



Dear Driver,

Driver Certificate of Professional Competence (Driver CPC) came into effect on the 10th of September 2008 for bus drivers and the 10th of September 2009 for truck drivers. In order to drive professionally (for a living) you are required to maintain this qualification by completing one day of Driver CPC training per year.

**As and from the 10th of September 2013 all professional bus drivers must carry a Driver CPC card, and from the 10th of September 2014 all professional truck drivers must carry a Driver CPC card.**

Please note that from the dates above, it is illegal to drive professionally without a Driver CPC card. There are penalties in place for non-compliance.

If you do not wish to drive professionally you do not need to apply for, or carry a Drivers CPC card.

As a professional driver who has completed the required number of CPC periodic training modules, there are a number of options available to you to obtain your Driver CPC card. **Choose one of the following:**

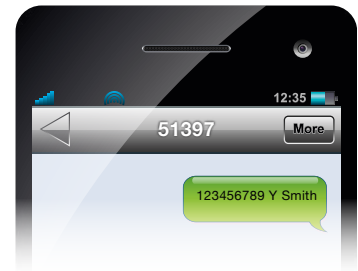
#### Option 1

If you have a Digital Tachograph card you can apply for your Driver CPC qualification card by giving the RSA permission to use the photograph and signature details that you previously submitted.

To avail of this option you need to text the following three pieces of information to **51397 (low cost text)**

1. **Driver Number** this can be found at item 5 on the paper Driving Licence or item 4d on the new plastic card Driving Licence
2. **Y** which signifies Yes
3. **Surname**

e.g. **123456789 Y Smith** (Please insert a space in between Driver Number and Y and Surname)



#### Option 2

Sign and return the declaration overleaf with the following items to the address below:

- A **recent passport-sized** photograph, please sign your name on the back. It is essential that the photograph submitted with the application meets the internationally accepted Passport Office photo guidelines. These guidelines can be found at [www.dfa.ie/uploads/documents/photograph%20guidelines.pdf](http://www.dfa.ie/uploads/documents/photograph%20guidelines.pdf)
- **For EU Licences not issued in Ireland** – A photocopy of your current driving licence, which includes your bus/truck licence category.

#### Option 3

Log on to 'MY CPC Driver Portal' using <https://cpc.rsa.ie/live/CPCDriverportal>

Register and give permission to use the photograph and signature details previously submitted for your Digital tachograph card.

Should you have any queries, please contact the CPC Unit by email – [cpc@rsa.ie](mailto:cpc@rsa.ie)

**Please review and amend (if necessary) your contact details by logging on to the 'My CPC' portal on the RSA website – [www.rsa.ie](http://www.rsa.ie)**

Yours sincerely,

The Manager  
Driver Education Unit