



Instructor Training Certification Facility Approval Requirements

Introduction

The Instructor Training Certification (ITC) program allows driving schools that can demonstrate the ability to deliver quality instructor training and assessments to certify driving instructors.

Certification authority is available for the following instructor licence classes:

- Class 5 practical
- Class 6 practical and theory
- Class 1 practical (includes Class 2, 3, and 4)
- Air brake practical and theory

This document explains the requirements and procedures for obtaining certification authority.

Participation Requirements

To obtain approval from ICBC to provide instructor training and assessments under the certification program, your facility must:

- be a legal entity and comply with applicable requirements under the *British Columbia Company Act*, *Business Corporations Act*, *Partnership Act*, and *Private Training Act*.
- maintain a registered office in British Columbia and have access to classroom space, furniture, technology, and vehicles suitable for delivering the training program.
- have a minimum of one ICBC-approved instructor trainer (IT) and assessment officer (AO or ITCAO) in each category of assessment for which you are applying. Refer to the agreement for instructor trainer and assessment officer qualifications.
- submit complete course curriculum for approval.
- complete all readiness activities determined by the Driving School Inspectors (DSIs), followed by an initial pre-pilot demonstration and a pilot course that will be evaluated by ICBC.

Instructor and Assessment Officer Requirements

- Each instructor trainer and assessment officer involved in delivering the course must be pre-approved by ICBC. (*Note: All ITs and AOs must qualify on an evaluation before or during the pilot course in order for the facility to receive final certification approval*).
- Each IT and AO involved in delivering the course must attend an ITC information session. School owners and administrators are encouraged to attend.
- Each IT or AO must achieve a minimum score of **80%** on the IT or ITCAO readiness exam at Coquitlam Road Test Facility (CRTF) or virtually for schools outside the Lower Mainland.
- Each IT or AO delivering the course must score a minimum of **2** in each category of the evaluation to qualify.

Curriculum and Other Documentation Required

Submit a complete digital course package that includes all items listed in the application package checklist on the last page of this document. Check off each item and include the completed checklist with your submission.

- Ensure that all required information is provided and all required signatures and dates are included. **Incomplete submissions will not be reviewed** unless prior consent is obtained from a Driver Education Programs Advisor (DEPA).
- Retain a copy of all submitted documents for your records. Curriculum materials will not be returned.

You must also provide proof of:

- Company registration — If you are not already a licenced driver training school, include written confirmation of the company registration with the B.C. Registrar of Companies.
- Bonding — If you will charge a fee for instructor training, you must post a bond for each instructor trainer. Contact Driver Training Administration at DTAS@icbc.com for more information.
- Personnel qualifications — For each person applying for approval as an IT or ITCAO, include their name, driver's licence number, a summary of driving and instructional experience, and supporting documentation demonstrating that the requirements in Schedules A and B of the agreement are met. ICBC reserves the right to deny applicants.

Reference materials

Review all the materials in your application package carefully.

Additional resources are available at: <https://partners.icbc.com/driver-training/driver-training-resources>.

Conducting a Pre-Pilot Demonstration

- After your curriculum has received initial approval, your instructor trainers have met ICBC requirements, and you have completed the information session and readiness activities, you will conduct a **pre-pilot demonstration** evaluated by ICBC. This pre-pilot will be conducted at CRTF unless located outside the Lower Mainland.
- A minimum score of **2** in all categories of the pre-pilot evaluation is required to proceed to the pilot course. The evaluator will provide feedback to support improvement.
- The pre-pilot evaluation will include observation of:
 - Minimum two theory evaluations per classroom trainer seeking approval
 - Minimum two practical evaluations per practical trainer seeking approval

Conducting a Pilot Course

Once you have qualified on your pre-pilot demonstration, you will conduct a full instructor training course (pilot course) that will be evaluated by ICBC.

The purpose of the pilot course is to ensure that the course is delivered appropriately and to confirm that instructor trainers have the knowledge and ability to provide effective instruction.

The pilot course must be delivered by the individuals who will regularly deliver the course. Only the ITs evaluated during the pilot will be eligible for approval.

Trainee Requirements

- Classroom training must be delivered to a minimum of **three trainees**. The instructor trainer must teach at least **one actual trainee**; the other two may be mock trainees for the classroom component.
- Practical training must be delivered to at least **one actual trainee**.
- All actual trainees must be **pre-approved by ICBC** before training begins. You must obtain a copy of each trainee's approval letter and provide it to ICBC prior to the course pre-assessments.

