

I endorsements:

How to become a driving instructor

If you teach people how to drive on a road for financial or commercial gain, you must have a current driving instructor endorsement on your driver licence. This is called an I endorsement.

If you're not sure whether you need an I endorsement, call us on 0800 822 422.

How do I get an I endorsement?

You'll need to get an I endorsement for each class of driver licence you want to teach. For example, you'll need an I(1) endorsement to teach people how to drive light motor vehicles (class 1 driver licence), but you'll need an I(6) endorsement to teach people how to ride motorcycles (class 6 driver licence).

Before you can apply for an I endorsement, you must have held a full New Zealand driver licence of the class or classes you want to teach for **at least two years**. For example, if you want to teach class 1 and class 2, you must have held a full New Zealand licence for **both** class 1 **and** class 2 for at least two years.

You'll need to:

- successfully complete an approved driving instructor course
- complete and submit an application form
- prove your eyesight meets the required standard
- pass the fit and proper person check
- sit and pass a practical driving test
- pay the application, vetting and practical driving test fees.

You may also need to provide a medical certificate.

Completing a course

You'll need to provide evidence that you have successfully completed an approved driving instructor course. Approved courses cover the specialist knowledge and skills that driving instructors need.

What will the course cover?

The approved course for the driving instructor endorsement (I) is aligned with unit standards on the New Zealand Qualifications Authority (NZQA) framework. If you successfully complete a course you have the opportunity to have the unit standards you've achieved count towards a national certificate as well as a driver licence endorsement.

In the course you'll be trained and assessed in the following unit standards:

- 16646 - Develop and follow through on individual driver training plans

- 16647 - Describe implications for driver educators of factors that affect people's learning
- 14511 - Describe knowledge required by driver educators of road transport legislation
- 14521 - Observe and analyse a person's driving and determine optimal ways to achieve required performance
- 14523 - Carry out in-vehicle driver training
- 20179 - Describe light motor vehicle dynamics and handling characteristics
- 20180 - Demonstrate knowledge of hazard detection and responses
- 3466 - Apply risk reduction techniques and strategies while driving.

You'll also have a driving assessment completed on your own driving skills. This driving assessment, along with all the practical driving on the course, will be conducted in a vehicle with a manual transmission.

Note: the I endorsement, when granted, will allow instruction to be given in vehicles with either manual or automatic transmissions.

You can view the unit standards mentioned above on the NZQA website.

You'll be given a certificate when you successfully complete the course, which you will need to submit as part of your application.

Where can I find out about courses?

- Find a course provider on the Transport Agency website at www.nzta.govt.nz/course-providers
- call us on 0800 822 422.

What else do I have to do?

You can't work as a driving instructor just because you've successfully completed the course. You must complete the process set out in this factsheet to get the I endorsement on your driver licence.

Putting your application in

You can apply for an I endorsement at any Transport Agency driver licensing agent.

You'll need to bring:

- a completed *Application for new V, I or O endorsement form* (DL20B). The form is available at www.nzta.govt.nz/form-DL20B or from driver licensing agents

- evidence of your identity, which can be either:
 - your New Zealand photo driver licence (which must be current or expired up to two years) or your current New Zealand passport, or
 - two other acceptable forms of evidence of identity (see Factsheet 20 *Identification for driver licensing* for further information and a full list of acceptable identity documents)
- a medical certificate (if applicable)
- a certificate showing you've successfully completed an approved driving instructor course
- a *Notice of determination* (if applicable, you may not need to have the fit and proper person check again if you hold a current P, V, or O endorsement)
- a means of paying the application, vetting and full licence practical test fees (cheque, cash or EFTPOS).

You should allow 10 working days for your application to be processed (providing you have supplied all the necessary information and documentation). This is because we need to carry out a fit and proper person check.

If you give us your email address, we'll send you updates on your application status. We'll also email you a link so you can track your application's progress online.

Should I do the driving instructor course before or after I put in my application?

Every applicant for an I endorsement is subject to a fit and proper person check (see the Fit and proper person check section). You may not want to complete the driving instructor course until you're certain that you meet the fit and proper person criteria.

When you put your application in, you can either:

- provide a certificate showing you've successfully completed an approved course (and book your practical driving test), or
- submit your application without having completed an approved course and **either**:
 - wait for the result of the fit and proper person check before doing a course (and booking the practical driving test), or
 - complete an approved course (and book your practical driving test) while you wait for the result of the fit and proper person check.

Medical certificate

You need to present a medical certificate for an I endorsement if:

- you haven't submitted a medical certificate for classes 2 to 5 or endorsements P, V, I or O in the last five years
- you've developed a medical condition that could adversely affect your ability to drive safely, or a condition has worsened
- you're requested to by the Transport Agency (regardless of when you last presented a medical certificate).

A medical certificate must be from a New Zealand-registered health practitioner and dated no more than 60 days before the date of your application. The health practitioner could be your usual doctor (GP), a registered nurse or nurse practitioner, or a specialist if appropriate.

