



## Commercial Driver Instructor Certification Process

Driver instructors are governed by *The Driver Training Regulations, 2011*. Instructors must hold a valid instructor's certificate to provide instruction for hire, tuition, or salary. They must also be employed by or be the owner and operator of a certified training school.

### **Admission requirements**

The following requirements must be completed and submitted to the Saskatchewan Trucking Association (STA) prior to the start of the three-day Instructional Design and Delivery (IDD) course:

#### **1. Application form**

- submit a completed Commercial Driver Instructor application form available at [www.sasktrucking.com](http://www.sasktrucking.com)
- you must be employed by an SGI certified training school to apply, and you must indicate the name of the certified training school on your application form

#### **2. Licence requirements**

- you must hold a valid Canadian or U.S. Class 1A licence and have held it for three years immediately preceding the date of this application
- your driver's licence must be unrestricted (i.e. no "M" – automatic transmission restriction)

#### **3. Satisfactory driving record**

- submit a current commercial driver's abstract for the past 10 years; must be dated within the last 30 days
- your driving history will be reviewed and must meet or exceed safe driving standards established by the administrator (SGI)

#### **4. Commercial driving experience and employment history**

- you must have five years, 500,000 km, or 6,000 hours of Class 1A driving experience in North America in the past 10 years
- submit verified employment experience on company letterhead from previous employers or attach a resume with current contact information for past employers

#### **5. Education requirements**

- submit a transcript with proof of Grade 10 or equivalent

#### **6. Criminal record check**

- submit a criminal record check dated within the last 30 days
- this is to be completed by local law enforcement from the municipality in which you reside

#### **7. English proficiency**

- all instructor courses and the MELT course are conducted in English
- proficiency in the English language is a requirement to succeed in these programs and to communicate effectively when instructing MELT students
- you may be requested to prove your level of communication with official transcripts or test scores

## 8. Examination process

- you must pass SGI's written Class 1 knowledge exams for Classes 1, 3, basic, signs and air brakes with a score of 90% or higher on each exam
- you must also pass SGI's Class 1 road test, trip inspection and air brake inspection

### Part 1: Written examinations

A multiple-choice exam consisting of the following:

- sign identification and basic knowledge of driving techniques from the Saskatchewan Driver's Handbook and the Saskatchewan Professional Driver's Handbook
- air brake knowledge from the SGI Air Brake Manual
- all handbooks and manuals are available on the SGI website at [www.sgi.sk.ca/learn](http://www.sgi.sk.ca/learn)
- written exam fee: \$25 per attempt

### Part 2: Road test

The Class 1A commercial driver instructor road test consists of the following:

- Class 1 road test based on driving techniques and road rules as per the Saskatchewan Driver's Handbook and the Saskatchewan Professional Driver's Handbook
- Class 1 trip inspection based on the procedures found in the Saskatchewan Professional Driver's Handbook
- air brake practical test based on the procedures found in the SGI Air Brake Manual
- all handbooks and manuals are available on the SGI website at [www.sgi.sk.ca/learn](http://www.sgi.sk.ca/learn)
- the road test is approximately three hours in duration
- you must supply the appropriate class of vehicle required for testing at your own expense
- to schedule an appointment for a commercial driver instructor road test, please call 1-844-TLK-2SGI (1-844-855-2744)
- payment must be made by credit card at time of booking
- exam fees:
  - road test \$100.00
  - trip inspection \$55.00
  - air brake test \$55.00

## Apprentice instructor certification requirements

You must successfully complete the following to obtain apprentice instructor certification status:

### 1. Training with a senior instructor at the employing driver training school

- complete 47 hours of MELT classroom training:
  - you can take this in-person with the training school or online through SGI at no charge
  - you must pass each of the module exams with a score of at least 80%
  - you must pass the written MELT final exam with a score of at least 80% at an SGI test office
  - written exam fee: \$25 per attempt



## Commercial Driver Instructor Certification Process

- you must observe a senior instructor delivering practical training to students for 40 hours
- you must deliver 40 hours of practical training to students while being observed by a senior instructor
- all training hours and results must be recorded on a daily progress report and submitted to SGI for verification prior to the assessment being scheduled

### 2. STA's Instructional Design and Delivery (IDD) course

- this is a three-day course delivered in-class or virtually through Zoom
- go to [www.sasktrucking.com](http://www.sasktrucking.com) to apply for this course
- course fee: \$550

### 3. SGI assessment

- an assessment will be conducted over two separate days
- you're required to successfully deliver MELT instruction to students based on the following:
  - day one – deliver 3 to 4 hours of in-class instruction
  - day two – deliver 4 to 6 hours of in-yard and in-cab instruction
  - a one-hour debrief will take place one-on-one following each day's assessment
- you must successfully complete the assessment to obtain apprentice instructor status

### 4. Apprentice instructor certification

- upon successful completion of the assessment, SGI will send you an application for an Apprentice Commercial Driver Instructor Certificate
- certification fee of \$100.00 (made payable to SGI) must be submitted with your application
- an instructor card will be issued with a one-year expiry date and must be presented to a peace officer when requested
- the training school must complete an Employee Roster Change form and submit a \$15 fee
- the apprentice instructor certification status is valid for up to 12 months
- an apprentice instructor must work under the supervision of a senior instructor who is working in the same location – the senior instructor must be available to the apprentice instructor for assistance if required

### Senior instructor certification requirements

Within 12 months of obtaining an apprentice certification status, the instructor must successfully complete the following to obtain a senior instructor certification status:

#### 1. STA's Commercial Driver Instructor Preparation Course

- this is a 10-day course delivered in-class or virtually through Zoom
- go to [www.sasktrucking.com](http://www.sasktrucking.com) to apply for this course
- course fee: \$3,150



## Commercial Driver Instructor Certification Process

### 2. Commercial driving instructional techniques

- continued training of in-yard and in-cab instructional techniques is delivered by a senior instructor at the employing training school

### 3. SGI assessment

- an assessment will be conducted over two separate days
- you must successfully deliver MELT instruction to students based on the following:
  - day one – delivery of 3 to 4 hours of in-class instruction
  - day two – delivery of 4 to 6 hours of in-yard and in-cab instruction
  - a one-hour debrief will take place one-on-one following each day's assessment
- you must successfully complete the assessment to obtain senior instructor status

### 4. Senior instructor certification

- when you've successfully completed the assessment, the instructor's certification status will be upgraded to a senior commercial driver instructor and a new instructor card will be issued

### **Re-certification and professional development requirements**

Instructor renewals occur every two years on August 15.

Instructors are required to complete two professional development (PD) credits over the two-year period. One PD credit is equal to a course that is 8 hours or more in length. The course must be pre-approved by SGI to ensure the content is relative to commercial driver education.