



Application for a British Columbia Driver Training Instructor's Licence

PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM PRIOR TO COMPLETING.

I hereby apply to the Insurance Corporation of British Columbia for a Driver Training Instructor's Licence in accordance with the provisions of the Motor Vehicle Act and Regulations of the Province of British Columbia.

Section 1 — Personal Information

SURNAME	GIVEN NAMES	DRIVER'S LICENCE #	DATE OF BIRTH (dd/mm/yyyy)
STREET ADDRESS		CITY	POSTAL CODE
TELEPHONE	CELL PHONE (IF AVAILABLE)	EMAIL ADDRESS (REQUIRED)	FACSIMILE (IF AVAILABLE)

Section 2 — Licence Application Details

Application Type

- ☐ Original (Requires the completion of an instructor training course — see back of form for details)
- ☐ Renewal ☐ Reinstatement ☐ Duplicate

Designation(s)

I am applying for a Driver Training Instructor's Licence with the following Designation(s):

Class: ① ② ③ ④ ⑤/⑦ ⑥/⑧

- ☐ GLP / GLT (to teach both the practical and classroom portion of an ICBC-approved driver education course) — See back of form for details (If required, attach a Graduated Licensing Program Instructor's Course Completion Certificate (MV2488) provided by the training facility).
- ☐ GLP (to teach only the practical portion of an ICBC-approved driver education course) — See back of form for details. (If required, attach a Driver Training Instructor's Course Completion Certificate (MV2499) provided by the training facility).

Section 3 — Application Requirements Checklist

To assist you in completing this application, please check off only the items applicable to your submission

- ☐ Driver Training Instructor Medical Evaluation Form (DTC109) **or** copy of Driver's Medical Examination Report
(**Not required for renewal application**)
- ☐ Driver Training Instructor Medical Examination Request/Consent (**Not required for renewal application**)
- ☐ Criminal Record Search (within Canada)
Have you been charged or convicted of a criminal offence in a jurisdiction outside of Canada? ☐ Yes ☐ No

Instructor Licence fees (fees are payable to ICBC — see back of form for further details)

- ☐ \$30.00 for an original or renewal licence
- ☐ \$15.00 for each duplicate or additional licence required

Number of Licenses required? _____ Total amount enclosed: \$_____

Section 4 — Declaration

By signing this form I declare to the Insurance Corporation of British Columbia that

- the information provided in support of this application is true and correct
- I acknowledge that failure to provide full disclosure may result in the denial of my application and/or the cancellation of any licence issued to me
- I have disclosed any affiliation with ICBC including my employment, or family's employment, with an ICBC, appointed agent, or Service BC driver licence office
- I have not been charged or convicted of a criminal offence in a jurisdiction outside of Canada
- I will immediately advise my doctor if I experience any medical condition that could affect my ability to safely operate a motor vehicle, and
- as the owner or authorized employee of a driver training school, I confirm I've read and will fully comply with Division 27 of the Motor Vehicle Act Regulations available on the Legislation page at dtcbc.com, the Road test booking application legal terms for schools on icbc.com and Code of Conduct (DTC410)

SIGNATURE OF APPLICANT

DATE

RETURN TO: ICBC, DRIVER TRAINING INDUSTRY SUPPORT, PO BOX 3750, VICTORIA, BC V8W 3Y5.

PHONE: 250-978-8370, TOLL FREE: 1-866-339-0363, FAX: 250-978-8032

INSTRUCTIONS FOR COMPLETING THIS FORM

Section 1 — Personal Information

Please complete this section in its entirety in order for us to confirm your identity and contact you when necessary. We also require that you provide your email address so that we are able to send you timely information relating to applicable driver training programs and ICBC initiatives.

Section 2 — Licence Application Details

This section is used to identify the type of instructor's licence you are applying for.

Application type

- **Original** — 1st British Columbia driver training instructor's licence issued. Requires the satisfactory completion of an instructor training course conducted by an authorized instructor training facility. Upon satisfactory completion of an instructor training course, a Driver Training Instructor's Course Completion Certificate (MV2499) will be issued by the facility. This certificate must be provided to the Driver Training Industry Support Unit as proof that the requisite training has been completed.
- **Renewal** — For renewal of instructor's licence. Instructor licences expire on the last day of the 24th month from date of issue.
- **Reinstatement** — Instructors may reinstate their instructor's licence within two years of their instructor licence expiry.
- **Duplicate** — When applying for duplicate (additional or replacement) licences.

