

I endorsements

How to become a driving instructor

To teach people how to drive on a road for commercial or financial gain, you must have a current driving instructor (I) endorsement on your driver licence.

Getting an I endorsement

To get an I endorsement you must have held a current full New Zealand licence for at least 2 years. An equivalent overseas licence doesn't meet this requirement.

Class requirements for an I endorsement

You'll also 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), and you'll need an I(6) endorsement to teach people how to ride motorcycles (class 6).

You must have held a full New Zealand driver licence for each class you want to teach for at least 2 years.

What you'll need

- Evidence of your identity, such as your New Zealand driver licence - see *Identification for driver licensing* (Factsheet 20).
- A medical certificate - see *Medical certificate*.
- A certificate showing you've successfully completed an approved driving instructor course, or you can complete the course after you apply - see *When to do the driving instructor course*.

How to apply

1. Download and complete the application form www.nzta.govt.nz/form-DL20B
2. Take the completed form and the above documents to a driver licensing agent. To find an agent go to www.nzta.govt.nz/agents
3. Pay the application fee.
4. The agent will take your photo and signature.

Endorsement length

You choose whether your endorsement will last for 1 or 5 years. The application fee is the same no matter which term you choose.

Cost

Term	Application fee	Vetting fee	Total	Test fee*
1 year	\$188.90	\$9.70	\$198.60	\$59.90
5 years		\$48.50	\$237.40	

* The full licence test isn't required if you've passed a full class 1 licence practical test in the last 5 years. This is a one-off fee, there are no fees to change, cancel or rebook your test.

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

Approved course fees vary between providers and aren't included in the table above.

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

What happens next

Your application is sent to Waka Kotahi for processing. We'll also do the fit and proper person check.

To find out how long your application will take to process, go to www.nzta.govt.nz/processing-times

If you haven't met some of the requirements, your application will take longer to process.

If you give us your email address, we'll send you updates on your application and a link to track your application progress online.

Complete a driving instructor course

You'll need to successfully complete an approved driving instructor course. Approved courses cover the specialist knowledge and skills that driving instructors need.

You can find a course provider at www.nzta.govt.nz/courseproviders-l

Having a course certificate doesn't mean you can work as a driving instructor. You must get the I endorsement on your driver licence.

When to do the driving instructor course

Everyone who applies for an I endorsement must meet the fit and proper person requirements. You may want to make sure you meet the fit and proper person criteria before doing the course.

When you apply, you can either:

- include a certificate showing you've successfully completed an approved course, or
- apply without completing an approved course and either:
 - » wait for the result of the fit and proper person check before doing a course, or
 - » complete an approved course while you wait for the result of the fit and proper person check.

What will the course cover?

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

In the course you'll be trained and assessed in these 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 can view these unit standards on the NZQA website.

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

Fit and proper person check

To make sure people are safe while under their supervision, we check and monitor the background of all driving instructors. This is part of our ongoing commitment to road safety and improving driving standards on our roads.

The background check (vetting) includes:

- transport-related offences – especially safety
- serious behaviour problems
- past complaints about your work in a transport service
- not paying fines for transport-related offences
- criminal offending in New Zealand or overseas, including charges and convictions for violence or sexual offences, drugs or firearms offences, or organised criminal activities.

Once you have your endorsement, we use real-time data to make sure you continue to meet our fit and proper person criteria.

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

If you have any concerns about the check, we recommend you seek independent advice.

Fee for the fit and proper person check

The fee for the fit and proper person check is called a vetting fee. If you hold a current V or O endorsement, or small P endorsement, you won't be charged again until you renew your endorsements.

Immigration status

You don't need to provide evidence of your immigration status to Waka Kotahi.

For more information about working in New Zealand go to www.immigration.govt.nz/new-zealand-visas.

Medical certificate requirements

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 P, V, I or O endorsements in the last 5 years
- you've developed a medical condition that could affect your ability to drive safely, or an existing condition has worsened
- you are required to by Waka Kotahi, regardless of when you last presented a medical certificate.

A medical certificate must be from a New Zealand-registered health practitioner and issued no more than 60 days before the date you apply. The health practitioner can be your usual doctor (GP), a registered nurse or nurse practitioner, or a specialist.

If you need a medical certificate, you must provide it when you apply for your endorsement at the agent. **If you don't, your application will not be accepted.**

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 no more than 60 days old and issued by a New Zealand-registered optometrist or health practitioner.

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 fail the eyesight check at an agent, you must then provide an acceptable 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 affect your ability to judge distance. If you can only see out of one eye, or only have one eye, you must provide an acceptable certificate stating you're safe to drive.

Practical driving test

When getting your I endorsement, you must sit the class 1 (car) practical test, unless you've passed this test within the last 5 years.

If you've booked a full licence test and need to change it, go to www.nzta.govt.nz/online to change your test or go to your driver licensing agent. There may be another fee to change your test.

What happens once everything is complete?

If you don't meet the fit and proper person requirements, we'll tell you in writing and give you a chance to explain before we make the final decision. If we decide to decline your application you can appeal our decision to the District Court.

Endorsement granted

If you meet the fit and proper person requirements, and you've already completed the course and passed the practical test, we'll approve your application and send your new licence to you.

If you're waiting for the fit and proper result and haven't completed the tests or course yet, we'll send you a *Notice of determination* which is valid for 90 days. You can then complete your course and go back to the agent to book your practical driving test. If the notice expires before you finish the course or tests, call us on 0800 822 422.

Use our online tracking tool at www.nzta.govt.nz/track-your-PVIO to view your application status:

Status	Meaning
Received	We've got your application, but we haven't started working on it yet. We'll email to let you know it's been received.
Gathering information	We're waiting for something. For example, we could be waiting for vetting information from the police, more information from a foreign country, or reviewing your medical certificate. We'll contact you if we need more information from you.
Processing	We've got all the information we need, and we're now assessing your application.
Completed	We've finished processing your application. <ul style="list-style-type: none">• If your endorsement is approved, we'll send you a new photo driver licence within 7-10 days.• If your endorsement is declined, we'll send you a letter explaining why, and what you can do.

When to start teaching

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

Instructors are responsible for making sure people become safe and confident drivers. Your pupils have the right to expect high quality training and service.

Waka Kotahi may audit you at any time to check that you're delivering a suitable service. You must keep records of all the driving instruction you provide for at least 12 months.

Renewing your endorsements

When the endorsement ends, you must renew the endorsement if you want to keep working as a driving instructor.

Some of the above steps are simplified or different if you're renewing your endorsement. Read *Renewing driver licence endorsements* (Factsheet 61) for more information.



This factsheet is a general guide only. It doesn't replace legal advice, and your exact requirements will depend on current legislation.

Make sure you have the most up-to-date version of this factsheet by checking www.nzta.govt.nz/factsheets



www.nzta.govt.nz



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