

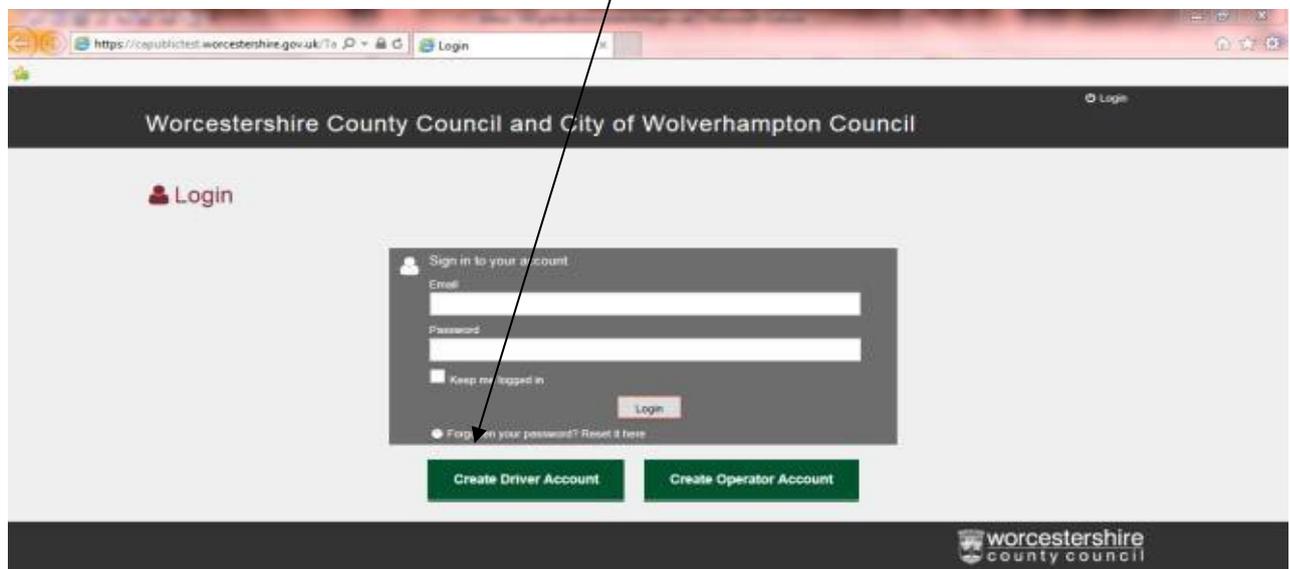
# Worcestershire County Council on behalf of the City of Wolverhampton Council Private Hire Taxi

## Driver Training Courses

### Driver Registration – User Guide

Wolverhampton Taxi Driver Training is now accessed via the following link  
<https://capublictest.worcestershire.gov.uk/TaxiCourseBookingsPublic/>

1. To book on a Wolverhampton Taxi Driver training course you need to first register by clicking on the 'create a driver account'



2. Please complete all questions – those marked with an \* are mandatory

Once registered you will be unable to amend any of the information you have given. The information you need to have in order to register is shown below.

## Register Driver Account

### 1 Requirements

You will need your driving licence number and national insurance number to create your account.

### 2 Applicant Details



**Please Note:**

You will be required to bring your photo card driving licence and evidence of your national insurance number.

First Name \*

Middle Name

Last Name \*

Mobile Number \*

Date Of Birth \*  
Day:  Month:  Year:

National Insurance Number \*  e.g. PC 11 22 33 D

Driving Licence Number \*  e.g. PETER123456PE1PE

Re-enter Driving Licence Number \*

Re-enter Driving Licence Number

**3 Applicant Address**

Building Name or Number \*

Street \*

Area

Town \*

County

Post Code \*

**4 Your Login Details**

Email Address \*

Re-enter Email Address \*

Password must be at least 8 characters long and include at least one upper-case letter, one lower-case letter, and one number or symbol

Password \*

Re-enter Password \*

Please also enter a security question and an answer below  
You will need to remember the answer to this question in future in case you forget your password.

Security Question \*

Security Answer \*

**Data Sharing Statement**

Please tick the box to confirm that you agree for your information to be shared between Worcestershire County Council and the City of Wolverhampton Council. \*

Should you need to reset your password you will need to remember your security question and answer so please enter information that you can remember easily.

