



**Information Package
Driver Certification Program
Ministry of Transportation**

Cover photograph courtesy of Shawn Smith, Ministry of Transportation, 2012.

DCP Infomation Package

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2.0 How the Program Works

The Driver Certification Program (DCP) is a voluntary program which gives organizations the authority from the Ministry of Transportation (MTO) to train and test their employees/students for the purpose of upgrading or renewing classified licences, class M and/or endorsements.

All employees/students who successfully complete the DCP training and testing program are sent to a DriveTest Centre or to ServiceOntario - College Park. Renewals not requiring testing may be sent to a ServiceOntario Driver and Vehicle Licence Issuing Office to obtain a driver's licence.

External auditors and MTO monitor the delivery and maintenance of the DCP program(s) delivered by the organization. Audits are conducted to ensure ministry standards are met and maintained.

Effective September 30, 2013, new organizations wishing to participate in DCP must successfully complete the online application process for the ministry's review and approval.

The following four types of organizations are eligible to participate in DCP:

- Colleges
- Government
- Private Business/Industry
- Safety Organizations

Recognized Authority

Once an organization has successfully completed the application process and the application is approved by the ministry, the organization is referred to as a Recognized Authority (RA).

Recognized Authority Official

Each RA must nominate an employee who will be directly responsible for the administration and maintenance of its organization's driver training program. This individual is called the Recognized Authority Official (RAO). The RAO cannot be a Signing Authority (SA).

Signing Authority

The SA is a ministry-approved trainer and tester who delivers the program on behalf of the RA. The SA cannot be an RAO. The SA must be directly employed or contracted by the RA. Candidates for SA status must be approved by the Ministry of Transportation before being granted this authority.

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2.1 Components of the Driver Certification Program

Contract

An organization approved for Recognized Authority (RA) status must enter into a contract with the Ministry of Transportation (MTO) in order to participate in the Driver Certification Program (DCP).

The contract includes the DCP policy manual, curriculum standards and audit regime.

Two copies of the contract will be provided to organizations if they meet all program requirements and successfully complete the application process.

RAs cannot participate in the program until the contract has been signed by both the ministry and the organization.

Course Curriculum Standards

All training programs under the DCP must include a curriculum that meets or exceeds the ministry's curriculum standards. Curriculum standards consist of curriculum design standards and curriculum content standards.

Organizations applying for RA status must develop and submit a detailed driver training and testing plan for ministry approval.

Each class of licence requires a separate driver training and testing program. If an organization wants to offer a program for more than one class of licence, it must complete and submit a separate program for each class.

Effective November 1, 2013, **new** RAs must ensure the curriculum standards are met.

A curriculum tool kit, which includes the curriculum standards and other information to assist organizations with developing their training and testing program(s), will be provided to organizations, provided they meet all program requirements and successfully complete the application process.

Program Automation

Organizations choosing to participate in DCP must apply online by using the new DCP system.

The new DCP system is used for program administration and monitoring and will be implemented in stages. When the DCP system is be fully automated it will have the ability to:

- Manage all DCP activities online.
- Complete test results online.
- Conduct data analysis, track and trend program results.
- Record audit results online.
- Complete monthly activity reports.

Organizations will require the following in order to connect to the DCP system:

- Hardware (computer/PC or Macintosh).
- Scanning capability.
- Printer.
- Internet access (dial-up, high speed or wireless).
- Internet browser (Internet Explorer or Firefox).

Cost Recovery

RAs will be required to pay a fee to participate in DCP. The fee is based on the number of employees/students that successfully complete the DCP. The fee will offset the Ministry of Transportation (MTO) costs to run the program.

Payment is required to remain in the program. RAs will have the option of paying their fees anytime before the payment due date, or through pre-authorized credit card payments, on the DCP system payment screen.

Program Audit

RAs will be required to hire an external auditor to provide an opinion on the level of compliance with program requirements. Audit results will be communicated to MTO and RAs. MTO can audit and investigate an RA at its discretion.

