



building trust. driving confidence.

August 24, 2018

---

Name of Instructor: «Given\_Name1» «Given\_Name2» «Instructor\_Surname»

Your Driver Training Instructor Licence expires on «LIC\_EXP».

---

## Here is your B.C. instructor licence renewal package

It is important that you return your completed package to us as soon as possible to avoid a delay in issuing your renewal licence.

If we don't receive your completed renewal package, we'll assume that you're no longer providing instruction as a B.C. driver training instructor. Once your instructor's licence expires, your instructor file will be closed and you'll no longer be able to provide driver training.

---

### Enclosed forms

1. **Application for a B.C. driver training instructor's licence (MV2412)** — Please complete all sections of this form to avoid delay in processing your application.
2. **Criminal Record Search** (within Canada) — Present the Important Notice: Requirement for Criminal Record Search (DTC108) to an RCMP or municipal police detachment to have a criminal record search completed. **It is important that you have your record search completed as soon as possible to avoid delays in processing your application.**
3. **Access to Road Test Booking Service (DTC206)** - Driver training schools and authorized instructors must abide by the enclosed Access to Road Test Booking Service — Terms and Conditions (DTC206) when booking road tests by phone or using the online road test booking service [icbc.com](http://icbc.com).

### Debts or fines owed to ICBC

If you have any debts or fines owing to ICBC, they'll need to be paid before we issue an instructor's licence.



# 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: ① ② ③ ④ ⑤/⑦ ⑥/⑧

GLP / GLT (to teach both the practical and classroom portion of an ICBC-approved driver education course) — See back of form for details (If required, attach a Graduated Licensing Program Instructor's Course Completion Certificate (MV2488) provided by the training facility).

GLP (to teach only the practical portion of an ICBC-approved driver education course) — See back of form for details. (If required, attach a Driver Training Instructor's Course Completion Certificate (MV2499) provided by the training facility).

## 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 (**Not required for renewal application**)

Driver Training Instructor Medical Examination Request/Consent (**Not required for renewal application**)

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

By signing this form I declare to the Insurance Corporation of British Columbia 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 including my employment, or family's employment, with an ICBC, appointed agent, or Service BC driver licence office
- I have not been charged or convicted of a criminal offence in a jurisdiction outside of Canada
- I will immediately advise my doctor if I experience any medical condition that could affect my ability to safely operate a motor vehicle.
- As the owner or authorized employee of a driver training school, if I choose to book road test appointments on behalf of my students, I acknowledge that I have read and agree to comply with the Access to Road Test Booking Service Terms and Conditions (DTC206).

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

RETURN TO: ICBC, DRIVER TRAINING INDUSTRY SUPPORT, PO BOX 3750, VICTORIA, BC V8W 3Y5. PHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FAX: 250-978-8032

# 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 Industry Support 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 24<sup>th</sup> month from date of issue.
- **Reinstatement** — Instructors may reinstate their instructor's licence within two 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 (practical) and GLT (theory) designations

These designations are issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at the Justice Institute of British Columbia. These designations authorize the instructor to teach both the in-car (practical) and classroom (theory) portions of an ICBC-approved driver education course.

- A GLP Instructor Course Completion Certificate (MV2488) must be attached if this is the first time applying for this designation.
- This automatically entitles the instructor to a theory designation on his or her instructor's licence.

### GLP – practical only designation

This is a practical designation and is issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at an authorized instructor training facility.

- A Driver Training Instructor Course Completion Certificate (MV2499) must be attached if this is the first time applying for this designation.
- This authorizes the instructor to teach the in-car (practical) portion of an ICBC-approved driver education course.

## 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 and must be completed within one year of your current application date. 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)

**Driver Training Instructor Medical Evaluation Form (DTC109)** — This form is to be completed by the applicant's family physician. **This form is not required when applying for renewal of an instructor's licence.**

**Driver Training Instructor Medical Examination Request/Consent Form (DTC109)** — This form is to be completed by the applicant for **original applications only.**

### 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.



## **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:

### **Complete a 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.**

### **Complete a fingerprint comparison (if necessary)**

To verify your identity and/or release any record information, it may be necessary for you to have a Fingerprint Comparison completed by the Police or RCMP detachment. You'll need to then forward your Fingerprint Comparison to Ottawa to have your information released for our review.

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

### **Submit your 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:

**ICBC  
Driver Training Industry Support  
PO Box 3750  
Victoria BC V8W 3Y5  
  
Attention: Dylan Michael, Manager**

If you have any questions or concerns regarding these procedures, please don't hesitate to contact us.