3. Once you have entered all of the information correctly click create account  
You will see the following message once you have successfully registered your account

Worcestershire County Council and City of Wolverhampton Council [Login](#)

**Register Driver Account**

Your account has been registered  
Thank you for registering, an account activation email will be sent to your email address.  
Please check your Spam or Bulk Mail folder, if you do not receive a response within a few minutes from registration.

 worcestershire county council

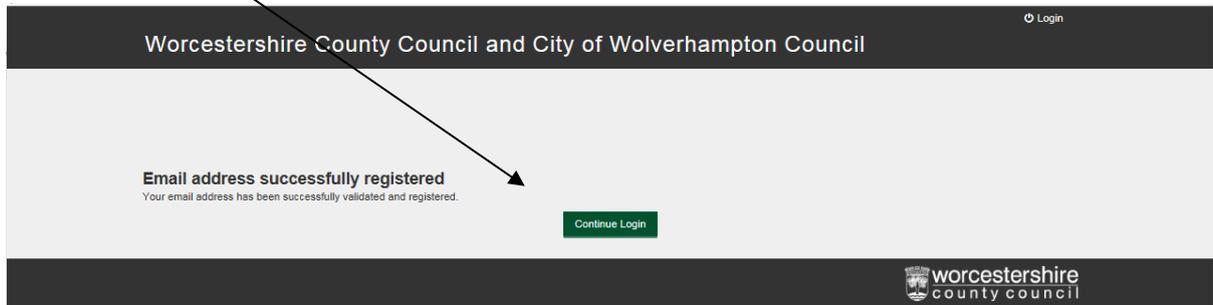
4. After completing your registration you will then be sent an activation email. This will be sent to the email address you have registered with.

The email will be titled No Not Reply – Worcestershire County Council and will appear in your inbox as below.

