

## 02/08/2014, Version 01-14

### GUIDELINES FOR CONDUCTING RIDER COURSE INSTRUCTOR CERTIFICATION PROGRAM (RCICP)

Purpose is to provide guidelines and standards.

#### Process:

- Region/District establishes a RCICP need.
- Host Region/District arranges classroom and range facilities.
- Host Region/District notifies Director Rider Course Programs (DRCP) of need, type (Advanced Rider Course(ARC) or Trike Rider Course (TRC)) and dates.
- DRCP causes the posting of the RCICP notice of training to the GWRRA Rider Education web site.
- DRCP will arrange for a Master Instructor Trainer (MIT) to conduct RCICP if Host Region/District does not have one already.
- DRCP ensures MIT is aware of funding protocol.
- Host Region/District will review instructor candidate's form N.13A application and concur before sending N.13A and candidates \$100 fee to DRCP for final approval.
- A refund of \$75 will only be returned if the applicant elects to drop out of the program within 10 days of completion of the CIDM.
- DRCP notifies Instructor Candidate applicant, MIT, and Host Region/District of approval/disapproval of N.13A application.
- DRCP and/or MIT distributes instructor candidate study material in electronic format to instructor candidate.
- Host Region/District will determine what financial and lodging assistance they can offer to the MIT. In some instances the Host can arrange for a local member to host the visiting MIT.
- MIT will coordinate with Host Region/District to ensure all necessary classroom and range materials, projector, flipchart, forms, paperwork, etc. is available.
- DRCP ensures Host Region/District, and MIT understand the purpose of the \$100 instructor candidate fee. If only three or four instructor candidates participate it is probable that there will not be sufficient funds to support all MIT reimbursement for travel and lodging.
- MIT, at conclusion of the RCICP, submit a request for reimbursement directly to DRCP with receipts.
- DRCP reimburses MIT for approved travel and lodging expenses.

#### Standards:

- Purpose of Instructor Candidate \$100 fee.
  - Reimbursement for MIT travel (mileage) and lodging expenses.
- Reimbursement for MIT travel and lodging expenses.
  - MIT Travel via four wheels: The MIT will be reimbursed using the US Internal Revenue Service (IRS) Standard Mileage Rates for medical or moving purposes for the current year. Canadian reimbursement rate is to be determined.

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- MIT Travel via motorcycle: The MIT will be reimbursed using Standard Mileage Rates for charitable organizations for the current year. US IRS annually publish rates for business, charitable, medical or moving purposes. Canadian reimbursement rate is to be determined.
- Lodging will be reimbursed for moderate lodging at training location. Receipt(s) required for reimbursement.
- Instructor Candidate Expectations
  - Readiness – Instructor candidates
    - Will have submitted their N.13A application with the \$100 course fee to become a Rider Course Instructor through their District/Region Educator and be approved to participate by the DRCP
    - Will have completed any and all pre-course assignments and be ready to fully participate with the other Instructor Candidates
    - Will have reviewed and be familiar with the applicable RCICP Instructor Candidate Instructor Guide and Instructor Candidate teaching materials for their particular focus RCICP
  - Participation – Instructor Candidates
    - Are required to attend all classroom and range training evolutions
    - Are expected to participate fully in all classroom and range training evolutions
    - Are expected to perform all elements of the actual certification Rider Course to the satisfaction of the MIT.
    - Perform as safety observers ensuring the course is conducted in a safe and secure manner.
- MIT Qualifications:
  - All MIT who will conduct the Rider Education Classroom Instructor Development Module (CIDM) must be certified as University Trainer Development Program (UTDP) Trainers. Most active MIT were certified during the initial phase of University Training implementation. Only those MIT that had previously presented the CIDM were certified as UTDP. Those MIT that are not currently certified UTDP must conduct a CIDM with either the Director Rider Course Programs or the Director Rider Education observing. If the MIT seeking UTDP certification is successful in presenting the CIDM they will be certified. Future MIT candidates must successfully present the CIDM as part of a RCICP before being certified as UTDP trainer.
- MIT Expectations:
  - Readiness
    - Will provide all required pre-course assignments and materials as required to the Instructor Candidates so they may achieve completion requirements

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- Will be ready to present and conduct the applicable RCICP in accordance with the Master Instructor Trainer Instructor Guide and ancillary teaching materials identified for their particular focus RCICP
- Participation – MIT
  - Will conduct a Rider Course Instructor Candidate Pre-Course Skill Evaluation for ARC or TRC using RE N.30 form. Ideally this will occur during the Day One Instructor candidate Range Setup period. Failure to satisfactorily complete the Pre-Course Skills Evaluation will result in the instructor candidates removal from the RCIT.
  - Will present all classroom and range training evolutions as scheduled
  - Will support and encourage Instructor Candidates to perform to the highest standards of GWRRA and provide corrective measures to help them succeed
  - Will provide the Instructor Candidates with his/her experienced guidance concerning the conduct of the GWRRA Rider Course material
  - Will continually evaluate the performance of the Instructor Candidates.
  - Will counsel Instructor Candidates who are not performing the RCICP tasks in a satisfactory manner; provide a path to improve within the constraints of the RCICP and if not possible ask the Instructor Candidate to leave the course with the encouragement to study and return at a later date and course.
  - Perform overall safety supervision during the RCICP over the Instructor Candidates and also the culminating certification class the Instructor Candidates will instruct.
  - Guidance – All Rider Education activities are conducted under the auspices and guidance provided through the Rider Education Handbook (current version).

### Schedule:

- CIDM - Ideal schedule would be for CIDM to occur 3 weeks prior to start of RCIT. This would allow instructor candidates to review and practice their classroom skills prior to beginning of RCIT. Special circumstances may dictate conducting the CIDM consecutively with the four day RCIT. If the CIDM is conducted concurrently with the RCIT, the RCIT student course material must be made available to the instructor candidate in sufficient time for the preparation than would normally occur between the CIDM and the RCIT.
- Rider Course Instructor Training (RCIT) - Ideal schedule would be for RCIT to occur over four consecutive days. RCIT relies on building block approach and a break between classes is detrimental. Special circumstances may dictate splitting the RCIT between two consecutive weekends. Unless approved by the Director Rider Course Programs or the Director Rider Education the RCIT must not be separated by more time than two consecutive weekends.