



IPMBA

International Police Mountain
Bike Association

Revision Date: November 8, 2016

TO : Prospective IPMBA Instructor
FROM : IPMBA Headquarters
RE : IPMBA Instructor Application

Thank you for your interest in becoming a certified IPMBA Instructor. **Please read through this application thoroughly and ensure that you meet the prerequisites before completing it.** If you have any questions about your eligibility, contact IPMBA at info@ipmba.org or 410-744-2400.

Becoming a certified IPMBA Instructor is basically a three step process: 1) complete an IPMBA Police, EMS, or Security Cyclist Course and obtain IPMBA certification; 2) complete this IPMBA Instructor Application packet, making sure that you meet all criteria and include all required materials, and submit it to IPMBA headquarters; and 3) successfully complete an IPMBA Instructor certification course.

Upon satisfactory completion of the IPMBA Instructor Course, you will be issued an official IPMBA Instructor Certificate. Licensed law enforcement officers are certified as Police Cyclist Instructors and are authorized to teach the Police and Security Cyclist Courses; EMS providers are certified as EMS Cyclist Instructors and are authorized to teach the EMS Cyclist Course; and security officers are certified as Security Cyclist Instructors and are authorized to teach the Security Cyclist Course.

Certified instructors are expected to maintain the high standards of instruction and safety demonstrated in the IPMBA Instructor Course. Instructors may retain their active status by 1) maintaining membership in IPMBA, and 2) teaching a minimum of one Police, EMS or Security Cyclist Course every 24 months and submitting all required coursework to IPMBA in a timely manner.

IPMBA Instructors are also expected to actively promote IPMBA membership to students during their classes. A video presentation will be provided for this purpose.

In addition to offering Police, EMS and Security Cyclist Courses, certified IPMBA instructors are eligible to teach courses and present workshops at IPMBA's Annual Conference. They may also apply for additional ratings and IPMBA Instructor Trainer certification as opportunities become available and eligibility requirements are met.

Please fill out this application in its entirety and submit it, accompanied by all required documentation and fees, to:

IPMBA Instructor Application
583 Frederick Road, Suite 5B
Baltimore, Maryland 21228
Email: events@ipmba.org / Fax: 410-744-5504

Your application will be reviewed by to determine your eligibility for the IPMBA Instructor Course. You will be notified of your acceptance into the Instructor Course by email.

Please call 410-744-2400 or email info@ipmba.org if you have any questions about the application process or the eligibility requirements. **Please note that the IPMBA Instructor Application, membership, and basic certification fees are nonrefundable.**



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IPMBA Instructor Course Pre-Requisites

In order to apply for certification as an IPMBA Instructor, you must:

- Complete the IPMBA Police, EMS or Security Cyclist Certification Course taught by an active, certified IPMBA Police, EMS, or Security Cyclist Instructor.*
- Score at least a 90% on the written portion of the Police/EMS/Security Cyclist Course examination and demonstrate superior bike-handling skills.
- Be an IPMBA-certified Police, EMS, or Security Cyclist and a current member of IPMBA.
- Be an active public safety cyclist on a full- or part-time basis.**
- Possess a minimum of twelve months full-time or 24 months part-time experience on bike duty.**
- Be able to provide proof of licensure or employment as a (state P.O.S.T.-certified or equivalent) law enforcement officer, EMS provider, or security officer.**
- Be able to demonstrate extensive knowledge of the information contained in the most recent edition of *The Complete Guide to Public Safety Cycling*.
- Obtain the endorsement and support of your department.**

**If you have taken a non-IPMBA public safety cycling course (minimum 32 hours for police and EMS, 24 hours for Security), please visit http://ipmba.org/training/become_an_IPMBA_instructor or contact IPMBA at events@ipmba.org or 410-744-2400 for additional information.*

*** Any individual who has retired or separated from their department in good standing must provide official documentation of having been an active public safety cyclist for five years part-time, or three years full-time, and must apply for the Instructor Course within 24 months after separation. (Official documentation consists of a letter from the chief, HR, or designee who can attest to time on, departure in good standing, and departmental support.)*

IPMBA Instructor Application Checklist

Please include the following items in your application packet:

- Your completed IPMBA *Instructor Application and Cycling Experience Questionnaire*, printed legibly or typed.
- Letter of Expectations* (included in this packet), signed by you and your supervisor.
- Letter of Departmental Support* (included in this packet), signed by your supervisor.
- The IPMBA *Instructor Application Instructor Recommendation Form* (included in this packet), completed by the IPMBA Instructor who administers the written and practical tests (required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates)***.
- Your IPMBA membership dues and certification fee, if applicable.
- Your completed IPMBA *Instructor Course Registration Form*, printed legibly or typed.
- Your application fee and course tuition (as listed on the course registration form; acceptable forms of payment: check, money order, purchase order, Mastercard or Visa).
- Other documentation (letters, certifications, etc.) that you feel would support your application (optional).

