirement for your driver's licence within 1 year of your instructor application, it may waive the requirement for you to have an instructor medical examination. **Please advise us if you have had a *Drivers Medical Examination* completed within this time frame.**

If the examination indicates a known medical condition, frequent monitoring of the condition may be necessary and additional examinations may be requested by our Medical Advisor.

3. ***Driver Training Instructor Medical Examination Request*** (completed by Instructor applicant) – This form authorizes the Superintendent of Motor Vehicles and the Insurance Corporation of British Columbia, Driver Training Unit to share driver/instructor medical information.

Please be advised that there is no guarantee that medicals obtained from the Superintendent will be accepted by our Medical Advisor. Further medical information may be requested by our Medical Advisor if deemed necessary.

4. **Criminal Record Search** (within Canada) – Present the attached *Important Notice: Requirement for Criminal Record Search* (DTC108) to an RCMP or Municipal Police Detachment to have a Criminal Record Search conducted. **It is important that you have your record search conducted as soon as possible in order to avoid delays in the processing of your instructor licence application.**

Once the Criminal Record Search has been conducted, **please forward** a completed 'Consent for Criminal Record Search' form to our office for review. It is important that the *original* copy be forwarded to our office as we only accept faxed copies of Consent for Criminal Record Search forms from the Police Detachment.

Q: How often do I need to have a criminal record search completed?

Criminal Record searches are required every two (2) years upon renewal of a British Columbia Driver Training Instructor's Licence.

Should it be necessary for you to complete a fingerprinting process, you may also contact the Commissionaires office in your area.

Q: What if I have had a prior Criminal Code conviction?

If you have had prior Criminal Code Convictions that are *over* 5 years old, the record search conducted will indicate that a record may or may not exist. To avoid this from happening each time you renew your Instructor's Licence, you can enquire with the RCMP/Police about obtaining a 'Pardon' to have them removed from your record.

If the RCMP/Police are unable to verbally confirm with us the record details, you will be required to have a *Fingerprint Comparison* completed to verify your identity. You will then be required to forward these results to Ottawa to have your record information released for our review. It may take up to 6 months to receive this information so it is important for you to begin this process immediately.

Q: What if I have a criminal charge or conviction outside of Canada?

If you have been charged or convicted in a jurisdiction outside of Canada, you must provide further details (i.e., location and date of offence, description, results/outcome) as required by Section 27.03(c) of the *Motor Vehicle Act* Regulations.



Application for a British Columbia Driver Training Instructor's Licence

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING.

I hereby apply to the Insurance Corporation of British Columbia for a Driver Training Instructor's Licence in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 Personal Information

SURNAME		GIVEN NAMES		DRIVER'S LICENCE #	DATE OF BIRTH (dd/mmm/yyyy)
STREET ADDRESS				CITY	POSTAL CODE
TELEPHONE	CELL PHONE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)			FACSIMILE (IF AVAILABLE)

Section 2 Licence Application Details

Application Type

Original (Requires the completion of an instructor training course – see back of form for details)

Renewal Reinstatement Duplicate

Designation(s)

I am applying for a Driver Training Instructor's Licence with the following Designation(s):

Class(es): ① ② ③ ④ ⑤/⑦ ⑥/⑧

GLP (Requires completion of a GLP Instructor Course – see back of form for details)
(If required, attach Driver Training Instructor's Course Completion Certificate (MV2488) provided by Instructor Training Facility)

Theory (Requires the completion of the Defensive Driving Course for Instructors – see back of form for details)
(If required, attach proof of completion)

If affiliated with a driving school(s), list the name(s) _____

Section 3 Application Requirements Checklist

To assist you in completing this application, please check off only the items applicable to your submission

Driver Training Instructor Medical Evaluation Form (DTC109) or copy of Driver's Medical Examination Report

Driver Training Instructor Medical Examination Request/Consent Form (MV2097)

Criminal Record Search (within Canada)

Have you been charged or convicted of a criminal offence in a jurisdiction outside of Canada?

Yes No

If Yes, provide further details on a separate sheet and attach to your application (i.e., location and date of offence, description, results/outcome)

Instructor Licence fees (fees are payable to ICBC – see back of form for further details)

\$30.00 for an original or renewal licence

\$15.00 for each duplicate or additional licence required

Number of Licenses required? _____ Total amount enclosed: \$ _____

Section 4 Declaration

To the Insurance Corporation of British Columbia

By signing this form I declare that:

- the information provided in support of this application is true and correct;
- I acknowledge that failure to provide full disclosure may result in the denial of my application and/or the cancellation of any licence issued to me;
- I have disclosed any affiliation with ICBC (employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office).

