

Instructions to tester:

1. Please complete all appropriate fields in the “Application to authorise employee” form.
2. Include certified copies of the following documents for assessment:
 - Drivers licence (Front and back)
 - Mechanical Qualifications*
 - Outline of history as a motor mechanic
 - LVT Accreditation Certificate**
 - LVT Accreditation Card (*Front and back*)
 - Structural Awareness Course Certificate
3. Please retain a completed copy of the “Application to authorise employee” form for your records and all related documents supplied to VicRoads.
4. Please store these copies within the VicRoads records folder.

*If these qualifications were obtained through recognition of prior learning, we will need to see the evidence supplied to get the recognition.

**All applicants who got their LVT accreditation prior to April 2013 will need to supply proof of passing the LVT Refresher Course. A copy (*front and back*) of the LVT Refresher Accreditation Card is required.

Upon acceptance of authorisation

- Signatories will be sent an authorisation note for display at your testing premises.
- Testing mechanics will be given confirmation when they can begin examining vehicles.