****IPMBA highly recommends asking a current IPMBA Instructor to administer the written and practical tests and complete the recommendation form in order to gauge your level of preparedness for the course. This will help identify your strengths and weaknesses and enable you to focus your skill practice and study prior to the course.*



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International Police Mountain Bike Association Instructor Application

Please complete this application fully and accurately. You may attach additional pages as necessary. In order for your application to be processed, your application packet must contain each of the items specified on the IPMBA Instructor Application Checklist. **Applications lacking any of the required items will be subject to processing delays.**

Name: _____

Home Address: _____

City, State, ZIP: _____

Country: _____

Personal Phone: _____ Home Cell

Email: _____

Department Name: _____

Department Address: _____

City, State, ZIP: _____

Dept. Phone: _____

Check off what applies to you!

1. I am a current IPMBA Member (member # _____)
 - joining IPMBA (my dues are enclosed)
 - renewing IPMBA (my dues are enclosed)
2. I am an IPMBA-Certified Police, EMS, or Security Cyclist
 - not IPMBA-Certified yet, but my Police/EMS/Security Cyclist certification application and fee are enclosed.
 - awaiting my certificate. I submitted my Membership and Certification Application on ___/___.
3. I am a former instructor seeking recertification (Instructor #: _____)
 - a first-time applicant
3. I am a member of a police bike unit (eligible for PCI status)
 - a member of an EMS bike unit (eligible for EMSCI status)
 - a member of an Security bike unit (eligible for SCI status)

Have you included ...

- This page of the application
- Your *Cycling Experience Questionnaire*
- Your *Instructor Recommendation* form (required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates.)
- The *Letter of Expectations* signed by you and your supervisor
- The *Letter of Departmental Support* signed by your supervisor
- Your membership dues* (if you are not a member or if your membership has expired)
- Your basic course certification fee* (if you are not already a certified member)
- Your completed course registration form
- Your application fee and course tuition (as per registration form)*
- Additional documentation to support your application (optional)

* Membership, certification, and application fees are non-refundable. Please be sure you meet all criteria before applying.

I have answered all of the questions on the attached questionnaire as accurately as possible. I have read and am able to demonstrate extensive knowledge of **The Complete Guide to Public Safety Cycling**. I scored at least a 90% on my PC/EMSC/SC written test. I am a P.O.S.T. (or equivalent) licensed law enforcement officer, or an active firefighter, EMT or paramedic, or am employed as a security officer by a proprietary or contract security provider.

Signature _____ Date: _____

Please send to:

IPMBA Instructor Application ~ 583 Frederick Rd., Suite 5B ~ Baltimore MD 21228

Phone: 410-744-2400/Fax 410-744-5504/E-mail events@ipmba.org



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IPMBA Instructor Application Cycling Experience Questionnaire

About You

I have been a Police Officer/EMS Provider/Security Officer for:

0-12 months 12-24 months 3-5 years more than 5 years (how many? ___)

I have been on bicycle duty for:

___ years, ___ months full time
___ years, ___ months part time

You may include on-bike experience with a previous department and/or prior to completing the IPMBA course.

Comments: _____

I am presently involved in cycling. Yes No

My involvement with recreational cycling includes: _____

My involvement with public safety cycling includes: _____

The following statement best describes my experience maintaining and repairing bicycles:

- Someone else adjusts and maintains my bike for me.
- I perform minor repairs and routine maintenance on my bike, but I have never overhauled it.
- I have overhauled my bike (also possibly those of others), but not as a paid mechanic.
- I have been a paid bike mechanic, either in a bike shop or elsewhere.
- I have attended: the IPMBA Maintenance Officer Course Barnett's UBI Other: _____

Why are you seeking certification as an IPMBA Instructor?

Describe: _____



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About Your Training

Please select the most appropriate description of your public safety bike training.

- I have successfully completed an IPMBA Police/EMS/Security Cyclist Course taught by an active IPMBA Instructor. **Minimum written test score for Instructor eligibility is 90%.** You may contact the IPMBA Office in advance to verify your score.