A **Validation Audit** is required to be approved as a new DCP participant to ensure compliance with program requirements.

A **Compliance Audit** is required at least one year following entry into the program to confirm program requirements are met. A risk-based rating will be assigned to the organization at this time, which will determine the schedule for future Compliance Audits.

Sanctions

Sanctions are applied to RAs, RAOs and SAs who do not fulfill program requirements. All sanctions will be applied at the discretion of MTO.

There are three types of sanctions:

- **Compliance Order (CO)** is considered the most minor sanction within DCP. A CO gives notice and specifies a period of time in which an RA/RAO/SA must remedy the finding.
- **Suspension** is a punitive measure for non-compliance and will either result in a time-limited removal (e.g., 30 days for minor offences, or six-months for more serious offences) from the program, or removal pending compliance. This will be decided on a case-by-case basis.
- **Revocation** is applied for the most serious infractions under the DCP. A revocation results in a RA/RAO/SA being removed from the program.

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2.2 Eligibility - Organization Type

There are four main organization types eligible to apply for Recognized Authority status:

1. Private Business/Industry includes:

- Coach Bus
- Fleet
- School Bus

2. Government includes:

- Emergency Medical Services
- Fire Department
- Municipalities - including agencies, boards, commissions, and corporations but excluding public transit
- Police
- Provincial Ministry/Federal Department, Agency, Board, Commission or Crown Corporations
- Public Transit or Sub-Contractor including private companies under contract

3. Community College includes:

- Community College Air Brake
- Community College Commercial Driver Training
- Community College Motorcycle

4. Safety Organizations include:

- Air Brake Safety Organizations
- Motorcycle Safety Organizations

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2.3 Eligibility - Organization

Organizations applying for Recognized Authority (RA) status must meet the following qualifications.

- The RA must have a Commercial Vehicle Operator Registration (CVOR) certificate with an excellent, satisfactory or satisfactory-unaudited rating at the time of application.

A rating of satisfactory-unaudited or better must be maintained in order to continue participating in DCP.

The following RAs are exempt from holding a CVOR:

- Community college motorcycle course providers
- Department of National Defence
- Emergency Medical Services (EMS)
- Fire departments
- Motorcycle safety organizations
- Organizations that are not required by the Highway Traffic Act (HTA) to have a CVOR for their vehicles (i.e.; if the organization does not operate the vehicle on the highway). This includes:
 - Air brake safety organizations
 - Community college air brake course providers
- Police

If the organization is required to have a CVOR, under the HTA, then they must have a CVOR.

- The RA must have been a motor carrier for the last five years or have relevant experience.

This requirement will apply to RAs at the time of original application.

- The RA's training location (classroom) must:
 - Be zoned for non-residential use
 - Allow access to auditors
 - Be owned, leased or rented by the approved DCP organization (This applies only to RA training and testing for motorcycle licence classes)

The training location requirements (listed above) must be met at time of application and throughout the RA's participation in DCP.

The following RAs are exempt from the training location requirements:

- Emergency Medical Services
 - Fire departments
 - Municipalities
 - Police
 - Provincial ministries/federal departments, agencies, boards, commissions, and corporations
 - Public transit
 - RAs who are in a non-residential area, but have restricted access, such as generating stations
- The RA must have 25 or more vehicles in each licence class in which they offer training. This requirement applies at the time of application.

The following types of organizations are exempt from this requirement:

- Community Colleges

- Government
- Safety Organizations
- The RA must conduct one renewal or upgrade per year.

The only organizations exempt from this annual requirement are:

- Emergency Medical Services
- Fire Departments
- Municipalities
- Police
- Public Transit

However, these organizations (listed above) must complete at least one renewal or upgrade in a three-year period.

- The RA cannot be subject to a Ministry of Training, Colleges and Universities or Ministry of Transportation order/violation(s).

These requirements apply at time of original application and throughout the RA's participation in DCP.

