

**REGISTRATION FORM AND
PAYMENT AUTHORIZATION BY CREDIT CARD
RSE In-car instructor training (Class 5)**

Starting date of the training: _____ Montréal Québec French English

The school must send all the required documents as well as the payment by credit card two weeks before the beginning of the training. Otherwise, the candidate will be refused access to the training.

Candidate's name

Candidate's email

Candidate's address

Candidate's city and postal code

Candidate's phone number

Name of the school sponsoring the candidate

Name (bold letters) of the school's
representative

School's representative's signature

DOCUMENTS TO BE SENT IN PDF FORM WITH THE REGISTRATION FORM

- Training Officer Declaration Form filled and signed by the candidate (see on page 3) ;
- Proof of detention of a valid Class 5 regular driver's licence in Quebec for at least 24 months. Send one or the following documents:
 - Regular valid class 5 Quebec driver's licence and issued for more than 24 months ago ;
 - If the current Quebec regular driver's license was issued less than 24 months ago, also include the old Quebec regular driver's license ;
 - Document «*Renseignement relatifs à un dossier de permis de conduire*». This document is available at the following address
Division de la Diffusion (act. 850)
Société de l'assurance automobile du Québec
Case postale 19600, succursale terminus
Québec (Québec) G1K 8J6 ;
- High school diploma or any other higher education (or its equivalent) ;
- SAAQ file showing an acceptable driving record issued less than 6 months ago ;
- Criminal background check certificate dated, signed and issued less than 6 months ago (the "plumitifs" documents are not accepted).

MATERIAL

The candidate must come to class with the latest edition of the Guide Driving a Passenger Vehicle and the Driver's Handbook published by Publications du Québec.

The *Guide du futur Moniteur ESR 2012-1* will be given to the candidate at the start of the course and is included in the course price.

PAYMENT (by credit card only)

Please note that the training price does not include the price of the final evaluation. This will be invoiced once completed.

NB. The cost of this training can be charged only to the driving school sponsoring the candidate enrolled in the training.

If a cancellation request is sent by written notice to the AQTr at least 5 business days prior to the training, no cancellation fee will be charged. If not made within this delay, no reimbursement will be accepted.

(\$1150.00 + taxes = \$1322.21)

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.

Card's holder name in block letters

Telephone of the credit card holder

Credit card payment authorization

I authorize the AQTr to bill my above mentioned credit card account for the amount described on the invoices cited above;

I authorize the AQTr to receive orally information related to my credit card, to verify it and to share it with any of her representatives or staff members if necessary to proceed with the payment of the above mentioned invoices;

I understand that the AQTr is legally allowed to share this information any time she is legally forced to do so, according to a law, regulation or order;

I understand that the AQTr will keep this information at the accounting department in conformity with the rules that apply and as long as useful to the above mentioned purposes.

Card holder's signature: _____

N.B. The owner of the personal data contained in the present form has a right of access and rectification prescribed by the Act Respecting the Protection of Personal Information in the Private Sector.

Information for the card holder

The AQTr has to be able to identify clearly for which products / services it is allowed to charge your credit card immediately; It is the user's responsibility to update this payment form whenever necessary; The credit card holder can revoke this credit card payment authorization at anytime.

TRANSMISSION

By email: formateurs.prec@aqtr.com

TRAINING OFFICER DECLARATION FORM

I, the undersigned, _____
(First and Last Name of in-car or in-class instructor)

authorize any driving school that hires me to send to the Association québécoise des transports (AQTr) all information concerning myself that is required for the application of the Detailed Requirements Concerning Recognition of Driving Schools by Bodies Accredited by the Société de l'assurance automobile du Québec (SAAQ), so that it may obtain and maintain its status as a recognized driving school and provide information that is essential to my training or evaluation as a monitor or instructor (see sections 4.42-4.43).

Furthermore, I certify that I have read the following sections of the Detailed Requirements, available on the AQTr website, which concern the training officer card and the responsibilities of a training officer who is recognized by the AQTr :

- Eligibility for recognition: sections 2.22 to 2.25;
- Receiving recognition: sections 4.12 to 4.15;
- Maintaining recognition:
 - Premises and Facilities: sections 4.26 to 4.28 (on an indicative basis);
 - Material and equipment: sections 4.31 to 4.36 (on an indicative basis);
 - Training Officers : section 4.40 (on an indicative basis), sections 4.41 to 4.45;
- Course programs: sections 4.50 to 4.58;
- Evaluation and monitoring of a training officer: section 4.88 (on an indicative basis);
- Evaluation and monitoring of a training officer: sections 4.89 to 4.93;
- Withdrawal of recognition: sections 5.2 to 5.4 and 5.6.

In addition, I consent to:

- the accreditation body sending the SAAQ, and any other accreditation body and recognized driving school, any information concerning measures that it intends to take regarding me, as well as any information regarding the life cycle of my training officer card (cf. Appendix 2 B) 28);
- the accreditation body sending the SAAQ any information contained in my training officer file (cf. Appendix 2 B) 33).

Date

Signature (and write "Read and approved")