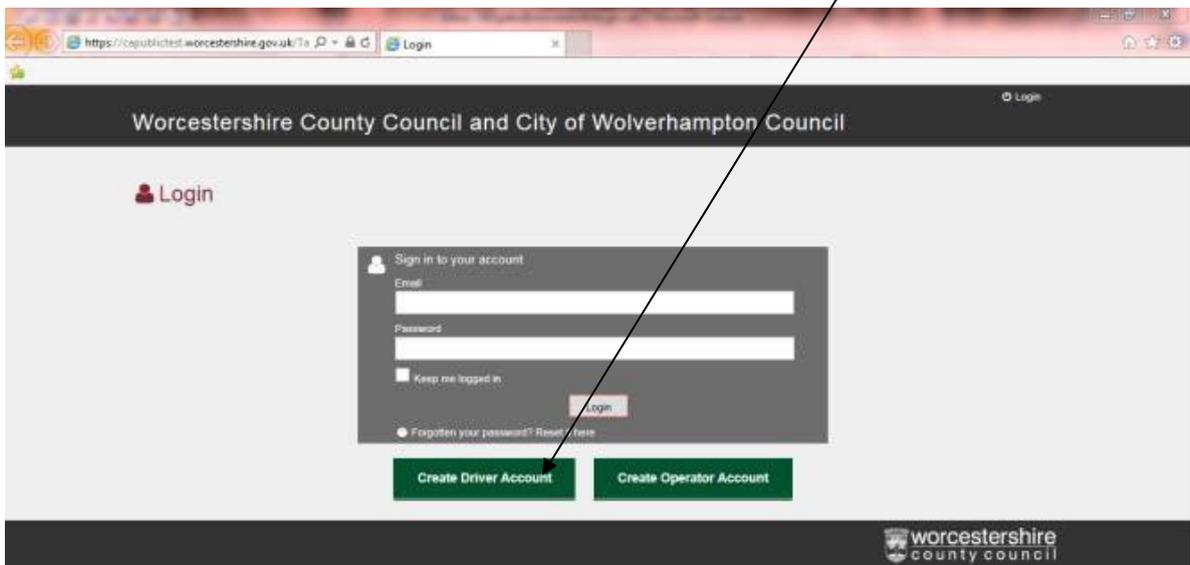


5. Please click VIEW ENTIRE MESSAGE and then activate your account by clicking the link

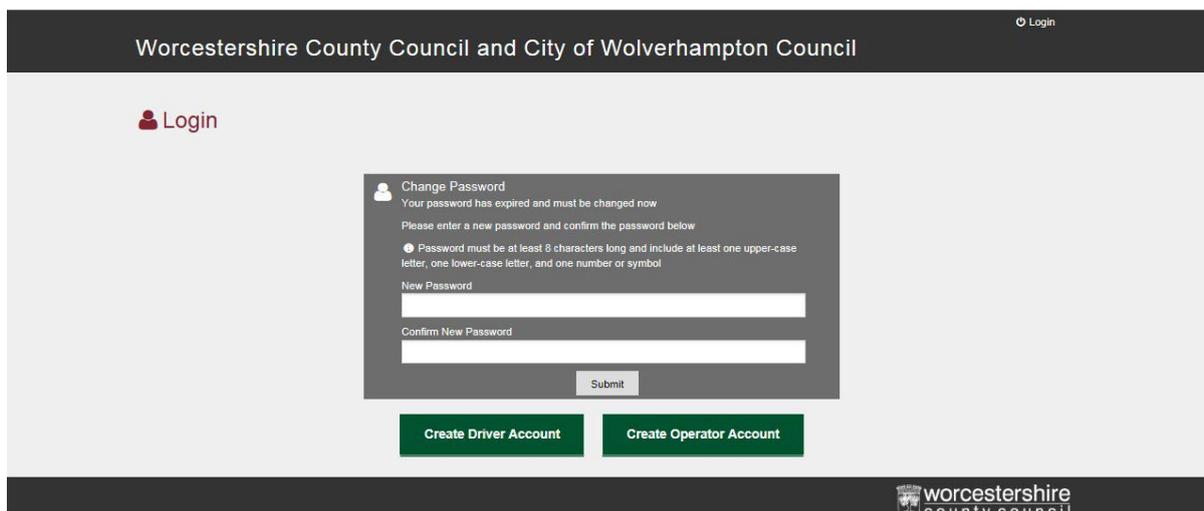




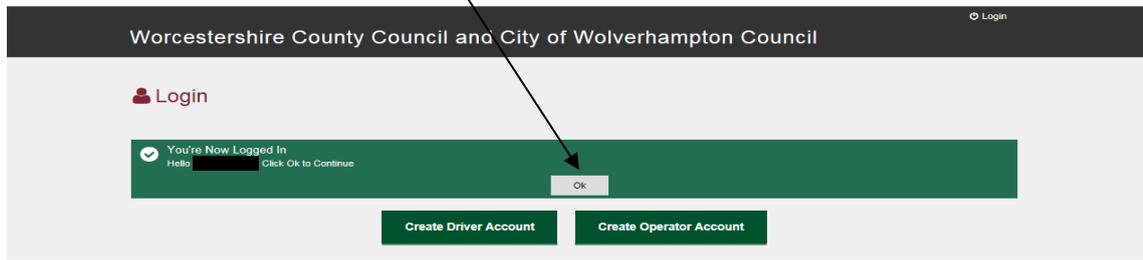
Please ignore the green boxes from this point onwards as you have already created your account and you only need to do this once



