



Application for an Assessment Officer Certificate of Qualification

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

I hereby apply to the Insurance Corporation of British Columbia (ICBC) for an assessment officer certificate of qualification authorizing me to conduct driver assessments according to standards and requirements established under the ICBC driver certification program.

Personal Information

SURNAME	GIVEN NAMES		
STREET ADDRESS	CITY	POSTAL CODE	PHONE
DRIVER'S LICENCE#	DATE OF BIRTH (dd/mmm/yyyy)	EMAIL (required)	

Application Details

<p>Designation(s):</p> <p>I am applying for an assessment officer certificate of qualification with the following designation(s). Check:</p> <p>Class(es) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/></p> <p><input type="checkbox"/> Air brakes <input type="checkbox"/> Motorcycle skills</p>
<p>To help you complete this application, confirm that you meet the following qualifications by checking the appropriate boxes:</p> <p>If applying for a commercial vehicle (Class 1-4) assessment officer certificate of qualification, you must</p> <p><input type="checkbox"/> provide proof of having conducted a minimum of 500 hours of driver training in the class of assessment being applied for, including a minimum of 300 hours of practical driver training in the class of assessment being applied for within the past two years, or have equivalent driver training or driver safety experience acceptable to ICBC.</p> <p>(attach proof of experience – such as a letter from a previous and/or current employer)</p>
<p>If applying for an air brake assessment officer certificate of qualification, you must</p> <p><input type="checkbox"/> hold an air brake endorsement on a B.C. driver's licence</p> <p><input type="checkbox"/> hold a B.C. air brake instructor certificate permitting the conduct of practical and theory training, and</p> <p><input type="checkbox"/> provide proof of having conducted a minimum of 100 hours of air brake training, including a minimum of 20 hours of practical air brake training within the past two years, or have air brake training experience acceptable to ICBC.</p>
<p>If applying for a motorcycle (Class 6) assessment officer certificate of qualification, you must</p> <p><input type="checkbox"/> hold a valid Class 6/8 driver training instructor's licence permitting the conduct of practical training (copy of licence not required),</p> <p><input type="checkbox"/> provide proof of having conducted a minimum of 300 hours of class 6/8 driver training, including a minimum of 200 hours of practical class 6/8 driver training within the past two years, or have equivalent motorcycle driver training or safety experience acceptable to ICBC.</p> <p>(attach proof of experience – such as a letter from a previous and/or current employer)</p>

Declaration

<p>To the Insurance Corporation of British Columbia</p> <p>By signing this form I declare that the information provided in support of this application is true and correct.</p> <p>In applying for an assessment officer designation, I understand that:</p> <ul style="list-style-type: none"> • ICBC will monitor and evaluate my performance as an assessment officer; • ICBC may suspend or cancel my assessment officer certificate of qualification or any related designation at any time for any reason(s) in its sole discretion; • I am not permitted to conduct assessments until I receive approval in writing from ICBC; and • I must conduct assessments under a driver certification facility's approved certification program. <p>_____</p> <p>SIGNATURE OF APPLICANT</p> <p>_____</p> <p>DATE</p>

Return to: ICBC, Driver Training Unit, PO Box 3750, Victoria, BC V8W 3Y5 Tel 250-978-8370 Toll free 1-866-339-0363 Fax 250-978-8032

Instructions and Important Information

Personal Information

Please complete this section in its entirety so we can confirm your identity and contact you when necessary. Please include your email address.

Application details

Check off the appropriate boxes under this section and include the required proof of experience. You must meet the prerequisites identified for the designation(s) you are applying for. Designations include:

- commercial vehicle classes 1, 2, 3 and/or 4
- motorcycle skills, and
- air brakes.

Summary of Driver Certification Program

The following table summarizes the driver certification programs available for each facility type. Note that Class 1-4 driver certification is not available to driver training schools or post-secondary institutes.

Types of driver certification available

Facility type	Class 1	Class 2	Class 3	Class 4	Motorcycle skills assessment	Air brakes
Driver training schools (certifying the public)					✓	✓
Post-secondary institutes (certifying the public)					✓	✓
Companies (certifying employees of that company)	✓	✓	✓	✓		✓
Municipal/Police/Fire departments (certifying own employees/volunteers)	✓	✓	✓	✓		✓

Declaration

You must date and sign this section to declare that the information provided in the application is correct.

Evaluation Requirements

Original Applicants

Original assessment officer (AO) applicants must undergo an evaluation by a driving school inspector for each driver certification designation being applied for. Once your application has been approved, you will be provided with information to contact a driving school inspector to arrange for your evaluation.

Renewal of assessment officer status – evaluation requirements

Assessment officer certificates of qualification are issued for a period of two years. During each renewal period, you are required to undergo an evaluation by a driving school inspector for each designation held. If you don't complete the required evaluations during the renewal period, you won't be renewed. The required assessments must be completed before being renewed or re-instated.