- The RA cannot be a truck-driving school at time of application and throughout the RAs participation in DCP.
- The RA must collect any course fees directly from employees/students. Course fees do not include any cost-recovery fees which are to be paid to the Ministry of Transportation. Signing Authorities (SAs) cannot collect course fees from employees/students.

These requirements must be met at time of application and throughout the RAs participation in DCP.

- The RA must develop and submit a detailed driver training program based on curriculum standards, that meets or exceeds the ministry's curriculum standards, for ministry approval. The training program must be specific to the needs of the organization in question.
- The RA must employ or directly contract the SA (this includes volunteers). The contract must be developed by the RA and signed by the RA and SA only. It cannot be signed by the RA and another company.
- The RA must have appropriate training sites for both in-class and in-vehicle training, as well as appropriate testing routes for road

tests. The location and test routes must receive MTO approval, prior to delivering training and testing.

- The Fire Area Coordinator of a county, district, or region may apply to be named as the RA and select an SA(s) to act as the designated trainer for the entire county, region or district. Municipalities can choose to amalgamate with their respective tiers.

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2.4 Eligibility - Recognized Authority Official

The Recognized Authority Official (RAO) must meet the following to be eligible for RAO status:

- Be in a senior level supervisory position in the organization and must not be a Signing Authority (SA).
- Have their normal work location in Ontario.
- Obtain a satisfactory Criminal Record Search (CRS) at application by applying to the local police service, with jurisdiction over their current address.
 - CRS must be dated within the last year.
 - CRS must be completed every three years.
- Criteria for satisfactory CRS:
 - An application for RAO will be denied if the RAO has been convicted or found guilty within the past five years of any Criminal Code of Canada (CCC) conviction, Controlled Drugs and Substances Act conviction or a comparable offence in another jurisdiction.
 - Ministry of Transportation can use their discretion to deny an application for an RAO who has been convicted or found guilty beyond five years of any CCC conviction, Controlled Drugs and Substances Act conviction or a comparable offence in another jurisdiction.

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2.5 Eligibility - Signing Authority

The Signing Authority (SA) candidate must have the following qualifications and prerequisites to be eligible for SA status:

- SAs must comply with the requirements of the Highway Traffic Act (HTA), including wearing corrective lenses and any other conditions, on their licence.
- SAs must have successfully completed, not more than five years before the date of the application, a ministry-approved course.
- SAs must not have had his/her driver's licence under suspension at anytime in the last two years as a result of having been found guilty or convicted of an offence under certain HTA sections, certain Compulsory Automobile Insurance Act sections, or certain Criminal Code of Canada sections committed by means of a motor vehicle or while driving or having the care or control of a motor vehicle, or pursuant to certain HTA sections.
- SAs must never have been convicted or found guilty of an offence under certain Controlled Drugs and Substances Act (CDSA), or Narcotics Control Act (NCA) sections and not have been convicted, in the last 5 years under any other CDSA and NCA sections. See the following pages for the list of CDSA and NCA offences.
- SAs must not be subject to a court order, conditions of parole or an undertaking to an officer.
- SAs must not have made a false or inaccurate statement on his or her application to work for a RA.
- SAs must have at least three-consecutive years documented experience, immediately prior to application, in the equivalent or

higher class of licence/endorsement for which he/she is to provide training and testing.

- SAs must maintain a valid licence for the class(es) of driver licence(s) that he or she trains and tests for.
- SAs must have zero (0) demerit points on their Ontario driver's record, or comparable record from another jurisdiction.
- SAs must obtain a satisfactory Criminal Record Search (CRS) at time of application.
 - CRS must be dated within the last year.
 - CRS must be completed every three (3) years.
- SA must never have been convicted or found guilty and not be subject to a charge for an offence under the following Criminal Code of Canada (CCC) sections or a comparable offence in another jurisdiction.

