

EXAMINATION PROCESS

10. What is your driver licence number?

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Country of issue _____

Date of Expiry _____

11. How long have you been a holder of a full driving licence?

_____ Years

12. Please indicate each category of instruction you wish to apply for.

A		B		C		D		CE	
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13. Which driving licence categories do you hold a full licence for?

	AM	A1	A2	A	B	BE	C1	C	C1E	CE	D	D1	DE	D1E	W
Please tick Categories held															
Date Obtained															

14. If you wish to have any stage of your test conducted through the Irish language please indicate which stages:

Stage 1 Stage 2 Stage 3

15. If you have any special requirements please indicate below

(a) Dyslexia, Reading difficulties etc. (You must provide written documentation to support this)

(b) Wheelchair access

(c) Other: (Please provide relevant details) _____

16. At which location would you like to be examined for Stage Two, Driving Test and Stage Three, Instruction Ability Test.

Athlone, Cork, Dundalk, **Finglas**, Galway, Kilkenny, Letterkenny, **Limerick**, Mullingar, Rathgar, **Sligo**, Tralee and **Waterford**.

Stage Two- Driving Test _____

Stage Three- Instruction Ability Test _____

(Note category A or CE Stage 2 or 3 ADI tests are only conducted at the centres highlighted in bold above).

Declaration

I declare that the information I have given is to the best of my knowledge true and accurate. My Driving Licence is current and valid for the categories I am applying for approval. The vehicles I provide for driving instruction purposes will be road worthy, properly maintained and in full compliance with the Road Traffic Act. I have not been disqualified from holding a driving licence, in the State, or by a Member State of the European Communities or the European Economic Area. I have not been disbarred from giving driving instruction by the competent authorities in a Member State of the European Communities or the European Economic Area.

Signed _____

Date _____

Please attach two
Passport style
photographs

RSA ADI APPLICATION PROCESS - NOTES

The following notes should be read before completing the application form

What is a RSA ADI certification?

The Road Safety Authority (RSA) has been asked to regulate those working in the driving instruction industry. Driving instructors who meet the standard set by the RSA will become Approved Driving Instructor (ADI) and receive a FETAC specific purpose award for driving instruction. The objective of regulating the industry is to standardise instruction and give the ADI instructor a leading role in developing better drivers. The conditions of membership have been carefully framed to allow for a quality standard to be met with the minimum of inconvenience to the applicant.

Question 1 - 4

Please fill in the information in capitals, clearly and correctly, original tax clearance certificate (TC1 Self-employed) (TC2 PAYE worker).

Question 5

Please provide details of contact telephone numbers at which the RSA may contact you. Contact will include group text messages by way of an alert from time to time

Question 6

Please Note: The Authority reserves the right to reject an email address that may be construed as being either offensive or insulting, and request a more suitable or more businesslike, address.

Question 7

Please confirm whether or not you are an employee or self employed.

Question 8

PPSN is your Personal Public Service Number, for an employee you can find it on your P60 or certificate of tax credits and standard rate cut-off point. If you do not know your PPSN, you can contact your local office of the Department of Social Protection.

Each applicant is required to submit a current original tax clearance certificate (TC1 Self-employed) (TC2 PAYE worker) issued by the Revenue Commissioners under the provisions of section 1095 of the Taxes Consolidation. To obtain a tax clearance certificate, please contact your local Revenue office or alternatively apply online for your certificate on www.revenue.ie. Your original tax certificate will be returned to you by the RSA.

Question 9

Please tick the relevant box for each offence. If the answer to any of the questions is 'yes' please provide date of conviction and sentence received in the space provided. **A Garda Vetting form must be completed in full and returned with your application.** Failing to provide any detail in relation to either convictions you may have, (even in the distant past) or addresses at which you lived, may result in your application being delayed or refused.

Please note Garda vetting process may take some time, you will be invited to undergo the Stage 1 Theory test, once the Garda vetting information has been received from An Garda Síochána.

Question 10

Please record your driving licence number in the boxes provided. Insert details of the country of issue, the date of expiry and include a copy of your Driving Licence with this application

Question 11

To qualify to participate in the three stage examination process you must be the holder of a full drivers licence in the category you wish to give instruction, for a minimum of 2 years at time of application. Insert the date of issue of your first full driving licence.

Question 12

Please indicate which categories of driving license you wish to provide driving instruction.

Question 13

An RSA ADI must hold a drivers licence in the category in which they want to give instruction.

You must complete a theory test for each category and a driving test in each group of categories (see Approved Driving Instructor Information Booklet p.12).

The ADI Unit will advise which Stage 2 Driving tests need to be carried out depending on the categories of instruction for which you are seeking approval. Information provided in the ADI Information booklet will help you determine what tests will be necessary.

The Instruction ability test may be completed in any of the categories you have applied for.

Question 14

You may request to have your qualifying examinations conducted through the Irish language. If you wish to do so, indicate which stages you would like conducted through Irish.

Question 15

Please indicate any special requirements you may have in relation to the Stage 1 theory test. Extra time may be provided to those applicants who provide documentation supporting their statement of special needs.

Question 16

Stage one – theory test will be held in the following locations; Sligo, Donegal, Castlerea, Carrick on Shannon, Limerick, Ennis, Nenagh, Charleville, Tralee, Abbeyfeale, Killarney, Caherciveen, Cork, Macroom, Skibbereen, Youghal, Letterkenny, Derrybeg, Mullingar, Athlone, Longford, Portlaoise, Kilkenny, Carlow, Cavan, Monaghan, Kells, Westport, Ballina, Clifden, Wicklow, Clonmel, Drogheda, Dundalk, Wexford, Galway, Naas, Tullamore, Waterford, Dublin (North), Dublin (South)

The theory test provider Prometric Ireland Ltd. should be contacted regarding the date, time and location of your theory test. These details will be clearly outlined in a letter to you from the RSA following receipt of this application and payment for stage one – theory test.

Stage two– driving test and stage three – instruction ability test will be held in the locations outlined in question 16.

Recognition of Existing Qualifications

Please see in your information pack for a note outlining what is required by the RSA to assess your existing qualification. Please also note the standards of service providers, quality assurances in place by the RSA. You should contact the ADI Unit and request a full application form on the basis of prior qualifications. An assessment will be made and you will be notified of the outcome.

Fee:

Please note that your application must be accompanied by the Stage 1 fee.
(for details of the fee please visit www.rsa.ie/adi)

	€
Stage 1 (Theory Test)	150

Payment should be made by **bank draft, postal money order or cheque**. These should be crossed and made payable to the ADI Unit, Road Safety Authority.

Only the payment for Stage one (Theory Test) must be made at this point. The fee for each individual stage must only be submitted following full completion of the previous stage.

Cancelling your test:

Important

Please note 10 clear working days notice of cancellation must be given, otherwise the examination fee is forfeit. A limit of two cancellations (within the 10 days period) applies to each stage of the examination process after which any fee will be forfeit.

To avoid delays please read through this checklist and ensure you have included all the relevant details and items;

Checklist:

This completed application form

Vetting application form (this form specifically states to return to RSA on it)

Two passport photos (signed on back)

Application fee for your Stage 1 ADI theory test cheque, postal money order or bank draft

Original Tax Clearance Certificate (TC1 self employed) (TC2 PAYE worker)

Copy of Driving Licence

If required; Supporting documentation (for those requiring special needs accommodation)

If you have any queries about applying for the RSA ADI permit please ring the RSA customer care centre on 096 – 25000 or e-mail adi@rsa.ie. Additional information is available from the ADI section of our website www.rsa.ie