

ICBC will cancel the Declaration of Completion (DoC) in the event any of the following fields are incomplete or captured incorrectly:

Section 1 — Student Information:

- Course start and end dates must be completed (course end date cannot be less than 30 days or greater than 365 days from the course start date).
- Checkmark declaring completion of minimum mandatory Class 1 MELT Theoretical Hours.
- Checkmark declaring completion of minimum mandatory Class 1 MELT Practical Hours.
- The number of practical flexible hours for in-yard, off-road and on-road instruction is provided. Practical flexible hours must total six hours (even if more than six hours of training may have been provided).
- The Class 1 MELT final assessment scores achieved by the student are provided. For the final theoretical assessment, the score percentage is indicated. For the final practical assessment, Pass or Fail is indicated.
- Checkmark for whether training occurred using an automatic transmission vehicle or if all of the training hours occurred using a manual transmission vehicle. Only a maximum of ten practical instruction hours may be completed using an automatic transmission vehicle.

Section 2 — Driver Training School Information

- In the table, the first and last name of each driver training instructor who provided Class 1 MELT instruction, including air brake instruction, to the student is indicated.
- Checkmark whether driver training instructor(s) provided practical instruction, theoretical instruction, or both.

Section 3 — Driver Training School Declaration

- The Driver Training School Representative has provided their full name, signed and indicated the date they signed the form.

In addition, ICBC will cancel the DoC if the applicant enrolled in their Class 1 MELT Course prior to obtaining their B.C. Class 1 Learner Driver's Licence.