Applicable Classes

Example 1: If you are applying for an instructor's licence to teach Class 5/7 (car), check off the following:

① ② ③ ④ ☒ ☒ ⑥/⑧

Example 2: If you are applying for a Class 1 instructor's licence, you are entitled to the following designations:

☒ ☒ ☒ ☒ ☒ ☒ ⑥/⑧

GLP (practical) and GLT (theory) designations

These designations are issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at the Justice Institute of British Columbia. These designations authorize the instructor to teach both the in-car (practical) and classroom (theory) portions of an ICBC-approved driver education course.

- A GLP Instructor Course Completion Certificate (MV2488) must be attached if this is the first time applying for this designation.
- This automatically entitles the instructor to a theory designation on his or her instructor's licence.

GLP — practical only designation

This is a practical designation and is issued to licensed driver training instructors who have satisfactorily completed a GLP instructor course at an authorized instructor training facility.

- A Driver Training Instructor Course Completion Certificate (MV2499) must be attached if this is the first time applying for this designation.
- This authorizes the instructor to teach the in-car (practical) portion of an ICBC-approved driver education course.

Section 3 — Application Requirements Checklist

This section identifies the requirements that individuals must meet in order to obtain an instructor's licence. Check only the boxes that apply to your application.

Criminal Record Search (to be conducted by an RCMP or municipal police detachment) — This is required for original and renewal applications and must be completed within one year of your current application date. Note: If you have been charged or convicted of a criminal offence in a jurisdiction outside of Canada, you must provide details on a separate sheet and attach it to your application (i.e., location and date of offence, description, results/outcome)

Driver Training Instructor Medical Evaluation Form (DTC109) — This form is to be completed by the applicant's family physician. **This form is not required when applying for renewal of an instructor's licence.**

Driver Training Instructor Medical Examination Request/Consent Form (DTC109) — This form is to be completed by the applicant for **original applications only**.

Instructor Licence Fees (payable by cheque or credit card (Master Card or Visa only))

- Fees are payable to the Insurance Corporation of British Columbia (ICBC).
- The cost of an original or renewal licence is \$30.00. There is \$15.00 fee for each duplicate (additional or replacement) licence required.
- Each licence purchased is accompanied by a wallet size version.

Section 4 — Declaration

You must sign this section to declare that the information provided in the application is true and correct. By signing this declaration, you are also confirming that you have disclosed any affiliation with ICBC.



Application for a British Columbia Driver Training Instructor's Licence

This form must be completed and signed by the driver training instructor/applicant for ICBC and RoadSafetyBC to obtain/share copies of medical information for the purposes of assessing the instructor/applicant's fitness to be licensed as a driver training instructor or as a driver for the applicable class.

Driver Training Instructor/Applicant Authorization (please print)

I, _____
SURNAME FIRST NAME & INITIALS

of _____
STREET/PO BOX/RR# CITY, PROVINCE POSTAL CODE

the holder of British Columbia Driver's Licence Number _____
DRIVER'S LICENCE NO.

_____, do hereby authorize
DATE OF BIRTH (ddmmmyyy)

ICBC Driver Training Industry Support and RoadSafetyBC, to obtain/share copies of my most recent medical examination, specialist, visual and hearing report(s). I understand that ICBC and RoadSafetyBC agree to share the above noted information for the purposes of:

- ICBC to assess my fitness to be licenced as a driver training instructor for the applicable class(es) and,
- RoadSafetyBC to assess my fitness to be licensed as a driver for the applicable class (You must contact our department if you wish to have medical information forwarded for review in support of maintaining your driver's licence).

Note: If the examination indicates a known medical condition, additional medical information may be requested.

SIGNATURE OF DRIVER TRAINING INSTRUCTOR/APPLICANT

DATE

Payment

Payment **must be mailed** with this application. Emails, scans or faxes will not be accepted.

Credit card information will not be retained by ICBC. Once payment is processed, this payment form will be destroyed.

Please make cheque payable to: Insurance Corporation of British Columbia (ICBC).

Amount

\$

Cardholder name (as shown on card)

Method of payment:

☐ Cheque

☐



☐



Credit Card Account Number

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Expiry Date

--	--

MONTH

--	--

YEAR

CARDHOLDER SIGNATURE

Please mail payment with your complete application package to:

ICBC Driver Training Industry Support
PO Box 3750
Victoria BC V8W 3Y5

Driver Training contact information:

Phone (administration and call centre hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.)

- Victoria: 250-978-8370
- Elsewhere in B.C. (Toll-free): 1-866-339-0363

Fax

- 250-978-8032

Website

- icbc.com/drivertraining

For ICBC use only – Driver Training Unit

DESCRIPTION

SERVICE CODE(S)

☐ Instructor License: 5263 ☐ Instructor Duplicate: 5267 ☐ Other _____

Personal information provided on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing the payment for your driver training instructor fees. If you have any questions about the collection of information, please contact Driver Training Industry Support at 250-978-8370 or 1-866-339-0363.