



Introduction

The instructor training certification program allows driving schools that can demonstrate the ability to deliver quality instructor training and assessments to certify driving instructors.

Certification authority is available for the following instructor licence classes:

- Class 5 practical (includes GLP practical designation)
- Class 6 practical and theory
- Class 1 practical (includes Class 2, 3, and 4)
- Air brake practical and theory.

This document explains the requirements and procedures for obtaining this certification authority.

Participation requirements

To obtain approval from ICBC to provide instructor training and assessments under the certification program, your facility must:

- be a legal entity and comply with applicable registration requirements under the British Columbia Company Act, Partnership Act and Private Career Training Institutes Act
- maintain a registered office in British Columbia and have access to classroom space and vehicles suitable for the delivery of the training program
- have a minimum of one ICBC-approved instructor and assessment officer in each category of assessment for which you are applying. Please refer to the agreement for instructor and assessment officer qualifications, and
- submit course curriculum for approval and then conduct an initial “pilot” course that will be evaluated by ICBC.

Instructor and assessment officer requirements

- Each instructor and assessment officer involved in delivering the course must be pre-approved by ICBC (Note: Class 5 instructor trainers and assessment officers must qualify on an evaluation either before or during the pilot course in order for the facility to receive final approval for certification).

Curriculum and other documentation required

You will need to submit a complete hard copy course package that includes all items listed in the application package checklist on the last page of this document. Check the items and attach the checklist to your submission.

- Ensure that all required information is provided and all required signatures and dates are included. **Incomplete submissions will not be reviewed.**
- Retain a copy of all submitted documents for your records. Curriculum materials will not be returned (other than copies of videos).

Also provide proof of the following:

- Company registration — if not already a licenced driver training school, include written confirmation of the company registration with the B.C. Registrar of Companies.
- Bonding — if you will be charging a fee for instructor training, you are required to post a bond of \$3500 for each instructor trainer who teaches the course. Contact Driver Training Administration for more information. Toll free 1-866-339-0363.
- Personnel qualifications — for each person applying for approval as an instructor trainer or assessment officer: include their name, driver’s licence number, and a summary of related driving and instructional experience; with supporting documentation proving that the requirements in Schedule A and B of the enclosed agreement are satisfied.

Reference materials

Please carefully review all the materials in your application package. For additional resources see [dtcbc.com/resources](https://www.dtcbc.com/resources).

Conducting a Pilot Course

Once you have initial approval of your curriculum submission and we've confirmed that the instructor trainers who will teach the course meet ICBC requirements, you will conduct a full instructor training course that will be evaluated by ICBC.

The purpose of this pilot course is to ensure that the course is appropriately delivered and to confirm that instructor trainers have the knowledge and ability to provide effective instruction.

The pilot course must be delivered by those who will regularly deliver the course.

Trainee requirements

- Classroom training must be delivered to a minimum of three trainees. The instructor trainer must teach at least one real trainee — the other two trainees may be mock trainees for the classroom portion.
- Practical training must be delivered to at least one actual trainee.
- All actual trainees must be pre-approved by ICBC before the commencement of training. You must obtain a copy of each trainee's approval letter.

Course delivery requirements

- Training and assessments must be conducted fully and according to the approved course submission and requirements in the agreement.
- Course completion certificates will not be issued to the facility until the pilot course is successful and course approval is finalized.

Advertising requirements

- The pilot course must be advertised in writing as a "pilot course".
- Each trainee must be provided with a written statement with the following information:
 - Completion of the pilot course does not guarantee the issuance of a driver training instructor licence.
 - Completion certificates will not be issued to trainees unless the facility receives final course approval from ICBC.
 - Trainees may be reassessed by ICBC.
- A copy of this written statement must be provided to ICBC before the pilot course.

Pilot course evaluation

- The pilot course will be evaluated by ICBC. The evaluator will provide feedback throughout the course to facilitate on-going improvement.
- Provide the course schedule (dates, times, locations of each lesson) so that time to observe training and assessments can be scheduled. We reserve the right to require 60 days-notice to schedule a pilot course.
- The evaluation will include observation of the following:
 - classroom training (sample or complete course)
 - practical training (sample or complete course)
 - written assessments and feedback to the trainees
 - practical assessments and feedback to the trainees.

Successful pilot course

- If your pilot course is successful, then certification authority will be granted and you will receive a signed agreement and a supply of completion certificates. You can then issue completion certificates to qualifying trainees.
- Trainees will submit their completion certificate to ICBC and — provided all other instructor licensing requirements are met — will be issued a driver training instructor licence with the appropriate class and designations. Trainees may not teach students until they have received their instructor licence unless directly supervised by a qualified instructor trainer.

Unsuccessful pilot course

- If your pilot course is unsuccessful, we will determine your next steps.
- Trainees who complete an unsuccessful pilot course may be eligible to participate in the instructor challenge program and be evaluated by ICBC.

Application package checklist

Please attach this checklist to your curriculum submission. Ensure all required items are included.

ICBC forms – complete these forms:

- Certification Agreement & Schedules A, B, and C – read carefully and complete the sign-off page
- Instructor Training Facility – Personnel List – complete and sign
- Certification Facility – Office and Classroom List – complete and sign
- Instructor Training Facility Curriculum Comparison – Class 5 (Class 5 only).

Course outline/syllabus – indicating the following:

- list of main topics taught in each block of time (i.e., morning, afternoon, evening)
- daily start and end times
- break times (minimum course time does not include breaks)
- scheduling of classroom, practical lessons and assessments.

Course materials – a complete set of detailed lesson plans and assessment tools including:

Lesson plans:

- numbered pages
- lesson titles and estimated lesson times
- materials required for each lesson
- learning objectives for each lesson (By the end of the lesson, the student will be able to...)
- step-by-step delivery methods used and activities planned
- detailed subject content – in the lesson plan or references to handouts, manuals, and so on
- all required subjects are clearly covered (Agreement Schedule C for air brakes and Class 5 curriculum). For Class 1 and 6 curriculum please contact our driver education programs advisor at 604-468-3238.

Other materials:

- copies of handouts, PowerPoint, etc. used in the course
- a separate list of resources – texts, manuals, videos, etc. used in the course
- copies of videos used (or web links) – videos will be returned
- assessment forms and scoring criteria
- school-based written tests with answer keys
- any other forms used to assess or record trainee performance.

Note: All materials to be type-written and provided in hard copy.