SIGNATURE OF APPLICANT

DATE

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — Personal Information

Please complete this section in its entirety in order for us to confirm your identity and contact you when necessary. We also require that you provide your email address so that we are able to send you timely information relating to applicable driver training programs and ICBC initiatives.

Section 2 — Licence Application Details

This section is used to identify the type of instructor's licence you are applying for.

- **Application type**

Original – 1st British Columbia Driver Training instructor's licence issued. Requires the satisfactory completion of an Instructor Training Course conducted by an authorized Instructor Training Facility. Upon satisfactory completion of an instructor training course, a *Driver Training Instructor's Course Completion Certificate* (MV2499) will be issued by the facility. This certificate must be provided to the Driver Training Unit as proof that the requisite training has been completed.

Renewal – For renewal of instructor's licence. Instructor licences expire on the last day of the 24th month from date of issue.

Reinstatement – Instructors may reinstate their instructor's licence within 2 years of their instructor licence expiry.

Duplicate – When applying for duplicate (additional or replacement) licences.

- **Applicable Classes:**

Example 1: If you are applying for an instructor's licence to teach class 5/7 (car), check off the following:

① ② ③ ④ ⑤/ ⑦ ⑥/⑧

Example 2: If you are applying for a class 1 instructor's licence, you are entitled to the following designations:

① ② ③ ④ ⑤/ ⑦ ⑥/⑧

- **GLP designation**

This designation is applicable to Licensed Driver Training Instructors who have satisfactorily completed a *GLP Instructor course*. A *GLP Instructor Course Completion Certificate* (MV2488) must be attached if this is the first time applying for this designation.

- Authorizes the instructor to teach an ICBC-Approved Driver Education Course
- Automatically entitles the instructor to a theory designation on his or her instructor's licence

- **Theory designation**

Satisfactory completion of the *Defensive Driving Course for Instructors* will allow an instructor to receive a theory (classroom) designation on his or her instructor's licence. Proof of completion must be attached if this is the first time applying for this designation. This designation does not authorize an instructor to conduct ICBC-Approved Driver Education Courses.

Section 3 Application Requirements Checklist

This section identifies the requirements that individuals must meet in order to obtain an instructor's licence. Check only the boxes that apply to your application.

Criminal Record Search – to be conducted by an RCMP or Municipal Police Detachment

This is required for original and renewal applications. Note: If you have been charged or convicted of a criminal offence in a jurisdiction outside of Canada, you must provide details on a separate sheet and attach it to your application (i.e., location and date of offence, description, results/outcome)

Proof of Experience

Proof of experience can usually be determined by an applicant's driving record; however, in some cases, additional proof of experience may be necessary. This will be determined during review of the application by the Driver Training Unit. For details on experience requirements, refer to Division 27 of the *Motor Vehicle Act Regulations*. This is required for original applications only if requested.

Driver Training Instructor Medical Evaluation Form (DTC109)

This form is to be completed by the applicant's family physician. It is required for original and renewal applications only.

Driver Training Instructor Medical Examination Request/Consent Form (MV2097)

This form is to be completed by the applicant. It is required for original and renewal applications.

Instructor Licence Fees (payable by cheque or credit card (Master Card or Visa only))

- Fees are payable to the Insurance Corporation of British Columbia (ICBC)
- The cost of an original or renewal licence is \$30.00. There is \$15.00 fee for each duplicate (additional or replacement) licence required
- Each licence purchased is accompanied by a wallet size version

Section 4 — Declaration

You must sign this section to declare that the information provided in the application is true and correct. By signing this declaration, you are also confirming that you have disclosed any affiliation with ICBC (i.e., employed by a Driver Licensing Centre or Appointed Agent/Government Agent's office).



**Driver Training Instructor
Medical Examination Request/Consent**

This form must be completed and signed by the Driver Training Instructor/Applicant for ICBC and the Superintendent of Motor Vehicles to obtain/share copies of medical information for the purposes of assessing the instructor/applicant's fitness to be licensed as a driver training instructor or as a driver for the applicable class.

