



B.C. Class 1 Mandatory Entry-Level Training (MELT) Course Application and Approval Requirements

To become authorized to deliver B.C. Class 1 MELT, driver training schools must do the following:

Step	Steps to teaching B.C. Class 1 MELT
1	Review the curriculum framework — MELT Course Standards and Curriculum Framework Ensure your school meets all of the criteria in the 'Course Standards' section of the curriculum framework.
2	Ensure your instructors have completed the required MELT Orientation Course (MOC), Graduated Licensing Program Instructor Course (GLPIC) (if applicable), and Air Brake Certificate of Qualification (if teaching air brakes content), so they have the necessary Class 1 MELT designations. Air brake driver training instructors must successfully complete the GLPIC — MELT Air brake theory information
3	Become authorized to deliver B.C. Class 1 MELT course. Contact ICBC Driver Training Industry Support to request an application package and your personalized MELT agreement between your school and ICBC. See contact information at the bottom of this form.
4	Complete all of the following forms on behalf of your school: <ul style="list-style-type: none"><input type="checkbox"/> MELT Course Outline (MV7609)<ul style="list-style-type: none">• The course outline details how your school will deliver the Class 1 MELT course to ensure all of the required curriculum is covered. You may use your own outline template if it provides all of the necessary information, or the ICBC template provided (MV7609).• Any curriculum not provided by ICBC must also be submitted for approval along with a course outline.<input type="checkbox"/> MELT School Personnel List (MV7610)<ul style="list-style-type: none">• The personnel list records the instructors approved to teach the Class 1 MELT course on behalf of your school, as well as those you have authorized as a signing authority.<input type="checkbox"/> Office and Classroom List (MV7611)<ul style="list-style-type: none">• The office and classroom list contains the address details of your school's head office, as well as all of the locations where the Class 1 MELT course will be taught.<input type="checkbox"/> MELT School Agreement<ul style="list-style-type: none">• Review and sign the B.C Class 1 MELT agreement with ICBC. Mail all documents to the return address at the bottom of this form
5	Successfully complete a MELT Pilot Course. Upon approval of your course outline (and curriculum, if applicable), you must schedule, deliver, and pass a pilot course with at least one ICBC evaluator.
6	Deliver B.C Class 1 MELT courses. <ul style="list-style-type: none">• Upon approval your school will be listed on MELT schools (icbc.com) as an authorized Class 1 MELT school.• You will be issued a duplicate driver training school licence with a Class 1 MELT designation.• You will be issued <i>Class 1 MELT Declaration of Completion</i> forms (MV2970) for issuance to students who successfully complete the Class 1 MELT course.• Please note: you cannot issue <i>Class 1 MELT Declaration of Completion</i> forms or advertise that you offer the approved B.C. Class 1 MELT course prior to receiving ICBC approval.

Return to: ICBC Driver Training Industry Support
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