Criminal Code of Canada (CCC) Offences

S.151 Seduction of any person under the age of 16 years (sexual interference)

S.152 Invitation of sexual touching of any person under the age of 16 years

S.153 Sexual exploitation of “young person” (16 years of age or more but under the age of 18 years)

S.153.1 Sexual exploitation of a person with a disability

S.155 Incest

S.160 Bestiality

S.162 Voyeurism

S.163 Corrupting morals

S.163.1 Child pornography

S.167 Immoral theatrical performance (person taking part)

S.168 Mailing obscene matter

S.170 Parent or guardian, procuring sexual activity

S.171 Householder permitting sexual activity

S.172 Corrupting children

S.172.1 Luring a child

S.173 Indecent acts

S.212 Offence in relation to prostitution – procuring

S.271 Sexual assault

S.272 Sexual assault with a weapon, threats to a third party or causing bodily harm

S.273 Aggravated sexual assault

Narcotics Control Act (NCA) Offences

S.4 Trafficking

S.5 Importing and Exporting

Controlled Drugs and Substances Act (CDSA) Offences

S.5 Trafficking

S.6 Importing and exporting

S.6 Production of a substance

Note: Effective May 14, 1997, the Controlled Drugs and Substances Act replaced the Narcotics Control Act. Although the Narcotics Control Act was repealed on May 14, 1997 and is no longer in effect, convictions under s. 4 (Trafficking) and s. 5 (Importing and Exporting) of the Narcotics Control Act prior to May 1997 must still be considered if they fall within the prescribed period for action (i.e. mandatory reject, explanatory letter, etc.).

Convictions in the past five years

- An application for a Signing Authority will be denied and status will be revoked for a Signing Authority who has been convicted or found guilty within the past five years of any other CCC conviction (excluding the above), Controlled Drugs and Substances Act conviction (excluding the above), Narcotics Control Act conviction (excluding the above), or a comparable offence in another jurisdiction.

- An application for a Signing Authority will be denied and status will be revoked for a Signing Authority whose driver's licence has been suspended in the past two years as the result of being found guilty or convicted of a one of the following Highway Traffic Act (HTA) offences, or of a comparable suspension in another jurisdiction:
 - Driving while licence suspended (HTA S.53)
 - Speeding 50 km or more over the maximum speed limit (HTA S.128 (15))
 - Careless driving (HTA S.130)
 - Street racing/stunt/contest (HTA S.172 (2))
 - Failing to remain (HTA S.200)
 - Fail to stop for police or escape by flight (HTA S.216)
 - Making a false statement (HTA S.9)
 - Administrative drivers licence suspension (ADLS) for blood alcohol concentration (BAC) above .05 (HTA S.48)
 - ADLS for BAC above .08 and fail/refuse to provide breath sample (HTA S.48.3)
 - ADLS for failing/refusing to surrender driver's licence to police after stopped for street racing/stunt/contest (HTA S.172 (6))
 - An insurance conviction or using/possessing false insurance documents
 - Suspension as a result of being convicted or found guilty of a Criminal Code of Canada conviction for an offence committed by means of a motor vehicle or while driving or having the care or control of a motor vehicle (HTA S.41, S.42, S.43) including:
 - Criminal negligence
 - Criminal negligence causing death
 - Fail to remain at the scene of an accident
 - Dangerous driving
 - Dangerous driving causing death

- Driving or having care or control of a motor vehicle with a BAC above .08%
- Failure or refusal to provide a breath sample
- Impaired driving
- Driving while disqualified.

Outstanding Charges and Court Orders

- An applicant for a Signing Authority will be denied if he/she is currently subject to a charge for one of the following offences, or a comparable offence in another jurisdiction: S.151, S.152, S.153, S.153.1, S.155, S.160, S.162, S.163, S.163.1, S.167, S.168, S.170, S.171, S.172, S.172.1, S.173, S.212, S.271, S.272, or S.273 of the Criminal Code of Canada (CCC).
- An application will also be denied for an applicant who is currently subject to a court order, conditions of parole or an undertaking to an officer in charge prohibiting him or her from:
 - possessing a weapon
 - being alone with, in the presence of, or in proximity to persons under any age that may be specified in the order, conditions or undertaking.

