



Driving School Recognition Program
Service de l'administration des écoles

CONFIDENTIAL

Request for Opening a Recognized Driving School

Please send this form once filled in by fax to +1-514-370-8559,
by email to: DemandeDeReconnaissance@aqtr.com
or by mail to the following address:

Association québécoise des transports

6666, rue St-Urbain, bureau 470
Montréal (Québec) H2S 3H1
www.aqtr.com

For the AQTr only

**PLEASE READ CAREFULLY THE FOLLOWING SECTION:
INFORMATION ON THE DETAILED REQUIREMENTS - PREREQUISITE TO MAKE A REQUEST
FOR OPENING A RECOGNIZED DRIVING SCHOOL**

By submitting this request for opening a recognized driving school, the undersigned confirms that the information contained in the present document is accurate and correct. The undersigned understands that any false or inaccurate information could lead the AQTr to reject the request. Moreover, the undersigned confirms that he / she has never contributed, directly or indirectly, to a non-compliance with the *Detailed Requirements* of the Société de l'assurance automobile du Québec (SAAQ) for the recognition of a driving school.

Please be careful: before submitting this request to the AQTr, the AQTr invites you to check whether you are eligible or not. Indeed, the applicant driving school must make sure that the driving school, as well as the person who will be appointed as the Person of Authority, are meeting the following requirements:

• **According to the article 2.4. of the *Detailed Requirements*:**

- a) The driving school must be based in Quebec;
- b) During the five (5) years preceding the application for recognition, the driving school must not:
 - i. have had the recognition granted by an accreditation body withdrawn;
 - ii. have been found guilty of misconduct, have committed an offense or wrongdoing related to business or professional ethics or any other act inconsistent with a driving school's activities;
- c) It must not be in a situation that undermines business or professional ethics and which is inconsistent with a driving school's activities;
- d) It must not be acting as a nominee for a driving school whose recognition by an accreditation body has been withdrawn or for a driving school under suspension or that is being investigated by the accreditation body or the Société de l'assurance automobile du Québec (SAAQ), as the case may be, for non-compliance with the Detailed Requirements;
- e) During the five (5) years preceding the application for recognition, the person of authority of the driving school must not:
 - i. have been found guilty of misconduct, have committed an offense or wrongdoing related to business or professional ethics or any other act inconsistent with a driving school's activities;
 - ii. have contributed to non-compliance with the Detailed Requirements and as a result caused the withdrawal of recognition from a driving school;
 - iii. have been a person of authority of a driving school whose recognition granted by an accreditation body has been withdrawn;
 - iv. have been a training officer and had their training officer card revoked;
- f) The person of authority of the school must not be in a situation that undermines business or professional ethics and which is inconsistent with a driving school's activities;
- g) The person of authority of the school must not be acting as a nominee, or have been suspended or investigated by the accreditation body while acting as a person of authority of a driving school or as a training officer, as the case may be, for non-compliance with the Detailed Requirements;
- h) The person of authority of a school must not have pleaded guilty or been convicted of an offense that is inconsistent with a driving school's activities during the five (5) years preceding the application for recognition or at any time prior to the application if the offense breached the respect or safety of individuals or constituted a misconduct, an act of disorderly conduct or a sexual offense, unless in both instances, the individual in question has been pardoned;
- i) The driving school must not have an outstanding debt owed to an accreditation body for goods and services supplied or to be supplied as part of the Detailed Requirements. The same applies for the person of authority of the school;
- j) Neither the driving school nor the person of authority of the school can be an undischarged bankrupt;
- k) The driving school must not be based in an educational institution, unless exempted under Section 2.15.

If you meet the above-mentioned requirements, then you have the prerequisite for submitting a request for opening a recognized driving school. You should therefore fill in the following pages of this form!

I read the prerequisite requirements to meet for submitting a request for opening a recognized driving school.

Please fill in in CAPITAL letters, using dark ink.
The person filling in the form must be the applicant.

Information on the applicant

Titre Madam Sir

First name Name

Address

City Province

Zip code

Phone (+extension) Fax

Email address

Name of the driving school

Language preference French English

Please choose the applicable situation:

1. *If you already own a recognized driving school, answer the following questions:*

What is its number of recognition?

What is the name of this driving school?

Are you the Person of Authority*? Yes No

I am filling in this form to open a new branch of this existing driving school?
Yes No

2. *If you have already owned a recognized driving school, answer the following questions:*

What was its number of recognition?

What was the name of this school?

Were you the Person of Authority*? Yes No

**Definition: "Individual who is an administrator, manager, associate or the owner of a recognized driving school, as designated in the enterprise register as per the Act Respecting the Legal Publicity of Enterprises" (See Appendix 1-32, v. 2014-02-03 of the Detailed Requirements).*

3. *If you have already owned or if you are currently an **owner of an unrecognized driving school:***

What was the name of the school?

4. *If you are **no owner of any (un)recognized driving school:***

Have you already worked in a recognized driving school**?

Yes

No

What was the name of this school?

Who was the owner of this school?

Were you the Person of Authority*?

Yes

No

If yes, what was your role? your duties?

**Please write down the name of the driving school(s), as well as the dates.

**Definition: "Individual who is an administrator, manager, associate or the owner of a recognized driving school, as designated in the enterprise register as per the Act Respecting the Legal Publicity of Enterprises" (See Appendix 1-32, v. 2014-02-03 of the Detailed Requirements).*

5. *If none of these situations apply, please tick the following box.*



Documents

Once the AQTr receives your request and your payment, it will send you the *Guide for Opening a Recognized Driving School*. This document details the steps to follow and the reference documents to gather to open a driving school.

How would you like to receive this *Guide*?

By email

By mail

In which language?

French

English

Fees

The total cost of the recognition will vary according to the number of inspections that will be made at the school during the 1st year of recognition. In compliance with the *Detailed Requirements* (see article 4.10), this number will be determined according to the Person of Authority's years of experience, and the history of the driving school if you are buying an existing school. For more information regarding the prices for the recognition of a driving school, please go to our webpage www.aqtr.qc.ca (section Écoles de conduite / Services aux écoles / Ouvrir une école de conduite).

Information on the request

Fill in the section below in accordance with the quantity and type of recognition certificate that you wish to receive:

Class of the certificate?

Quantity

In which city (cities) or suburb(s)?

Credit Card Payment Authorization Form

The AQTr will contact you by phone when it is about to proceed with your payment so as to receive your credit card information. Please be advised that we only accept Mastercard and/or Visa

Information on the payment

To be paid by credit card only. These fees are not refundable.

\$ 327,68 x

Total

Credit card payment authorization

I authorize the AQTr to use my credit card to pay the invoices mentioned above;

I authorize the AQTr to receive orally any information related to my credit card, to verify it and to share it with any person (including its representatives or staff members) to whom it might be useful to pay the above mentioned invoices;

I understand that the AQTr is allowed to share this information everytime that it is forced to do so according to a law, a regulation or an order;

I also understand that the AQTr has to keep this information at the accounts department as long it is useful to the payment of these invoices and in accordance with the rules that were established.

Card holder's signature

NB. - The person who holds the personal information gathered in the present form has the right to access this information and to correct it according to the Act respecting the protection of personal information in the private sector.

For the AQTr ONLY