



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
- 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 in less than 2 incorrect answers for 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
- written exam fee: \$25 per attempt

Remove the requirement for the Written Exam on applicants who don't move forward.

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
- 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

Remove the requirement for the Road Test on applicants who don't move forward.

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



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- written exam fee: \$25 per attempt
- 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 to apply for this course
- course fee: Contact Sask Trucking Association for pricing

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 Instructor Declaration & Authorization form to complete and submit
- submit a certification fee of \$100.00 (made payable to SGI)
- 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 an 8-day course delivered in-class or virtually through Zoom
- go to www.sasktrucking.com to apply for this course
- course fee: Contact Sask Trucking Association for pricing



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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 professional development over the two-year period