



Instructor Training Facility Application for Instructor Trainer and/or Assessment Officer (Class 5)

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) to approve an instructor trainer employed by my Facility to deliver training to Class 5/7 instructor candidates according to the standards and requirements established under the ICBC Instructor Training Certification Program.

Instructor and Facility Information

INSTRUCTOR SURNAME	INSTRUCTOR GIVEN NAMES	DRIVER'S LICENCE #	DATE OF BIRTH (dd/mm/yyyy)
SPONSORING FACILITY	TELEPHONE	EMAIL ADDRESS (required)	

Requirements

To assist you in completing this application, confirm that your instructor meets the following requirements.

If applying for a **practical** instructor trainer designation, your instructor must

- have a GLP designation
- hold and have held for at least three years, a Class 5 practical driver training instructor's licence — or a combination of training and experience acceptable to ICBC, and
- provide proof of at least 500 hours of practical Class 7 learner driver training experience — or a combination of training and experience acceptable to ICBC.

If applying for a **theory** (classroom) instructor trainer designation, your instructor must

- have a GLP/GLT designation
- hold and have held for at least three years, a Class 5 practical and theory driver training instructor's licence — or a combination of training and experience acceptable to ICBC, and
- provide proof of at least 500 hours of practical Class 7 learner driver training experience and at least 100 hours of Class 5/7 classroom teaching experience — or a combination of training and experience acceptable to ICBC.

If applying for an assessment officer designation, your instructor must:

- be a designated Class 5/7 practical instructor trainer
- provide proof of having conducted an additional 2000 hours of Class 5/7 driver training, and
- have held for a minimum of five years, a Class 5/7 driver training instructor's licence permitting the conduct of practical training — or have a combination of training and experience acceptable to ICBC.

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.

In applying for instructor trainer or assessment officer approval, I understand that:

- ICBC will monitor and evaluate the performance of an instructor trainer employed by my Facility;
- ICBC may suspend or cancel the instructor trainer or assessment officer approval or any related designation at any time for any reason(s) in its sole discretion;
- The instructor trainer may not deliver training to instructor candidates (unless under the direct supervision of an approved instructor trainer) until receiving approval in writing from ICBC; and
- The instructor trainer or assessment officer must conduct training and assessments under the facility's approved instructor training certification program.

SIGNATURE OF FACILITY SIGNING AUTHORITY

DATE

Return to: ICBC, Driver Training Industry Support, PO Box 3750, Victoria, BC V8W 3Y5. Telephone: 250-978-8370. Toll-free: 1-866-339-0363, Facsimile: 250-978-8032.

INSTRUCTIONS AND IMPORTANT INFORMATION

How to complete this form

Instructor and Facility Information

In this section of the form, provide information about the instructor employed by your facility who you wish to have approved as a Class 5 instructor trainer and/or a Class 5 assessment officer under your instructor training certification program. Also include the name of your facility and contact information.

Requirements

Check off the appropriate boxes in this section and include the required proof of experience.

Declaration

You must date and sign this section to declare that the information provided in the application is correct and that you understand the requirements for this approval.

Evaluation requirements

Instructor trainer and assessment officer applicants must undergo an evaluation by an ICBC driving school inspector. Once your instructor trainer has been pre-approved, your instructor will need to contact an inspector to arrange for the evaluation.