



Application to become an Accredited Driving Instructor (ADI) or Heavy Vehicle Assessor (HVA)

Application type	
(A) Accredited Driving Instructor (ADI)	(B) Heavy Vehicle Assessor (HVA)

(A) Application checklist for ADI						
I have attached my completed Commercial Driver's Health Assessment form.						
I have attached 5-year Statement of Driver Licence History.						
<p>I have attached one of the following options:</p> <table border="0"> <tbody> <tr> <td>a) Certificate IV in Motor Vehicle Instruction (Car)</td> <td>Instruction only</td> </tr> <tr> <td>b) Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) and Driving Instructor Skill Set certificate.</td> <td>Instruction and assessment</td> </tr> <tr> <td>c) Instruction and assessment - Certificate IV in Motor Vehicle Instruction (Car) and Driving Instructor Skill Set.</td> <td>Instruction and assessment</td> </tr> </tbody> </table> <p>Note: course completion dates should be no more than 12 months old</p>	a) Certificate IV in Motor Vehicle Instruction (Car)	Instruction only	b) Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) and Driving Instructor Skill Set certificate.	Instruction and assessment	c) Instruction and assessment - Certificate IV in Motor Vehicle Instruction (Car) and Driving Instructor Skill Set.	Instruction and assessment
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I have attached a colour copy of my current ACT Working With Vulnerable People (WWVP) card (both sides).						
I have attached a recent passport sized photograph.						
I have attached evidence of my Driver Instructor Public Liability Insurance covering at least \$5,000,000.						
I have attached or in the process of obtaining a Passed Certificate of Inspection from the Access Canberra Motor Vehicle Inspection Station showing approved dual controls have been fitted to the vehicle. Please note you will need to present an Engineer's Certificate at the time of inspection. To book an inspection, please call Access Canberra on 13 22 81.						

(B) Application checklist for HVA			
I have attached my completed Commercial Driver's Health Assessment form.			
I have attached 5-year Statement of Driver Licence History.			
<p>I have attached one of the following options:</p> <table border="0"> <tbody> <tr> <td>a) Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction) and Driving Instructor Skill Set.</td> </tr> <tr> <td>b) Certificate IV in Motor Vehicle Instruction (Heavy Vehicle) including elective unit TAEASS412 Assess Competence.</td> </tr> <tr> <td>c) Certificate IV in Motor Vehicle Instruction (Heavy Vehicle) and Driving Instructor Skill Set.</td> </tr> </tbody> </table> <p>Note: course completion dates should be no more than 12 months old</p>	a) Certificate IV in Transport and Logistics (Road Transport - Heavy Vehicle Driving Instruction) and Driving Instructor Skill Set.	b) Certificate IV in Motor Vehicle Instruction (Heavy Vehicle) including elective unit TAEASS412 Assess Competence.	c) Certificate IV in Motor Vehicle Instruction (Heavy Vehicle) and Driving Instructor Skill Set.
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I have attached evidence of my Driver Instructor Public Liability Insurance covering at least \$5,000,000.			

Application details			
Surname	Given name	Other names	
Date of birth	Driver licence number	Class	State of issue
Business hours contact number	Mobile phone number	Email	
Residential address			
Postal address			
Driving school / company (if applicable)			
Dual control vehicle's registration number			

Accreditation period	
5 years	1 year

Payment
Once your application has been approved, you will be emailed a link to make payment online.

Declaration
<p>I declare that the details supplied on this form and attached are true and correct. I understand that my application for accreditation may not be issued or renewed if I do not provide required documentation. I consent to this information being used for the purpose of reviewing my application and maintaining accreditation records.</p> <p>Signature _____ Date _____</p> <p>For more information about how Access Canberra handles your personal information, including a copy of our Privacy Policy please see our Information Privacy page. If you have any questions about how Access Canberra handles your personal information you can contact us.</p>

Additional notes