Driver Training Instructor/Applicant Authorization (please print)

I, _____
SURNAME FIRST NAME & INITIALS

of _____
STREET/PO BOX/RR# CITY, PROVINCE POSTAL CODE

the holder of British Columbia Driver's Licence Number _____
DRIVER'S LICENCE NO.

_____, do hereby authorize the
DATE OF BIRTH (ddmmmyyy)

Insurance Corporation of British Columbia (ICBC), Driver Training Unit and the Superintendent of Motor Vehicles, to obtain/share copies of my most recent medical examination, specialist, visual and hearing report(s). I understand that ICBC and the Superintendent of Motor Vehicles agree to share the above noted information for the purposes of:

- The Insurance Corporation's Medical Advisor in order to assess my fitness to be licenced as a Driver Training Instructor for the applicable class(es) and;
- The Superintendent to assess my fitness to be licensed as a driver for the applicable class (You must contact our department if you wish to have medical information forwarded for review in support of maintaining your Driver's Licence).

Note: If the examination indicates a known medical condition, additional medical information may be requested.

SIGNATURE OF DRIVER TRAINING INSTRUCTOR/APPLICANT

DATE



IMPORTANT NOTICE

Request for Criminal Record Search

The following is provided to assist you, as a driver training instructor applicant, in obtaining the necessary disclosure of information:

Request Criminal Record Search

Please present this notice to a Police or RCMP detachment in order to have a criminal record search completed. Because a driver training instructor may provide training to minors, a **vulnerable sector search must also be completed for you.**

Fingerprint Comparison (if necessary)

If fingerprinting is required in order to verify your identity and/or release any record information, please be advised that you **must** have a Fingerprint Comparison completed by the Police or RCMP Detachment. It is important to forward your Fingerprint Comparison to Ottawa to have your information released for our review.

NOTE: As it may take up to 120 days (4 months) or more to receive this information, it is important for you to begin this process immediately.

Submit Criminal Record Information to ICBC

Submit the completed Disclosure of Criminal Record Information form (original copy) and the results of the Fingerprint Comparison (if applicable) to:

**Insurance Corporation of British Columbia
Driver Training Unit
PO Box 3750
Victoria BC V8W 3Y5**

Attention: Tom Corsie, Manager

If you have any questions or concerns regarding these procedures, please contact our office using the contact information below.

Thank you for your co-operation.



Purpose and Principles

The Code of Conduct (hereinafter the “Code”) sets out ICBC’s expectations for professional conduct from its driver training stakeholders. It has been developed in a spirit of fairness and in support of British Columbia’s community of driver training schools and instructors.

ICBC respects the expectation of schools and instructors to access timely testing services for their students and to have their questions and concerns heard. This Code supports these goals, while also enabling ICBC staff to provide customers with safe and convenient access to the professional service to which they are entitled.

Code of Conduct

Driver training schools will make every attempt to ensure that:

- their employees do not interfere with the ability of ICBC driver testing or Point of Service staff to conduct their business;
- their employees obtain written consent from ICBC before making any visual or audio recording of an ICBC employee, any person who is in an ICBC office or is taking an ICBC-conducted driver examination;
- their employees do not solicit business at ICBC offices;
- for every test booked by the driver training school, a candidate will appear at the Point of Service at the appropriate time with an acceptable vehicle, and prepared to be tested; and
- they will review the Code annually with their employees.

Driver training instructors will:

- not make derogatory comments about or engage in confrontations with students, other driver training schools or driver training instructors, or driver examiners;
- not attempt to influence or offer gifts or other benefits to a driver examiner in the conduct or outcome of a road test;
- not practice in or otherwise use parking lots at ICBC offices during business hours, except for parking, as required, to support a road test booking or for legitimate personal business, such as an instructor’s own licensing transactions;
- not request a specific driver examiner or refuse a specific examiner to test their students – except where the driver examiner previously tested that student;
- avoid practicing on road test areas during business hours or following road test vehicles during a road test, especially in areas used by driver examiners to test parking or pull-over maneuvers, as this interferes with driver examiners’ ability to conduct their tests and can result in a delay of test completion;
- ensure that their students present themselves to the test location at least 15 minutes prior to the road test appointment time;
- ensure that they have their student’s permission to discuss test results with the driver examiner, so as to respect the student’s right to privacy; and
- ensure that vehicles presented for testing meet Motor Vehicle Act and Motor Vehicle Act Regulations safety standards, are properly licensed and insured, and that Commercial Vehicle Inspection Permit (CVIP) stickers, if applicable, are current.