



ICBC Class 1 Mandatory Entry-Level Training (MELT) Driver Training School — Personnel List

This form must be completed as part of your application to become authorized to provide the approved Class 1 MELT course.

Please provide ICBC with the names and sample signatures of the persons appointed by the Driver Training School as signing authorities. Signing authority is defined as persons authorized by the Driver Training School to sign statements regarding the conduct of the approved Class 1 MELT course. Please provide ICBC with the names and driver's licence numbers of all persons employed or contracted by the Driver Training School as driver training instructors. **This form must be completed in ink.**

Schools must notify ICBC in writing, within 10 days, of any change of personnel who act as signing authority and provide ICBC with the person's sample signature. Schools must also notify ICBC in writing, within 10 days, of any change of Instructors authorized by the Driver Training School for delivery of the Class 1 MELT course.

Driver Training School Information

DRIVER TRAINING SCHOOL NAME		DTC NUMBER (if available)
HEAD OFFICE ADDRESS	CITY	POSTAL CODE

Signing Authorities

(The person(s) authorized to act as Signing Authority for the above mentioned Driver Training School for delivery of the Class 1 MELT course)

First and Last Name (please print)	Title	Signature of Signing Authority

Driver Training Instructors

(The person(s) authorized to act as Driver Training Instructors for the above mentioned Driver Training School for delivery of the Class 1 MELT course)

First and Last Name (please print)	Driver's Licence Number	Training Type (Practical/Theory)

Driver Training School Declaration

To the Insurance Corporation of British Columbia:

I declare that the above information is true and correct.

NAME OF SCHOOL SIGNING AUTHORITY (please print)	SIGNATURE	DATE
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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.