



## Application to renew Accredited Driving Instructor (ADI) or Heavy Vehicle Assessor (HVA)

<b>Name:</b>	<b>Accreditation type</b>	ADI	HVA
<b>ADI / HVA number:</b>	<b>Accreditation period</b>	5 years	1 year

### Renewal

I have attached my completed Commercial Driver's Health Assessment form.

I have attached a colour copy of my current ACT Working With Vulnerable People (WWVP) card (both sides).

I have attached evidence of my Driver Instructor Public Liability Insurance covering at least \$5,000,000.

### Payment

Once your renewal application has been approved, you will be emailed a link to make payment online for the period of accreditation requested, either one year or five years.

### Declaration

I understand that I must have insurance cover for the entire accreditation period and that it is an offence under the Driver Licensing Regulation to not have this insurance. Failure to have this insurance is also a breach of the Code of Practice and is grounds for suspension or cancellation of my accreditation.

Access Canberra auditors may require you to provide evidence of this insurance at any time.

I understand that I must have a valid ACT Working With Vulnerable People (WWVP) card for the entire accreditation period and that failure to do so may result in suspension of my accreditation.

Access Canberra auditors may request to view your ACT WWVP Card at any time.

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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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](#).

**Update your contact details and address here / notes**