



## Driver Certification Program Renewal Application Package

### Section 1 - Purpose of the Driver Certification Program

It is a goal of ICBC to reduce driver crashes and vehicle insurance claims by ensuring the effectiveness of driver assessments. Where ICBC driver testing services are not readily available, or where the local demand for driver testing services exceeds the capacity of local ICBC offices to provide driver testing services, Certification Facilities may provide a solution.

Under the Driver Certification Program, Facilities that demonstrate that they can deliver a quantity and quality of driver assessment acceptable to ICBC are granted authority to conduct driver training and assessments that meet specific performance standards.

### Section 2 - Participation Requirements

In order to retain authority to provide driver assessments under the Driver Certification Program, Facilities must satisfy the following criteria:

- Each Facility must be a legal entity and comply with applicable registration requirements under the *British Columbia Company Act* and *Partnership Act*
- Each Facility must maintain a registered office in British Columbia and have access to classroom space suitable for the delivery of their training program
- Each Facility must have a minimum of one ICBC-approved instructor and Assessment Officer in each category of assessment for which they are applying
- Each Facility must submit curricula documenting their course(s) of instruction and have them approved by ICBC
- Each Facility must demonstrate that they have and will continue to deliver a quantity and quality of driver assessments acceptable to ICBC

### Section 3 - Items enclosed with this package

- **Driver Certification Facility—Personnel List (DTC305)**
- **Certification Facility—Office and Classroom List (DTC308)**
- **Driver Certification Extension Agreement** — Includes either a Commercial Vehicle Certification and/or Motorcycle Skills Assessment Extension Agreement

Turn over for a checklist of application requirements.../

## Section 4 - Application Requirements Checklist

Use the following checklist to ensure that you have completed the application requirements:

- I am applying for authority to conduct the following Assessments (check all applicable boxes):
  - Commercial Vehicle On-road Assessments — Classes:  1     2     3     4
  - Air brake Pre-trip Assessments
  - Motorcycle Skills Assessments
- Identify those individuals that are currently serving as Instructors, Assessment Officers and Signing Authorities for your Facility by completing the enclosed *Driver Certification Facility—Personnel List* (DTC305) form.

If you wish to revise your current compliment of instructor(s) or assessment officer(s), please include a resume and supporting documentation for each individual applying for approval as an instructor or Assessment Officer. This documentation must clearly indicate how the applicant meets the requirements as set out in the Agreement Schedule A for Instructors and Schedule B for Assessment Officers. Please include the full names and BC driver licence numbers of these employees on the list.
- Complete the attached *Certification Facility—Office and Classroom List* (DTC308). Facilities must provide ICBC with the current address and telephone or fax number of their office(s) and classroom(s)
- If your course curricula has been modified, include with your submission any relevant revisions, including any modified lesson plans and modified trainee assessment forms.
  - Course revisions are attached — My curricula has been modified since my last submission
  - Course revisions are not attached — My curricula has not been modified since my last submission
- If your test routes have been modified, include with your submission the test routes you are planning to use to conduct class 1, 2, 3 or 4 on-road assessments
  - Test routes are attached — My test routes have been modified since my last submission
  - Test routes are not attached — I am only authorized to conduct Air brake and/or Motorcycle Skills Assessments under the Driver Certification Program
- I confirm that I am a registered company with the BC Registrar of Companies.
- Carefully read the enclosed Extension Agreement prior to signing the Agreement.

Return this completed checklist along with the entire signed Extension Agreement, completed ICBC forms and supporting documentation to the following address:

**ICBC  
Driver Training Unit  
PO Box 3750  
Victoria, BC V8W 3Y5**

If it is determined that your Facility continues to meet the Driver Certification participation and application requirements, a signed copy of the Extension Agreement will be returned to you.