

The following information outlines the requirements to become a Certified Instructor of the various Commercial Driver Training Programs. You only need to read the sections that apply to the program you wish to deliver.

Individuals wanting to become a Certified Instructor must submit Certified Instructor Application Commercial Driver Training Programs form (REG3190) and the supporting documentation for the appropriate program as outlined below.

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 a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver the Alberta Air Brake Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 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 air brakes.
 - Submit a copy of your Heavy Equipment Technician certificate and letter from employer(s) confirming active repair 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 a Certified Employee Training Agency approved by Alberta Transportation to deliver the Alberta Long Combination Vehicles Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 years experience during the last 5 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 a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver a Defensive Driving Course or Professional Driver Improvement Course.
3. Have no outstanding fines or account balances with Service Alberta.
4. 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 licensed 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 an experienced 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 a Certified Employee Driver Training Agency approved by Alberta Transportation to deliver the Alberta School Bus Driver Improvement Program.
3. Have no outstanding fines or account balances with Service Alberta.
4. Meet at least one of the following requirements and submit appropriate documents as listed below.
 - Have a minimum of 3 years experience as a school bus operator during the last 5 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 instructor training course offered exclusively by the Alberta Student Transportation Advisory Council (ASTAC).

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

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Telephone: 780-427-8901
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1st Floor, 803 Manning Road NE
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Toll-free in Alberta by first calling 310-0000.