

The following information outlines the requirements to become a licensed Driving Instructor. All applicants must meet the general requirements and the specific requirements of each program that they want to deliver.

Individuals wanting to become a licensed Driving Instructor must submit a Driving Instructor License Application (DPLS0045) and the appropriate supporting documentation to Alberta Transportation, Driver Programs and Licensing Standards, as outlined below.

General Requirements:

The following requirements apply to all applicants who want to become licensed Driving Instructors.

The applicant must:

1. Have an operator's licence that was not cancelled or suspended under the Criminal Code (Canada) during the five years immediately preceding the application.
2. Have a driving record satisfactory to the Registrar for the two-year period preceding the date of the application. A current assessment of less than seven demerit points and no operator's licence suspension(s) that expired within the preceding two-year period is required.
3. Provide a Criminal Record Check acceptable to the Registrar. Criminal Record Checks must be obtained from a municipal police service or RCMP detachment; an original document (not copied or faxed); dated within 90 days of the instructor application being received.
4. Have no outstanding fines or account balances with Service Alberta, Alberta Registries.
5. Successfully complete an approved course of instruction or training required by the Registrar. Only Alberta licensed Driver Training Schools are approved to provide this service.
6. Be an employee of a licensed Driver Training School or certified Employee Driver Training Agency authorized by Alberta Transportation to deliver Government of Alberta approved driver education / training programs.
7. Upon successful completion of all training and testing, pay the instructor licence fee, plus applicable service charges and GST, at a Registry Agent office. Proof of payment must be submitted to prior to a licence being issued.

In-Vehicle or Motorcycle Instruction:

The applicant must:

1. Have a valid Alberta operator's licence for at least three years as a fully licensed (non-GDL) driver, in the same category as the class of instructor's licence applied for, as specified below, **OR**
2. Have a minimum of three years driving experience with a Class 1, 2, 3, 4 or 5 Alberta operator's licence, or a driver's licence issued by another jurisdiction that, in the Registrar's opinion, is equivalent.

Vehicle	Alberta Operator's Licence Required	Instructor Class
Tractor/Trailer	Class 1 and Air Brake Program ³	1
Bus	Class 1 or 2 and Air Brake Program ³	2
Tandem Truck	Class 1, 2 or 34 and Air Brake Program ³	3
Car	Class 1, 2 or 4	5 ¹
Motorcycle	Class 16, 26, 346, 46 ²	6 ¹

¹Must have a valid Alberta operator's licence for at least three years as a fully licensed (non-GDL) driver, in the same category as the class of instructor's licence applied for.

² Class 36, 56 or 6 only with acceptable medical examination on file with Alberta Transportation, Driver Programs and Licensing Standards.

³ An air brake Notice of Driver Education Completion form (DPLS0047) or a Notice of Air Brake Program Completion form (DPLS0005) is proof of attending an Alberta Air Brake Course. A copy of an air brake certificate from another Canadian jurisdiction may qualify as well.

3. Successfully complete a course of in-vehicle or motorcycle instruction required by the Registrar. Only Alberta licensed driver training schools are approved to provide this instruction.
4. Pass a timed knowledge test comprised of questions based on the following reference manuals:
 - *Today's Driving Manual* and/or *Today's Motorcycle Workbook*.
Available from driver training schools or for purchase from:
C.A.E. Safety Consultants Inc. Telephone: 403-287-7775
PO Box 7220, Station Central Fax: 403-243-4628
Calgary AB T2P 3M1
 - Only Class 6 instructors need reference *Today's Motorcycle Workbook*, in addition to *Today's Driving Manual*.

- The *Traffic Safety Act, Driver Training and Driver Examination Regulation, Operator Licensing and Vehicle Control Regulation, Use of Highway and Rules of the Road Regulation and Vehicle Equipment Regulation*.

This legislation can be purchased or viewed online from:

Alberta Queen's Printer Bookstore
10611– 98 Avenue NW
Main Floor, Park Plaza Building
Edmonton AB T5K 2P7
Telephone: 780-427-4952
Fax: 780-452-0668
Website: <http://www.qp.alberta.ca/>

- Alberta's Driver's Guides.
Available from the driver training school providing your instructor training, Alberta Registry Agent offices, or online at:
<http://www.transportation.alberta.ca/DriversVehicles.htm>.
- *Learning and Teaching Theory for Driver Training Instructors and the Driver Training School/Instructor Guide*.
Available for study from the driver training school providing your training.

5. Purchase a Class 1 Government Road Test Permit from any Registry Agent office.

- The permit must be presented to a Driver Programs Administrator, who will conduct the practical examination.
- A new permit must be purchased in the event of a failure.

6. Pass a practical examination.

- The applicant must provide a fully equipped driver training vehicle (as defined in the *Driver Training and Driver Examination Regulation*) for the practical examination.
- Instructor licences will be restricted to Automatic Transmission Vehicles instruction only, unless the practical examination is satisfactorily completed on a standard transmission vehicle.