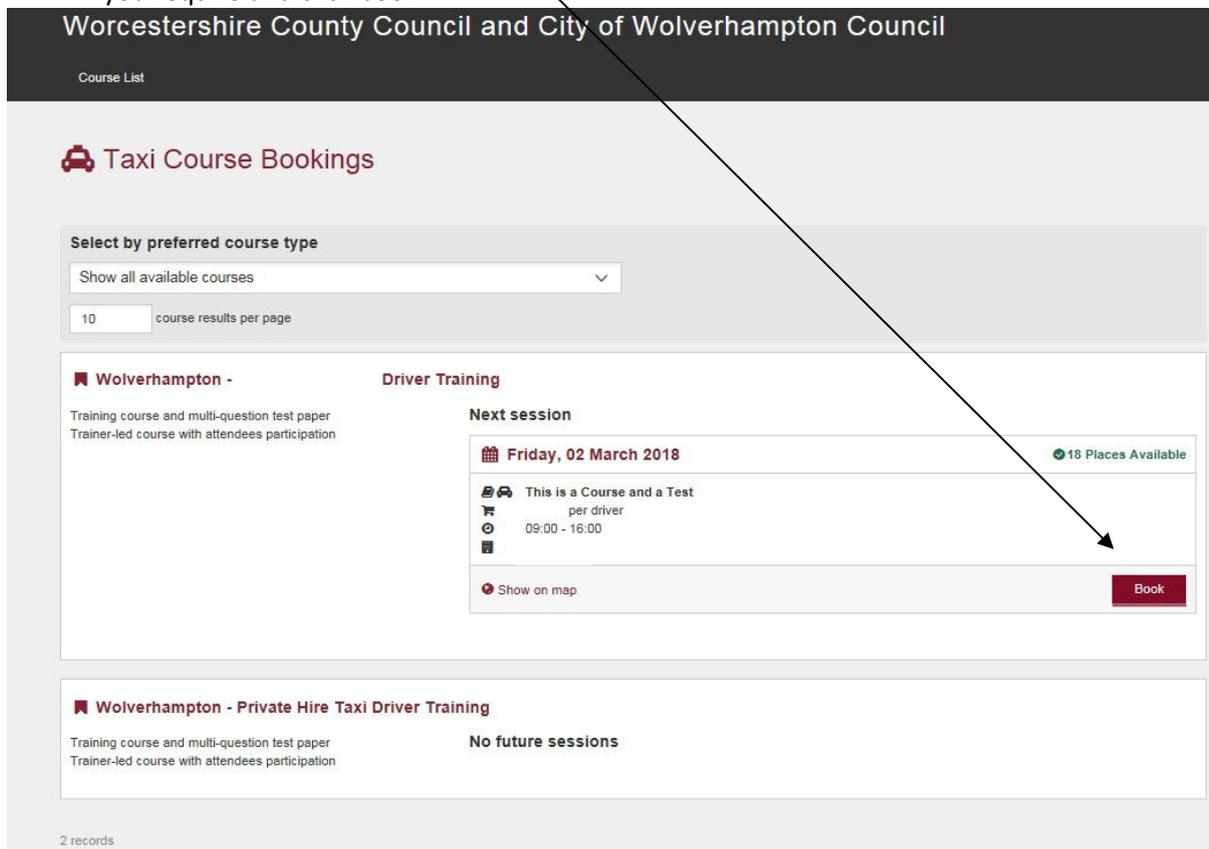
6. Following the login screen the system will ask you to change your password. Please chose something that you can easily remember and click submit



7. You are now logged in – click ok



8. You can now view the dates of the courses available to you as shown below - this is for guidance only and is not necessarily what you will see when booking. Please select the course you require and click book



9. Click to agree to the terms and conditions

Course List

## Book Taxi Driver Training

Back to Course List

**1** **Wolverhampton - Hackney Carriage Driver Training**

Training course and multi-question test paper  
Trainer-led course with attendees participation

**Friday, 02 March 2018** 16 Places Available

This is a Course and a Test  
per driver  
09:00 - 16:00

Show on map

I agree to the Terms and Conditions

Cancel

worcestershire county council

10. Complete the rest of the form which has now opened up and then select confirm and pay.  
Please note that you have 20 minutes to complete payment screen

This is a Course and a Test  
per driver  
09:00 - 16:00

Show on map

I agree to the Terms and Conditions

**2** **Special Requirements**  
e.g. Wheel chair access

**3** **Address where payment card is registered.**  
Please amend if different from Driver's address

Property Name or Number \*  
Street \*  
Area  
Town \*  
County  
Postcode \*

**Please Note:**  
You must complete this booking payment within 20 minutes.  
Please do not close down the browser window until the payment process is complete.

Cancel Confirm and Pay

11. You will now be taken to a payment screen, follow the instructions and fill in all of the boxes.
12. The system will confirm when your payment is successful and you will receive an email confirming your booking and giving you joining instructions.

You will not receive any other reminder so please keep this email safe for future reference.

Multiple venues are used for training in the Wolverhampton area so please ensure you check the venue of the course you are attending before travelling.