Course Date: _____

Location: _____

Lead Instructor: _____

Score on written test: _____

- I did not score a 90% on my initial test but have taken a retest (score must be reported in writing, by the testing instructor, via email, memo, or Instructor Recommendation Form).

Test Date: _____

Location: _____

Instructor: _____

Score on written test: _____

- I have never attended an IPMBA *Police, EMS or Security* Course. My public safety bike training was conducted by: _____

Course Date: _____

Location: _____

Lead Instructor: _____

- I have taken the IPMBA Police, EMS, or Security Cyclist Course Written Test as required of candidates who have not attended the IPMBA Course (score must be reported by the testing instructor on the Instructor Recommendation Form).

Test Date: _____

Location: _____

Instructor: _____

Score on written test: _____

- Please list any other public safety or civilian bicycle training classes you have completed.

About Your IPMBA Membership

I am an active, IPMBA-certified *Police, EMS, or Security Cyclist* (you must join IPMBA to become certified. If you have never joined IPMBA, you are not yet certified.)

- Yes. Membership Number: _____

- No, but I am joining or renewing now.

- No, but I sent my application to IPMBA headquarters on ____/____/____.



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IPMBA Instructor Course Application Letter of Expectations

The International Police Mountain Bike Association (IPMBA) has been providing world-class training to public safety cyclists since 1991. IPMBA prides itself on the quality of its training programs and holds its instructors to the highest standards of excellence.

Before you graduate and become certified as an IPMBA Instructor, you must meet the criteria set forth below. Your Instructor Trainer must confidently give an affirmative answer to these questions to ensure that the integrity of the IPMBA Instructor cadre is kept at the highest standard. Completion of this course does not guarantee certification; meeting these standards of excellence does.

1. Do you know the material contained in the *Complete Guide to Public Safety Cycling*? The material in the *Complete Guide* is a compilation of knowledge and experience and represents thousands of hours of public safety cycling experience. As IPMBA Instructors, you will teach the practical skills and knowledge contained within this book. The very lives of your students and the public they serve may depend on your grasp of that knowledge. *To test your knowledge, a written basic knowledge test will be administered on the first day of the Instructor Course. You must score at least a 90% in order to advance in the course.* **Note:** if you are not permitted to advance, your course registration fee will **not** be refunded.

2. Can you present the material? To be an effective instructor, you must not only know the material, you must be able to present it in a clear and concise manner. You will learn techniques for presenting the material in both the classroom and in the field. You will be evaluated on those techniques at several stages throughout the course. *You will be required to complete two prepared presentations of 10 and 15 minutes.*

3. Do you possess instructor-quality riding skills? Students will gain confidence in their own skills only if they learn from an instructor who demonstrates exceptional cycling skills. Balance, stamina and smooth, flawless techniques are essential qualities that will win their confidence and motivate them to ascend to higher levels. *You will be expected to demonstrate the following on the first day of the class: the four-foot Lock-to-Lock, four-foot Offset Serpentine, the nine-foot Slow Box (in both directions), and curb/stair loft ascents and curb/stair descents. You must execute these moves successfully and look comfortable and confident as you perform them in order to advance in the course.* **Note:** if you are not permitted to advance, your course registration fee will **not** be refunded.

4. Do you possess good interpersonal skills? Do you communicate well with students and others? An instructor's demeanor is one of patience, understanding and support. Some students will not comprehend the material or learn the techniques as readily as others. You will need strong interpersonal skills and the ability to deliver constructive criticism as well as positive feedback.

5. Can you perform as a solo instructor? You must be able to deliver all the material, not just the parts of it that you like or in which you excel. Your students will look to you for a comprehensive course of instruction that will give them all the skills and knowledge they need to perform their duties as a public safety cyclist. You will be responsible for that instruction as you sign each roster that certifies that your course has been conducted in accordance with the requirements and procedures established by the International Police Mountain Bike Association.

6. Can you use multiple types of visual aids? As an instructor, you have to be flexible in your teaching style. You may be confronted with settings that will require you to vary your usual teaching methods. To ensure that you – not your props – are the foundation of your course, you will be required to use at least two different types of visual aids during mock teaching sessions. Your options include, but are not limited to, flipcharts, projected computer based media, various items of equipment/gear related to the topic, etc. We suggest you give thought to which two you will use prior to arriving at the training site. This way you can obtain the materials of your choice in advance. Purchasing materials on-site may be costly and logistically difficult, considering the time constraints of attending the course during the day.

