

Apply to be a Certified Motorcycle Instructor to conduct Compulsory Basic Training (CBT) or Direct Access Scheme Courses.



Please read the notes on the final pages prior to completion.

The form should be completed electronically or in block capitals using black ink, boxes should be marked with an 'X' where appropriate.

1 Details of Applicant

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

First name(s) _____

Last name _____

Home address line 1 _____

Address line 2 _____

Address line 3 _____

Town / City _____

Postcode _____

Email address _____

Mobile number _____

Date of Birth _____

2 Licence details section

Driving licence number _____

Length time full category A or A2 licence held _____

Please indicate qualifications held:

CBT assessment successfully completed? Y/N _____

DAS assessment successfully completed? Y/N _____

3 Character details

Please attach your current DBS certificate which must have been issued in the last six months. (see notes)

- ☐ I have included a copy of my recent DBS certificate with this form
- ☐ I give you permission to use the DBS certificate I have previously provided
- ☐ I have provided my share code details with this form

Do you intend to give instruction in Scotland? Yes/No _____

It is a legal requirement to be registered in the PVG scheme if providing instruction to children or protected adults in Scotland. It is an offence to do so without being registered in the scheme.

PVG Membership Number _____

Date Of Registration _____

Have you received any fixed penalties for motoring offences within the last four years? Yes/No _____

If yes, please give details _____

Have you any cautions or convictions (current or spent) for motoring offences?

Yes/No _____

If yes, please give details below: (Use a separate sheet if necessary)

Offence(s): _____

Name of court: _____

Date of conviction: _____

Penalty imposed: (penalty points and / or ban etc.)

Have you any cautions or convictions (current or spent) for non-motoring offences?

Yes/No _____

If yes, please give details below: (Use a separate sheet if necessary)

Offence(s): _____

Name of court: _____

Date of conviction: _____

Penalty imposed: _____

Are you waiting for any kind of court proceedings to be taken against you?

Yes/No _____

If yes, please give details below: (Use a separate sheet if necessary)

4 To be completed by ATB

ATB Name _____

ATB Number _____

ATB address line 1 _____

ATB address line 2 _____

ATB Postcode _____

Declaration by ATB authority holder

I [name of authority holder] _____

Apply for [name of applicant] _____

to be authorised on behalf of this ATB as a;

Choose type of instructor qualification held; _____

Certified Down Trained Instructor
Certified CBT Assessed Motorcycle Instructor
Certified Direct Access Instructor

I understand as the ATB Authority holder I am responsible for the standard of training provided by the new instructor and that they have been properly trained to the required standard.

Signed: _____

Declaration by the CBT Assessed Instructor (Down Trained Applications Only).

To be completed only by the certified assessed instructor who “down trained” the applicant.

I [name of down training instructor] _____

certify that, in accordance with part V of the regulations I have personally trained

[name of applicant] _____

In the full requirements for instruction of compulsory basic training. I confirm they are now able to deliver CBT to the required standard and training records are available on request.

I understand as the downtraining instructor I am responsible for the standard of training provided the new instructor.

Signed: _____

Date: _____

Instructor certificate number: _____

5 Declaration of responsibilities by applicant

- (i) I declare that the information I have given in this form (including any attachment if applicable) is to the best of my knowledge true and correct. I understand that I must inform DVSA within 7 days:
- If I am convicted of any offence (including motoring offences and fixed penalty notices)
 - If I change my address
- (ii) I understand that all CBT courses must be provided in accordance with the regulations.
- (iii) I understand that I have a responsibility to ensure that:
- CBT course are conducted only on sites which have been approved by DVSA
 - sites must be clear of all obstructions, including vehicles and pedestrians, and maintained to a suitable standard
 - all participants must wear appropriate safety apparel bearing the name of the ATB throughout the duration of the CBT course
 - training machines used during the CBT course will comply with all legal requirements at all times
 - DL196 certificates will be kept in a safe and secure place

CBT Assessed Instructors

- (iv) In accordance with the conditions of Appointments, I shall ensure that other certified instructors authorised with the ATB continue to be taught, have reasonable access to and are regularly monitored by me, as a CBT assessed instructor.
- (v) In addition to the ongoing supervision mentioned above I will personally monitor the standard of instruction and assessment of all certified instructors within my jurisdiction on at least 4 occasions a year.

Direct Access Instructors

- (vi) I understand and agree to abide by the conditions applying to direct access supervision.

Applicant's Signature _____

Date of signing _____

I give permission for DVSA to use the photograph on my driving licence for my motorcycle instructor certificate

Yes / No _____

Notes

Please read notes before completing this form. Applications will only be considered if they have been fully and accurately completed.

If you have said No to allowing DVSA to use the driving licence photograph you must send one passport size photograph of the applicant. This must be named and dated on the rear by the applicant.

1. Licence details

The applicant is required to give details about their driving licence. In order to become a certified motorcycle instructor the applicant must be aged 21 or over and have held a full British motorcycle licence category A/A2 for a period of at least 3 years. This can include an aggregate of A2 and A.

2. Character details

The applicant must provide a valid DBS certificate issued within the last six months. If you are currently on the approved motorcycle register and have already supplied DVSA with a DBS certificate within the last 3½ years, you can opt for us to use that one. Please note however that the instructor certificate will then last 4 years from the date of the original instructor certificate.

You can provide us with a share code for your DBS. For this you will need to provide the DBS certificate number and the share code on the same email when sending your form. Please be aware that we may still need to see a copy of the physical certificate.

The applicant must give details of any motoring or non-motoring offences which will be taken into account in assessing their suitability to be authorised as a certified motorcycle instructor. Each applicant is required to notify the Agency of any offence within 7 days (including motoring and non-motoring). A serious view is taken of any failure to do so. If the applicant has declared an offence, details of any circumstances should be included on a separate sheet and securely attached to the application.

Details of convictions, licence endorsements and disqualifications not yet spent should be declared.

The Rehabilitation of Offenders Act 1974 explains when a conviction becomes spent and when you do not have to declare it. You can get further advice from the Citizen's Advice Bureau or your legal advisor.

Any information provided by the applicant may be communicated to the Approved Training Body if a query with the application should arise.

3. Regulations

The regulations referred to are The Motor Vehicles (Driving Licences) Regulations 1999 (as amended).

4. CBT Instructor Assessments

Details of Instructor Assessments will be communicated to your Approved Training Body (Bodies)

5. Declarations made on behalf of the ATB

The Agency requires that the declarations made on behalf of the ATB contained within the form be signed by the person who conducted the downtraining and the named authority holder. DVSA may take further action where the downtraining of instructors by an ATB gives cause for concern.

6. CBT Instructor Certificates

An instructor will be required to successfully complete the CBT and DAS assessment again if they have not held a certificate for a period of 12 months from the date of expiry or removal of their last CBT instructor certificate.

Before sending the form the ATB should check that:

- All relevant sections are completed and declarations signed
- The applicant has either given permission to use the photograph from their driving licence or have enclosed a named and dated passport size photograph.

When completed please email this form and the DBS certificate to: cbt@dvsa.gov.uk

(Once you have signed the form you may scan, copy or photograph the document and send it to DVSA. It must be completed fully and be clearly legible.)

If you are unable to email your forms you may post them to;

CBT Section
Driver and Vehicle Standards Agency
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

DVSA aim to process correctly completed applications within 10 working days of receipt.