Alberta Air Brake Program:

The applicant must:

1. Hold a valid Alberta Class 1 operator's licence, or a Class 2, 3, 4 or 5 non-GDL licence with an air brake "Q" endorsement.
2. Be an employee of an organization approved by Alberta Transportation to deliver the Alberta Air Brake Program.

3. Provide proof of successful completion of an approved air brake course.
 - Submit an air brake Notice of Driver Education Course Completion (DPLS00047) form or Notice of Air Brake Program Completion form (DPLS0005). A copy of an air brake certificate from another Canadian jurisdiction may qualify as well.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of three years experience operating vehicles equipped with air brakes.
 - Submit a confirmation letter from employer(s).
 - Be a Heavy Equipment Technician with two years of current experience repairing or servicing air brakes.
 - Submit a copy of your Heavy Equipment Technician certificate and letter from employer(s) confirming active repair or service of air brake systems during the last two years.
 - Be a Heavy Equipment Technician licensed by Alberta Transportation to inspect vehicles equipped with air brakes.
 - Submit a copy of Heavy Equipment Technician certificate and Vehicle Inspection Technician Licence.
 - Be an instructor employed by an educational institute recognized under the *Post-Secondary Learning Act* that delivers the Alberta Air Brake Program.
 - Submit confirmation letter from employer.

Candidates approved for air brake instructor training must successfully complete a training course offered exclusively by NAIT or SAIT Polytechnic.

Long Combination Vehicles Program:

The applicant must:

1. Hold a valid Alberta Class 1 operator's licence and provide proof of successful completion of an approved air brake course and a long combination vehicles course.
 - Submit an air brake Notice of Driver Education Course Completion form (DPLS00047) or Notice of Air Brake Program Completion form (DPLS0005). A copy of an air brake certificate from another Canadian jurisdiction may qualify as well.
 - Submit a copy of a valid annual Long Combination Vehicles Driver's Certificate.
2. Be an employee of an organization approved by Alberta Transportation to deliver the Alberta Long Combination Vehicles Program.

3. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of three years experience during the last five years as a tractor-trailer operator
 - Submit a confirmation letter from employer(s).
 - Be a full-time safety supervisor at a firm that operates not less than 15 tractor-trailer units.
 - Submit a confirmation letter from employer(s).
 - Be a licensed driving instructor employed by a licensed driver training school authorized to deliver this program
 - Provide instructor licence number.
 - Be an instructor employed by an educational institute recognized under the *Post-Secondary Learning Act* that delivers the Alberta Air Brake Program
 - Submit confirmation letter from employer.

Candidates approved to become Long Combination Vehicles Program Instructors must successfully complete an instructor training course offered exclusively by the Alberta Motor Transport Association (AMTA).

Professional Driver Improvement and Defensive Driving Courses

The applicant must:

1. Hold a valid Alberta Class 1, 2, 3, 4 or 5 non-GDL operator's licence.
2. Be an employee of an organization approved by Alberta Transportation to deliver a Defensive Driving Course or Professional Driver Improvement Course.
3. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have received Defensive Driving / Professional Driver Improvement Course instructor training from any organization authorized by Alberta Transportation to conduct such training.
 - Submit proof of having received training.
 - Hold a valid Alberta driving instructor's licence:
 - With at least 1,000 hours of in-vehicle driver instruction or 100 hours of classroom instruction in an approved driver education course during the two year period preceding the commencement of Defensive Driving Course / Professional Driver Improvement instruction, and
 - Is recommended by the senior instructor, and

- Has conducted at least two full courses under the supervision of a licensed Defensive Driving / Professional Driver Improvement Course instructor.
- Submit a recommendation letter from the senior instructor of the driver training school including all the information in the above bullets as well as the instructor's licence number.

School Bus Driver Improvement Program:

The applicant must:

1. Hold a valid Alberta Class 1, 2 or 4 operator's licence with a school bus "S" endorsement.
2. Be an employee of an organization approved by Alberta Transportation to deliver the Alberta School Bus Driver Improvement Program.
3. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of three years experience as a school bus operator during the last five years.
 - Submit a confirmation letter from employer(s).
 - Be an administrator with experience in providing school bus operator training.
 - Submit a confirmation letter from employer(s).
 - Hold a valid Alberta Class 2 driver instructor's licence
 - Provide instructor licence number.

Candidates approved to become School Bus Driver Improvement Program Instructors must successfully complete the Alberta Train the Trainer course offered exclusively by the Alberta Student Transportation Advisory Council (ASTAC).

Should you require additional information, please contact at Driver Programs Administrator at:

Alberta Transportation
 Driver Programs and Licensing Standards
 Room 109, 4999 – 98 Avenue NW
 EDMONTON AB T6B 2X3
 Telephone: 780-427-8901
 Fax: 780-427-0833

Alberta Transportation
 Driver Programs and Licensing Standards
 1st Floor, 803 Manning Road NE
 CALGARY AB T2E 7M8
 Telephone: 403-297-6679
 Fax: 403-297-8682

Toll-free in Alberta by first calling 310-0000.