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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 —	Persona	l Infor	mation

Section 1 — Personal I	ntorma	ation			
SURNAME		GIVEN NAMES		DRIVER'S LICENCE #	DATE OF BIRTH (dd/mmm/yyyy)
STREET ADDRESS				CITY	POSTAL CODE
TELEPHONE	CELL PHON	E (IF AVAILABLE)	EMAIL ADDRESS (REQU	RED)	FACSIMILE (IF AVAILABLE)
Section 2 — Licence A	pplicat	ion Details			
Application Type					
Original (Requires the co	•		or training course -	 see back of form for de 	tails)
☐ Renewal ☐ Reinstaten	nent 🗀	Duplicate			
Designation(s)					
I am applying for a Driver T			nce with the follow	ing Designation(s):	
	5/7				
					ducation course) — See back of form for Certificate (MV2488) provided by the training
☐ GLP (to teach only the pure (If required, attach a Dri					ee back of form for details. ovided by the training facility).
Section 3 — Application	n Requ	irements Che	ecklist		
To assist you in completing	this ap	plication, please	check off only the	e items applicable to your	submission
☐ Driver Training Instructo (Not required for renew			rm (DTC109) or co	py of Driver's Medical Exa	amination Report
☐ Driver Training Instructo	r Medica	al Examination F	Request/Consent (I	Not required for renewal	application)
☐ Criminal Record Search Have you been charged			nal offence in a juri	sdiction outside of Canad	a? ☐ Yes ☐ No
Instructor Licence fees (f	ees are	payable to ICBC	C — see back of fo	rm for further details)	
☐ \$30.00 for an original or	renewa	l licence			
\$15.00 for each duplicate or additional licence required					
Number of Licenses requir	ed?	Total a	mount enclosed: \$	<u> </u>	
Section 4 — Declaration	n				
 I have disclosed any affilid driver licence office I have not been charged I will immediately advise as the owner or authorized 	in supporto provide ation with or convidence of the convidence of	ort of this applicated full disclosure the ICBC including the ICBC in the ICBC	ation is true and co may result in the do g my employment, al offence in a jurisc e any medical cond raining school, I co	rrect enial of my application and or family's employment, w liction outside of Canada ition that could affect my a nfirm I've read and will full	/or the cancellation of any licence issued to me vith an ICBC, appointed agent, or Service BC ability to safely operate a motor vehicle, and by comply with Division 27 of the Motor grapplication legal terms for schools on icbc.
SIGNATURE OF APPLICANT				DATE	

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

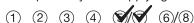
This section is used to identify the type of instructor's licence you are applying for.

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:



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



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 satisfactory 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.**

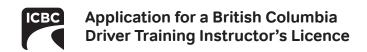
Driver Training Instructor Medical Examination Request/Consent Form (DTC109) — This form is to be completed by the applicant for **original applications only.**

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.



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.

Drive	r Training Instructor/Applicant	Authorization (please print)		
I,				
,	SURNAME	FIRST NAME & INITIALS	;	
of				
	STREET/PO BOX/RR#	CITY, PROVINCE	POSTAL CODE	
the ho	lder of British Columbia Driver's Lic	ence Number	NCE NO.	
	DATE OF BIRTH (ddmmmyyyy)	, do hereby authorize		
	9 , 11	d RoadSafetyBC, to obtain/share copi CBC and RoadSafetyBC agree to share	,	, ,
• ICB	C to assess my fitness to be licence	ed as a driver training instructor for the	e applicable class(es) and,	
		be licensed as a driver for the applica review in support of maintaining your		r department if you wish to
Note:	If the examination indicates a know	n medical condition, additional medic	al information may be requeste	ed.
SIGNA	TURE OF DRIVER TRAINING INSTRUCTOR/APPLIC	ANT 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:	Credit Card Account Number
☐ Cheque ☐ VISA ☐ MasterCard	
	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.