



# GRADE C UPGRADE FORM



Please complete this form if you are upgrading from Probationary Grade C to a full Grade C ARDS licence. It is necessary to confirm that you have worked on at least six occasions for an ARDS Member School. You must obtain an authorising signature and stamp for each date to confirm that your performance as an instructor was of a satisfactory standard. The signatures do not have to come from the same Member School or your 2009 Sponsor School. Please amend any personal details that are not correct.

## Personal Details

**Name**  
**Address**

**Home tel**  
**Work tel**  
**Mobile**  
**Email**  
**ARDS Licence No.**

## Evidence of Six Days Worked Instructing

|    |   |          |                               |                 |
|----|---|----------|-------------------------------|-----------------|
| 1. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |
| 2. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |
| 3. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |
| 4. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |
| 5. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |
| 6. | Date:   | Circuit: | ARDS School running day:      | Official stamp: |
|    | Type of Instructing eg. track day, experience day, corporate day, race tuition: |          | Name of authorising delegate: |                 |
|    |   |          | Signature:                    |                 |

## Sign the Declaration

I confirm that all the information given above is true and correct. I hereby agree to abide by the ARDS child protection policy and guidelines. I understand that in order to protect the privacy of the information held on their computers, ARDS, the MSA and Locktons (insurers) are registered under data protection legislation. The information you have provided will be used to provide you with your instructor licence. We may also use your information to communicate with you and to send you offers and news about ARDS or the MSA. We may contact you by post, telephone or email for these purposes.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

## Return to ARDS for authorisation:

Paul O'Brien, ARDS Limited, Acorne House, Unit 9 Lane End Business Park, Lane End, High Wycombe HP14 3BY  
If you have any queries please contact ARDS directly at [info@ards.co.uk](mailto:info@ards.co.uk) (web address [www.ards.co.uk](http://www.ards.co.uk))