To Maintain SA status

In order to maintain SA status, the SA must:

- Not have four (4) or more demerit points on their Ontario driver's record or comparable record from another jurisdiction.
- Complete a ministry-approved recertification course every five years.
- Not be convicted of an offence under certain HTA sections, certain Compulsory Automobile Insurance Act sections, or certain CCC sections committed by means of a motor vehicle or while driving or having the care or control of a motor vehicle, or pursuant to certain HTA sections.
- Not be convicted or found guilty for an offence under certain CCC sections and not be convicted or found guilty under any other CCC section.

- Must not be convicted or found guilty of an offence under certain Controlled Drugs and Substances Act (CDSA) (Canada), or Narcotics Control Act (NCA) (Canada) sections and not be convicted under any other CDA and NCA sections.
- Complete a satisfactory Criminal Record Search (CRS) every three years.
- Maintain a valid licence for the class(es) of driver licence(s) that he or she trains and tests for.
- Not be subject to a court order, conditions of parole or an undertaking to an officer.
- Provide adequate instruction to his or her students and not treat them inappropriately.
- Be a fit and proper person to be a driving instructor, with regard to the applicant's character, integrity and past conduct.
- Operate motor vehicles safely and in accordance with legislation and regulations.
- Conduct one upgrade or renewal per year.
 - SAs who are employed by one of the following organizations are exempt from this requirement. However, the SA must complete at least one upgrade or renewal in a three-year period.
 - Emergency Medical Services
 - Fire Departments
 - Municipalities
 - Police
 - Public Transit
 - Failure to comply, may result in the SA being suspended or revoked.

Non-Resident Signing Authorities

Qualified and approved drivers from other Canadian jurisdictions may become Signing Authorities. They must:

- Provide a copy of his or her driver record for the previous three-year period.
- Possess a valid driver's licence issued by the Canadian jurisdiction where the candidate is a resident. The Department of National Defence drivers licence, DND 404, is also acceptable. The licence must be equivalent to the full class of driver's licence in Ontario in which instruction is to be given, including an equivalent Z endorsement, if applicable.
- Meet all other qualifications.

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2.6 Responsibilities - Recognized Authority

A Recognized Authority (RA) is authorized to do the following:

- Administer required vision screening (if approved).
- Administer required written and road tests in the pre-approved licence classes.
- Administer Air Brake (Z) Endorsement course and testing (if approved).
- Test drivers on highway driving skills and driver safety, based on a ministry- approved training program. (The training program must show how the applicant will deliver the approved ministry program. Training programs under the DCP must include a curriculum that meets or exceeds the ministry's curriculum standards.)

A Recognized Authority (RA) is not authorized to do the following:

- Collect test fees. No test fees can be charged by an RA (test fees are only charged if the driver takes knowledge or road tests at a DriveTest Centre or knowledge tests at SO-College Park). This excludes any DCP cost recovery fees that are paid to the ministry for participating in the program.
- Conduct any ministry-ordered special testing such as, but not limited to, testing as a result of infractions under the DCP, demerit points, collision repeater, medical, or reinstatement requirements.
- Enforce medical or hearing requirements.
- Issue driver licences or temporary driver licences. (Drivers can obtain licence upgrades from either a DriveTest Centre or SO-College Park. Renewals not requiring testing may be sent to a ServiceOntario Office.)

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2.7 Responsibilities - Recognized Authority Official

The Recognized Authority Official (RAO) is the individual responsible for the administration and overall maintenance of the driver training program offered by the Recognized Authority (RA). As such, all the responsibilities of the RA fall to the RAO.

The RAO must:

- Recommend qualified SA candidates to the ministry, ensuring candidates fulfill eligibility requirements, i.e. they are directly employed or contracted by the RA.
- Ensure only qualified and approved SAs:
 - annually review the training program
 - are present at inspections
 - conduct the training and testing for the approved program
 - conduct upgrades or renewals in the class(es) of licence and/or endorsement for which they have been approved
 - fulfill all SA duties and responsibilities, such as maintaining the driver files with all required documentation
 - meet all other eligibility requirements.
- Ensure that all documents within driver files are kept for one year or until the next audit, whichever is the longer-time period.
- Ensure that all collisions which involve vehicles operated by the drivers in their DCP program are documented and retained within the appropriate driver file.

