



Welcome...

This bulletin is for driver training schools that teach the ICBC-approved driver education course.

This issue discusses Declarations of Completion (DOCs) which must be issued to all students who have successfully completed a driver training course (retroactive to August 1, 1998) regardless of licence class or earliest exam date.

If you have any questions regarding the following procedures, contact the Driver Training and Certification Department at (250) 356-5642.

Declaration of Completion Procedures

DOCs **must** be issued to all students who have successfully completed the driver training course for the following reasons:

- Students who have completed all the requirements of the approved course need a DOC to receive grade 11 high school credits.
- GLP evaluation statistics are based on DOCs received by ICBC
- Future business or analysis involving graduates of the approved driver education course may need DOCs to confirm successful completion of the ICBC-approved driver education course.

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Driver Training and Certification Unit - ICBC
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What Driver Training Schools Must Do...

PART ONE:

Driver training schools that have not issued DOCs for ALL students, must do so retroactively and must follow these steps:

If students successfully completed the driver training course in the past and were not issued DOCs:

1. Confirm that the student was not issued a DOC. **DO NOT issue more than one DOC for each student.** If a student **WAS** issued a DOC previously, follow the procedures in Part Two for issuing a photocopy.
2. Ensure that **ALL** the following requirements of the course have been met:
 - required competency levels achieved
 - 120 day limit on course length
 - completion of Driver Experience Log which must be retained by the driver training school for the student records.

If the above requirements HAVE been met,

- complete the DOC
- obtain the student's signature
- stamp each copy of the DOC with your school stamp
- go to Step 3.

If the above requirements have NOT been met,

DO NOT issue the DOC. If a student is asking for a DOC, explain that they are **not** eligible for the DOC because the requirements have not been satisfied. Advise what the missing requirements are. The process is finished.

3. Give the BLUE copy of the DOC to the student.
4. Mail original copy (GREEN) of the DOC to: **Driver Training and Certification Unit, ICBC 2631 Douglas Street, Victoria, BC, V8T 5A3**
5. Retain the WHITE copy for your files.

PART TWO:

If a student requests a copy of a previously issued DOC, driver training schools must follow these steps:

If a student has lost his or her copy of the DOC and requests a photocopy for the purposes of receiving the grade 11 high school credit:

1. Photocopy the student's DOC from the school's student records file. **DO NOT issue a new DOC with a different serial number.**
2. Affix a new school stamp on the photocopied form (a photocopy of the school stamp is not acceptable).
3. Give the DOC to the student. High schools will only accept DOCs with an original driver training school stamp.

If current students successfully complete the approved course:

1. Follow current procedures and issue fully completed DOCs for **ALL** students who meet the requirements of the approved course.
2. Remind students that they **must** take these DOCs to a Driver Service Centre to be entered into the ICBC database, whether the student is applying for the three-month reduction in the Learner stage or not.

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