



Instructor ToolKit Update January 8, 2009

The IPMBA ITK is now available! All pre-ordered copies have shipped. The IPMBA office has received its supply of CDs as well and will be processing and shipping orders on a weekly basis.

If you have not yet ordered your ITK, please do so as soon as possible. Even in warmer climates, bike courses are rarely offered in the winter months, so this is the ideal time to familiarize yourself with the revised curriculum prior to teaching your first class of 2009.

If you are a Mac user, please be advised that there is a problem with the Chapter 2 PowerPoint presentation. This affects only Chapter 2, and only Mac users. PC users are not affected. Please indicate on the order form if you are a Mac or PC user. If you are a Mac user, the corrected Chapter 2 PowerPoint presentation will be emailed to you. You can overwrite the defective one after you have installed the ITK on your computer.

Place your order with the following order form or contact the IPMBA office at info@ipmba.org to request one by email or fax. Acceptable forms of payment are check, purchase order, Mastercard, and Visa.

Only active IPMBA Instructors are permitted to purchase the ITK. For the first six months after release, the cost of the ITK will be \$100, including shipping. After six months, the cost will increase to \$150. Any active IPMBA Instructor who has not purchased the ITK at the end of the nine-month period will be deemed inactive and will be required to attend the IPMBA Instructor Course as a recertification requirement.

The following schedule will be implemented:

Time Frame	Cost	Additional Requirements
November 1, 2008-April 30, 2009	\$100	None
May 1, 2009-July 31, 2009	\$150	None
August 1, 2009 and beyond	Instructor Course Tuition (currently \$525)	Successfully complete the IPMBA Instructor Course. Full tuition will be charged, but the application process and fee will be waived.

If you have any questions about the above requirements, please contact IPMBA Education Director Mitch Trujillo at education@ipmba.org. If you have questions about obtaining the ITK, please contact the IPMBA office at info@ipmba.org or 410-744-2400.



IPMBA Instructor ToolKit CD-ROM Order Form

Date of Order: _____

Instructor Name: _____ Instructor Number: _____

Department: _____

Contact Phone: _____ Contact Email: _____

Circle one: MAC PC

Ship To (circle one) Home/Department:

Street Address: _____

City, State, Zip (Postal Code): _____ Country: _____

Amount Enclosed:

\$100 x ____ = \$ _____ (November 1, 2008-April 30, 2009)

\$150 x ____ = \$ _____ (May 1, 2009-July 31, 2009)

Form of Payment (U.S. Currency Only):

Check (Payable to Police on Bikes, Inc., or IPMBA)

Mastercard/Visa (circle one)

Card Number: _____ Expiration Date: _____

Name on the Card: _____

Cardholder's Signature: _____

Email Address for Receipt: _____

Phone Number: _____

Purchase Order

Purchase Order Number: _____

Bill to: _____

Street Address: _____

City, State, Zip (Postal Code): _____

If ordering more than one copy, list additional instructors here. Only active IPMBA instructors are eligible to purchase the ITK. All instructors who wish to maintain IPMBA Instructor certification must purchase the ITK prior to August 1, 2009.

Return order form, with payment, to the below address or fax to 410-744-5504.

Tax ID: 52-213-7781.