- Maintain the master file with all required documents, i.e. a copy of the approved driver training program, SA approval letters, etc.
- Ensure that the driver files and the master file are available for inspections.
- Ensure that only company employees are trained and tested under the program.
- **For company or government organizations:** ensure that the drivers obtain and maintain the appropriate class of licence for the vehicles they operate for the company.
- **For colleges and air brake safety organizations:** ensure that only registered students are trained and tested under the program. Registration must be through the RA.
- Notify ministry in advance of all training/testing dates and locations, and also any cancellations or additional courses.
- Ensure that the organization maintains a satisfactory CVOR safety rating.
- Ensure security of ministry stock (e.g. test papers) and that only authorized persons have access to the stock.
- Ensure that all relevant ministry communications are distributed to the SAs.
- Apply to the ministry in writing to request approval before making any changes to the training program.
- Ensure all requests/changes regarding DCP are submitted and signed by the RAO only.
- Ensure that SAs do not conduct any ministry-ordered special testing such as, but not limited to, testing as a result of infractions under the DCP, demerit points, collision repeater, medical and/or reinstatement requirements.
- Ensure that SAs are present at inspections.
- Ensure any items noted in the audit report, such as compliance orders, are resolved within the specified time period.
- When required, seeks clarification of the DCP from the Driver Programs Office.

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2.8 Responsibilities - Signing Authority

The Signing Authority (SA) is the person employed or contracted by the RA who delivers the ministry-approved curriculum standards.

The SA cannot be a Recognized Authority Official (RAO).

The SA must:

- Deliver the ministry-approved training program, which includes the approved training curriculum to only drivers of the company or organization. If the Recognized Authority (RA) is a college, deliver the ministry-approved training program to registered students, prior to conducting tests.
- Conduct testing - written, road, and vision (if approved) - only after having delivered Ministry of Transportation-approved training.
- Conduct upgrades or renewals in those classes for which the SA/RA have been granted authority to offer.
- Administer written tests and/or vision tests (if approved) in classes or endorsements other than his/her authority covers for renewal purposes only, provided a road test or practical test is not required.
- Comply with the restriction that prohibits SAs from conducting any ministry-ordered special testing such as, but not limited to, testing as a result of infractions under the DCP, demerit points, collision repeater, medical, or reinstatement requirements.
- Record all test results on the Driver Certification Program Activity Report.
- Maintain complete driver files and ensure the files are available for audit.

- Review the program on a regular basis.
- Notify the RAO of all required changes to training programs/testing and ensure that ministry approval is obtained prior to implementation.
- Attend audits.
- Assist auditors, as needed.
- Notify the ministry of any potential contravention of the DCP policy and/or requirements by either the RA or the SA, whether intentional or not.
- When required, discuss and seek clarification on DCP policy and/or requirements from the RAO or the ministry.
- Meet eligibility requirements to retain status.
- SAs cannot administer their own renewal testing.

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2.9 Completing a New Application

If you are interested in applying to the Driver Certification Program (DCP), applicants must apply online through the DCP system.

You can log into the DCP system by entering a User ID and Password.

To obtain a User ID and Password, register on the User Administration System (UAS) web page:

<https://www.apps.rus.mto.gov.on.ca/>

For help on registering with the UAS visit:

<https://www.apps.rus.mto.gov.on.ca/uasW/help/help.htm>

Once you are logged into the DCP system, the interactive screen will guide you through the application process and ensure your organization meets all the requirements.

If you successfully complete the application process, you will be able to obtain a copy of the contract (includes manual, curriculum standards and audit regime) for your review, prior to signing.

Training and testing by your organization cannot begin until:

- Ministry of Transportation receives a copy of the Verification Audit which has been successfully completed
- Contract is signed by the Recognized Authority and the ministry.