Course Delivery Requirements

- Training and assessments must be conducted fully in accordance with the approved course submission and the requirements outlined in the agreement.
- Course completion certificates will not be issued to the facility until the pilot course is successful and course approval is finalized.

Advertising Requirements

- The pilot course must be advertised in writing as a "**pilot course**."
- Each trainee must receive and sign a written statement that includes:
 - Completion of the pilot course does not guarantee issuance of a driver training instructor licence.
 - Completion certificates will not be issued unless the facility receives final course approval from ICBC.
 - Trainees may be reassessed by ICBC.
- A copy of all signed statements must be provided to ICBC before the pilot course begins.

Pilot Course Evaluation

- The pilot course will be evaluated by ICBC. Evaluators will provide feedback throughout the course to support ongoing improvement.
- Each IT or AO delivering the course must score a minimum of **2** in all categories of each evaluation.
- Provide the course schedule (dates, times, locations of all lessons) so ICBC can schedule time to observe training and assessments.
- ICBC reserves the right to require **180 days' notice** to schedule a pilot course.
- The pilot course evaluation will include observation of:
 - Candidate pre-assessments (written and practical)
 - Classroom training (sample or complete)
 - Practical training (sample or complete)
 - Written assessments and feedback
 - Practical assessments and feedback

Successful Pilot Course

- If your pilot course is successful, certification authority will be granted. You will receive a signed agreement and a supply of completion certificates. You may then issue completion certificates to qualifying trainees.
- Trainees will submit their completion certificate to ICBC and — provided all other licensing requirements are met — will be issued a driver training instructor licence with the appropriate class and designations. Trainees may not teach students until they receive their instructor licence, unless directly supervised by a qualified instructor trainer.

Unsuccessful Pilot Course

- If your pilot course is unsuccessful, ICBC will determine next steps.
- Trainees who complete an unsuccessful pilot course may be eligible to participate in the instructor challenge program and be evaluated by ICBC.

Application package checklist

Please attach this checklist to your curriculum submission. Ensure all required items are included.

ICBC Forms — Submit the following completed forms:

- ☐ **Certification Agreement & Schedules A, B, and C** — review carefully and complete the sign-off page
- ☐ **Instructor Training Facility — Personnel List** — complete and sign
- ☐ **Certification Facility — Office and Classroom List** — complete and sign
- ☐ **Instructor Training Facility Curriculum Comparison — Class 5 (Class 5 providers only)**

Course Outline/Syllabus — Your submission must include a course outline or syllabus indicating:

- ☐ List of main topics taught in each block of time (e.g., morning, afternoon, evening)
- ☐ Daily start and end times
- ☐ Break times (*minimum course time excludes breaks*)
- ☐ Scheduling of classroom sessions, practical lessons, and assessments

Course materials — Submit a complete set of detailed lesson plans and assessment tools, including:

Each lesson plan must include:

- ☐ Numbered pages
- ☐ Lesson number and title
- ☐ Materials required for the lesson
- ☐ Learning outcome(s) listed and defined from the agreement (if applicable)
- ☐ Learning objectives (e.g., “By the end of the lesson, the student will be able to...”)
- ☐ Estimated lesson time
- ☐ Main Points or Topics
- ☐ Motivation (rationale)
- ☐ Detailed subject content — either included directly in the lesson plan or referenced through slide notes, handouts, manuals, etc.
- ☐ Step-by-step delivery methods and planned activities, with estimated time stamps as appropriate
- ☐ Debrief
- ☐ Summary
- ☐ Coverage of all required subjects (*Agreement Schedule C for air brakes and Class 5 curriculum. For Class 1 and 6 curricula contact our Driver Education Programs Advisors at DEPA@icbc.com.*)

Other materials:

- ☐ Copies of handouts, slide presentations, and other materials used in delivery of the course
- ☐ A separate list of all course resources (texts, manuals, videos, websites, etc.)
- ☐ Digital copies of videos or web links
- ☐ Assessment forms and scoring criteria
- ☐ School-based written tests with answer keys
- ☐ Any other documents used to assess or record trainee performance

Note: All materials must be type-written and provided in digital format.