

Procedure to Open a Recognized Driving School

Steps	Document(s)/form(s) to send to the AQTr	Document(s) sent by the AQTr
<p>1. Handing in the recognition enrolment form.</p>	<ul style="list-style-type: none"> • Recognition enrolment form 	<ul style="list-style-type: none"> • Enrolment fees proof of payment • Forms related to the opening of a driving school • The <i>Guide for Opening a Recognized Driving School</i>, including the documents to share with the AQTr to create the driving school file
<p>2. Sending the forms related to the recognition, as well as the documents linked with the driving school file (except the payment form for the 1st year of recognition fares).</p>	<ul style="list-style-type: none"> • List of documents To know which documents and forms to send, please have a look at <i>Appendix 2</i> of the <u>Detailed Requirements</u>. 	<ul style="list-style-type: none"> • An email giving you an update about your file: <ul style="list-style-type: none"> ○ If your file is complete, this email will include an invitation to the training on the <i>Detailed Requirements</i> ○ If your file is incomplete, this email will let you know which document is to be sent again since it is non-compliant or missing
<p>3. Attending the training on the <i>Detailed Requirements</i>.</p>		<ul style="list-style-type: none"> • An attendance certificate
<p>4. Presenting the school project to the AQTr and signing the service contract with the AQTr.</p>	<ul style="list-style-type: none"> • Payment form for the 1st year recognition fees (by credit card only) • The opening hours of the driving school to organize the facilities assessment 	<ul style="list-style-type: none"> • Recognition fees proof of payment • A blank service contract with the AQTr for the driving school to sign and to return to the AQTr on the day of the facilities assessment (step 5)

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		<ul style="list-style-type: none">• An email confirmation of the date and hour of the facilities assessment
5. Being there when the AQTr representative comes to the driving school to assess the facilities.		<ul style="list-style-type: none">• If this assessment is successful, you will receive (on the day of the assessment) a temporary authorisation to teach the RSEP
6. Receiving the recognition		<ul style="list-style-type: none">• The certificate of recognition (within 2 or 5 business days after the day of the facilities assessment)• The service contract signed by both the driving school and the AQTr

The documents have to be sent by email to the following address: DemandeDeReconnaissance@aqtr.com

Note: Requests for opening a recognized driving school are treated by receiving order. When you send a complete file to the AQTr, the processing time is up to 5 weeks. However, an incomplete or non-compliant file will delay the treatment procedure.