As a candidate for this course, you have demonstrated the excellence, the desire and the will to become part of an elite group of individuals: IPMBA Instructors. It is the desire of this organization to provide you with the most comprehensive, up-to-date and quality-controlled instruction available; and to enable you to serve as a positive role model and representative of your department and IPMBA.

This will not be an easy course. You will be required to pass rigorous practical and written tests, so re-familiarize yourself with the material in the *Complete Guide to Public Safety Cycling* (available from Jones & Bartlett, www.jblearning.com or 800-832-0034), and practice every skill and technique. Train yourself to think about identifying and correcting improper technique. Above all, make sure that you feel confident that by the end of the course, you will be able to answer "yes" to each of the above questions. If you have any questions, please email info@ipmba.org or call 410-744-2400. We look forward to welcoming you to our instructor cadre.

Candidate: I have read this letter and understand the expectations for the course and ongoing certification requirements.

Printed Name: _____ **Signature:** _____

Supervisor: I have read this letter and understand the expectations for the course and ongoing certification requirements.

Printed Name: _____ **Signature:** _____



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IPMBA Instructor Course Application Letter of Departmental Support

I hereby attest to the accuracy of the information contained within this application.

The candidate has completed the applicable IPMBA Cyclist Course and has scored at least a 90% on the written test or completed an approved equivalent and been tested/evaluated by a current IPMBA Instructor.

The candidate has served at least one year full-time or two years part-time on bike duty.

I support the candidate's efforts to improve his/her skills and our bike unit/operations by attending the IPMBA Instructor Course.

I understand that the course is a rigorous one, but I am confident that he/she possesses the necessary skills and knowledge to succeed. I understand that the course comprises approximately 44 instructional hours and after-hours preparation.

I also understand that, as an IPMBA instructor, he/she will be required to maintain IPMBA's high standards and meet minimum requirements to maintain his certification (currently, teaching at least one approved class every twenty-four months and maintaining current IPMBA membership).

This department will support his/her professional development by enabling him/her to participate in future IPMBA training sessions.

It is our belief that, by serving as instructor, the candidate will help us maintain our bike unit as a way to foster good relations with citizens through positive interaction and innovative law enforcement/emergency medical/security service delivery.

Candidate Name: _____

Supervisor's Signature: _____

Printed Name: _____

Date: _____



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IPMBA Instructor Course Application Instructor Recommendation Form

(To be completed by an active IPMBA Instructor. Required if you did not attend an IPMBA Public Safety Cycling Course; optional but recommended for IPMBA-trained candidates.)

Applicant's Name: _____

Department: _____

The above-named applicant is applying for acceptance into the *IPMBA Instructor Course*. Your recommendation is an important part of this application. Please answer the following questions accurately, honestly and objectively. You may attach additional sheets as necessary. Please do not take your recommendation lightly; if you are not comfortable providing a recommendation for the student, please indicate the rationale for your decision in the "Additional Comments" portion of the form.

Where a rating scale is provided, please consider five (5) to be the highest score.

Written Test Score: _____ (minimum 90%)

1. Please rate the applicant on his/her enthusiasm for bikes, bicycle duty, and the IPMBA Course.

1 2 3 4 5

Comments: _____

2. Please rate the applicant's on-bike skills.

1 2 3 4 5

Comments: _____

3. Please rate the applicant's traffic cycling skills.

1 2 3 4 5

Comments: _____

4. Please comment on the applicant's skill or aptitude for bike repairs, if known.

Comments: _____



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5. Please comment on the applicant's aptitude for the material, based upon written and verbal testing and performance.

Comments: _____

6. In your opinion, what strengths does the applicant possess that would qualify him/her to be certified as an *IPMBA Instructor*?

Comments: _____

7. In your opinion, in which area(s) does the applicant need improvement?

Comments: _____

8. What is your overall impression of the applicant's suitability as an IPMBA Instructor?

Comments: _____

Please use the space below for additional comments, if desired.

Signature: _____

Printed Name: _____

Instructor Number: _____

Email Address: _____

Telephone Number: _____

Please return this form to the applicant for inclusion in his/her application packet.

If you prefer, you may mail/fax/email it to:

IPMBA

583 Frederick Road, Suite 5B/Baltimore MD 21228/

Phone 410-744-2400/Fax 410-744-5504/events@ipmba.org