



MANITOBA TRUCKING ASSOCIATION

Professional Driver Improvement Course (PDIC) Instructor (for in-house trainers of carrier fleets) Course Registration

Classes held at MTA offices, 25 Bunting St. Winnipeg. Full-day course begins at 9:00 am.

Contact Information		
Name	Telephone	Email Address
Company	Company Address	
City & Province	Postal Code	Company Fax
Employer Contact	Telephone	Email

Please forward Registration Form and Payment to:

Manitoba Trucking Association
25 Bunting Street, Winnipeg MB R2X 2P5
Tel. (204) 632-6600 Fax (204) 694-7134

Please indicate your form of payment:

- Invoice (MTA members only)
 Cheque enclosed
 Visa Mastercard

GST Reg. # R103481669

Credit Card Number: _____ Expiry Date _____

Cardholder Signature: _____

Professional Driver Improvement Course (PDIC) Instructor Course

Please check which date(s) you would like to attend:

- March 16 (please register by 4:00 pm, March 9)
 September 28 (please register by 4:00 pm, September 21)

Fees

MTA members: \$250 plus GST = \$262.50
Non-members: \$500 plus GST = \$525.00

***** REGISTRATION & CANCELLATION POLICY*****

1. Course registration will close one week (five business days) prior to the course date.
2. Payment must be made in full prior to the class in order to be considered registered for it. Payment can be made by credit card, cash or cheque. Members in good standing can continue to be invoiced for courses; however, the cancellation policy will still apply.
3. All cancellations must be received by the MTA office, either in writing or by phone, one week (five business days) prior to the course date in order to receive a full refund.
4. Any cancellations that occur within one week (five business days) of the course date are subject to a 50% cancellation fee.
5. Any cancellations that occur within 48 hours (two business days) of the course date are subject to a 100% cancellation fee.

Please contact the MTA for more information about this course:
sgreen@trucking.mb.ca OR info@trucking.mb.ca OR call 204-632-6600.

PDIC Instructor Course Pre-Requisites (checklist)

Note to employers: please complete the following checklist **and include it with PDIC Instructor registration form.**

Driver's Abstract	<ul style="list-style-type: none"><input type="checkbox"/> Must not have more than four demerit points on driving record<input type="checkbox"/> During the 3 years immediately preceding the date of application, must not have had more than two violations of the Highway Traffic Act, National Safety Code, or TDG Regulations. This includes violations under any similar Act or Regulations in any other North American jurisdiction.<input type="checkbox"/> During the 3 years immediately preceding the date of application, must not have had more than one reportable at-fault accident. This includes reportable at-fault accidents in any other North American jurisdiction.<input type="checkbox"/> During the 5 years immediately preceding the date of application, must not have had more than one unpardoned conviction under the Criminal Code of Canada by means of a motor vehicle or while driving or having care and control of a motor vehicle.<input type="checkbox"/> During the 5 years immediately preceding the date of application, must not have had any unpardoned convictions of an offence against a person or a sexual offence under the Criminal Code of Canada, or any contravention of the Human Rights Code or the Human Rights Act of Canada or of any Province of Canada.
Teaching Experience	<ul style="list-style-type: none"><input type="checkbox"/> Class I Instructor Course OR<input type="checkbox"/> MTA (or MTA approved) Facilitator Skills Course
Company Referral	<ul style="list-style-type: none"><input type="checkbox"/> Must have letter from employer company (carriers only) on company letterhead supporting attendance at PDIC Instructor training
Required Documentation	<ul style="list-style-type: none"><input type="checkbox"/> Driver's abstract, dated within 30 days of date of application<input type="checkbox"/> Proof of successful completion of PDIC for Drivers within 36 months preceding date of application to become a PDIC Instructor
Teaching Audience	<ul style="list-style-type: none"><input type="checkbox"/> Hold a valid driver's license equal to or above the license class of the driver being instructed. For example:<ul style="list-style-type: none">• Class 1 license can instruct ALL classes of drivers;• Class 2 can instruct Class 2,3,4,5;• Class 3 can instruct Class 3,4,5;• Class 4 can instruct Class 4,5;• Class 5 can only instruct Class 5 licenses.

Company Name: _____

Company contact (please print): _____

Company contact signature: _____

Certification for this course expires 36 months after it is completed. A refresher course will be offered by the MTA for those who require it. PDIC Instructors are required to teach one course per year (proof is to be provided to the MTA; proof can consist of a letter from the employer, the class attendance sheet, or copies of students' tests).

Upon successful completion of the PDIC Instructor's Course, participants will be presented with a certificate to indicate their participation in the course.