Eyesight requirements

Good vision is essential to driving a vehicle safely. Your health practitioner may check your eyesight when they issue your medical certificate. If they don't, you can prove that your eyesight is acceptable by:

- passing an eyesight check at a driver licensing agent, or
- presenting an original eyesight or medical certificate issued by a New Zealand registered optometrist or health practitioner (no more than 60 days old).

You may take the eyesight test while wearing glasses or contact lenses. Your licence will then have a condition that you must always wear these while driving.

If you try to pass the eyesight check at an agent and fail, then you must provide a satisfactory eyesight or medical certificate. Your application won't be completed (and you won't get a licence) until you've provided the certificate.

Sight in only one eye can dramatically affect your ability to judge distance. If you can only see out of one eye, or only have one eye, you must present an acceptable certificate stating that you're safe to drive.

Practical driving test

As part of gaining an I endorsement, you must sit the class 1 full licence test (unless you've passed this test within the past five years). This test is in addition to the advanced assessment drive that you must complete as part of your driving instructor course.

Fit and proper person check

After you put in your application, it will be sent to the Transport Agency so that a fit and proper person check can be undertaken.

Some of the factors that may be taken into account are any:

- criminal convictions, including any charges or convictions relating to violent or sexual offences, drug or firearm offences, or offences involving organised criminal activity
- transport-related offences, especially relating to safety
- history of behavioural problems
- past complaints about a transport service you've operated
- history of persistent failure to pay fines for transport-related offences.

Any other information in the interests of public safety can also be taken into account.

For more information about the criminal convictions check, go to www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting.

If you're applying for an I endorsement to teach any class of heavy vehicle or motorcycle (classes 2-6), this check will also include verification of relevant experience within the past five years in relation to the class of vehicle for which the endorsement is sought. This means that, with your application, you'll need to provide the appropriate evidence (eg for heavy vehicles a curriculum vitae/appropriate industry references, or for motorcycle a resume of riding experience).

If you're not a New Zealand citizen or don't hold a resident's permit, then you may need a work permit or another temporary permit to show that you can work here.

If you have any concerns about the check, call us on 0800 822 422.

Not cleared

If you're not cleared by the fit and proper person check, you'll be sent a letter explaining why. If you're not satisfied with the decision, you can appeal to a district court (under section 106 of the Land Transport Act 1998).

Cleared

If you meet the fit and proper person requirements, and all other relevant tests have been completed, your application will be approved and the new licence will be mailed to you. Where you have elected to have the fit and proper person check completed before the other tests are done, you'll be sent a *Notice of determination* (valid for 90 days).

Show the notice to the driver licensing agent when you go to complete your application. If the notice expires before you finish the relevant courses or tests, call us on 0800 822 422.

Fee for the fit and proper person check

The fee for the fit and proper person check is called a **vetting fee**. If you've already been through the fit and proper person check (eg you hold a current P endorsement and ID card, or hold a V or O endorsement), you won't be charged for it again until you renew your endorsement(s).

What fees do I have to pay for an I endorsement?

The table below sets out the fees for an I endorsement. These include the application fee, the vetting (fit and proper person) fee and the practical driving test fee.

If you already hold a P, V or O endorsement, some of the fees may not apply to you.

Fees for approved driving instructor courses aren't included.

You can get an I endorsement for one or five years.

	One year	Five years
Application	\$64.40	\$246.30
Vetting	\$9.70	\$48.50
Test	\$59.90	\$59.90
Total	\$134.00	\$354.70

The information in this factsheet is a general guide only. It is not the source of the law and should not be used in place of authoritative legal documents. Some factsheets are updated frequently and print versions can quickly become out of date. If the currency of the information you are reading is important, check the factsheet index on our website (www.nzta.govt.nz/factsheets) or call us on 0800 822 422.

Additional information

If you have booked a practical driving test and can't make the appointment, please contact your driver licensing agent.

Changing or cancelling your test

If you want to change or cancel your test, you will have to pay a further fee.

- Where there are two or more complete working days (excluding weekends and public holidays) between the day you change or cancel your test and the date of your appointment, you will need to pay a rescheduling fee of \$16.40.
- This is a regulated fee to cover the time taken and costs incurred when a test is cancelled or rescheduled.
- Where there are less than two complete working days (excluding weekends and public holidays) between the day you change or cancel your test and the date of your appointment, you will not pay a rescheduling fee but will need to pay a further test fee. This further test fee is not refundable.
- You may be eligible for a refund of the first test fee paid where the cancelled test time was subsequently filled by another person. If the test fee is refunded a processing fee of \$16.40 will be deducted.

When can I start teaching?

If your application is successful, your endorsement will start when your new photo driver licence is issued with the I endorsement on it.

After you've got the endorsement

After you get the I endorsement, you must undertake to provide the highest quality training and service.

The Transport Agency may audit you at any time to check that you're delivering a suitable service. You must keep records of all driving instruction that you've provided for at least 12 months after you've carried out the training.

Where can I find out more?

- Email us: info@nzta.govt.nz.
- Call us: 0800 822 422.
- Write to us: NZ Transport Agency, Palmerston North Office, Private Bag 11777, Palmerston North 4442.

Contact details

- Call us: 0800 822 422.
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