## 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 or agents of ICBC to provide customers with safe and convenient access to the professional service to which they are entitled.

Driver training school owners/operators, their driver training instructors and/or any other staff who violate the Code may have their school’s road test booking privileges suspended.

## Code of Conduct

**Driver training schools** will make every attempt to ensure that:

1. Their employees do not interfere with the ability of ICBC staff or agents of ICBC to conduct their business;
2. Their employees do not use any device to record the road test route or make 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;
3. Their employees do not solicit business at ICBC offices;
4. For every test booked by the driver training school, a candidate will appear at the driver licensing office at the appropriate time with an acceptable vehicle, and be prepared to be tested; and
5. They will review the Code annually with their employees.

**Driver training instructors** will:

6. Not make derogatory comments about or engage in confrontations with students, other driver training schools, driver training instructors, or driver examiners;
7. Not attempt to influence or offer gifts or other benefits to a driver examiner or any other ICBC employee in the conduct or outcome of a road test;
8. Not practice in or otherwise use parking lots at ICBC offices during business hours, except for parking, as required, to attend a road test appointment or for legitimate personal business, such as an instructor’s own licensing transactions;
9. Not request a specific driver examiner or refuse a specific examiner to test their students – except where the driver examiner previously tested that student, and there are other driver examiners available at that location;
10. Not interfere with driver examiners, examinees or road test vehicles during road tests;
11. Ensure that their students present themselves to the test location at least 15 minutes prior to the road test appointment time;
12. 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
13. Ensure that vehicles presented for road testing meet Motor Vehicle Act and Motor Vehicle Act Regulations safety standards, are properly licenced and insured, and that Commercial Vehicle Inspection Permit (CVIP) stickers, if applicable, are current.



## Access to Road Test Booking Service

### Terms and Conditions

ICBC will provide the driver training school ("DTS") with the ability to book appointments for road tests on behalf of its students via telephone ("DEAS") and via the online Road Test Booking Service ("Web DEAS").

Uninterrupted access to the respective road test booking services require strict adherence to the following terms and conditions:

1. The DTS is permitted to make appointments only on behalf of students who are in an active training program with the DTS.
2. The DTS must obtain written authorization, using an ICBC approved form, to disclose personal information to ICBC for the purpose of booking a road test, from each student for whom it will be booking an appointment. The written authorization specifies which personal information will be disclosed, and the purpose for which it is being disclosed. The written authorization also states that ICBC may use the personal information to update its customer database.
3. Schools must use Web DEAS to make appointments on behalf of students for Class 5/7 or 6/8 road tests. The DTS may book appointments on behalf of students via telephone for Class 1, 2, 3, 4, and re-examinations.
4. When making appointments, the DTS must identify the driving school by name, driver training certification number (DTC#), telephone number, driver licence number of the person booking the road test and also must provide the student driver's licence number, student's last name (spelled correctly), class of licence, the desired location, and date and time required.
5. The DTS must not use one student driver's licence number and/or name to hold open appointments for other student(s).
6. All appointments must be booked and cancelled by telephone or online using Web DEAS.
7. Cancellations and rebookings must be completed 48 hours or more before the scheduled appointment time. Extenuating circumstances may be called to the road test centre (or DEAS call centre if booked online) for review and monitoring.
8. Stand-by appointments will be monitored and if a student passes a stand-by appointment, any previously booked road test (for the same class of licence) for that student will be cancelled.
9. The DTS must make every effort to minimize the number of re-bookings and the number of students who do not attend for road test appointments.
10. The DTS may not cancel or change appointments made by individual students without the express written consent of the student, or unless authorized by an ICBC driving school inspector.
11. The DTS, its driver training instructors and all other employees must adhere to the Driver Training Industry Code of Conduct (DTC410).

The DTS agrees to comply with the above terms and conditions. ICBC will monitor the DTS' compliance with the above terms and conditions, as amended from time to time, and failure to comply may result in the withdrawal of the DTS' access to DEAS and Web DEAS, at ICBC's sole discretion. ICBC may amend the above terms and conditions at any time by so notifying the DTS in writing. The DTS will have 30 days after any such notification to indicate to ICBC that it does not accept the amended terms and conditions, in which case ICBC may, at its sole discretion, withdraw the DTS' access to DEAS and Web DEAS. If the DTS does not respond to such notification within 30 days of its receipt, it will be deemed to have accepted the amended terms and conditions.