



# Instructor Course Completion Record

INSTRUCTOR CANDIDATE (IC)	DRIVER'S LICENCE NUMBER	CONTACT INFO
COURSE PREREQUISITES MET		
<input type="checkbox"/> ICBC approval letter date: _____ <input type="checkbox"/> Driving assessment date: _____ <input type="checkbox"/> Entrance quiz score: _____		

## Course Details and Results

COURSE #	TYPE OF TRAINING	COURSE START DATE	COURSE END DATE
CLASSROOM TRAINERS		PRACTICAL TRAINERS	
1. _____		1. _____	
2. _____		2. _____	

### Lessons Observed by Instructor Candidate

Instructor Observed	Date	Time	Length	Instructor Observed	Date	Time	Length
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			

### Written Test Results

### Practical Assessment Results

Pass = 16/25

Date	Test	Score	Date	Assessment	Score
					/ 25 = %
					/ 25 = %
					/ 25 = %
					/ 25 = %
					/ 25 = %
					/ 25 = %

### Midpoint Assessment Review

DATE

IC INITIALS

TRAINER INITIALS

Notes:

### Final Result

All course competencies met:  Y  N

Date Completion Certificate Issued:

TRAINER NAME

TRAINER INITIALS

Attendance					
Day	Date	Start Time	End Time	IC Initials	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

### HOW TO USE THIS FORM

The following are guidelines for using the ICBC Instructor Course Completion Record. This form is optional – facilities may use any appropriate recording method to record training results and other required records.

**Instructor candidate, course, and trainer information** – Complete these sections.

**Prerequisites** - Check the boxes when each prerequisite has been met. Record the entrance test score.

**Lessons Observed by IC** - Record instructor observed, date, time and length of each lesson observed.

**Written Test Results** – Record date, which test, and the score.

**Practical Assessment Results** – Record date, which assessment, and the score.

**Midpoint Assessment Review** - Insert date of the review. Both IC and trainer initial in the box.

**Final Result** - Check **Y** (yes) or **N** (no) to confirm whether all course competencies have been met. Record trainers name and initials.

**Completion Certificate Issued** – record date completion certificate was issued.

**Attendance** – record date, start and end time. Have IC initial. Include any relevant attendance notes.