



IPMBA Instructor Course

— REGISTRATION FORM —

WEST HARTFORD, CONNECTICUT | JULY 29-AUGUST 2, 2024

Become an instructor for the premier public safety cyclist training organization.

Since 1991, IPMBA Instructors have educated countless public safety personnel in using their bikes safely and effectively on the job. This intense course will *increase* your confidence, *reinforce* your understanding of the basic principles of public safety cycling, *improve* your bike-handling skills, and *prepare* you to communicate your knowledge to others. Teaching methods include in-class presentations, on-bike drills, and peer and self-critiques. You will learn to identify and correct improper technique; how to assist students in overcoming individual difficulties; and how to incorporate various methods of instruction into your courses. When you have completed this course, you will be equipped with the skills you need to teach beginner and intermediate cyclists how to use the bike, not just as transportation, but as an indispensable tool for success on the job. Certification will be issued upon successful completion of the course requirements.

Important Information! Please Read First! In order to be eligible for the IPMBA Instructor Course, you must submit the following items: **1) completed IPMBA Instructor Application/Cycling Experience Questionnaire; 2) signed Letter of Expectations** (included in the application packet); **3) signed letter of departmental support** (included in the application packet); **4) Instructor Recommendation Form** (included in the application packet; required for non-IPMBA-trained candidates; recommended for IPMBA-trained candidates); **5) this registration form; and 6) all applicable fees.**

Note: Applications are subject to review. We recommend that you wait for approval before purchasing non-refundable travel. If your application is incomplete or you do not meet the pre-requisites described in the application, your course registration fee will be returned. The membership (\$75), and basic certification (\$25) fees are non-refundable. You will be notified of your acceptance into the course via email within three weeks of receipt of your completed application. All paperwork and applicable fees must be received by July 1, 2024. Spaces cannot be reserved without payment or application approval. **No Walk-Ins. If you are not sure of your certification/membership status, email events@ipmba.org BEFORE submitting this registration. Failure to do so will delay your registration.**

If you are dismissed from the class for not meeting the standards described in the Letter of Expectations, your course registration fee will not be refunded.

DETAILS: HOST AGENCY: West Hartford Police Department. **ACCOMMODATIONS:** Options, including rate and reservation information are on the website. **COURSE LOCATION:** McDonough Hall, University of Saint Joseph, 1678 Asylum Ave., W. Hartford CT 06117. **COURSE LENGTH:** 44 hours. **REGISTRATION DEADLINE:** Applications, registration forms, and all fees will be accepted on a space available basis until July 1, 2024. Availability of seats is not guaranteed. **No walk-ins! COURSE LIMIT:** 16.

IPMBA Instructor Course Registration Form

Name: _____
 Personal Address: _____
 City, State/Prov, Zip/Postal: _____
 Mobile Phone: _____
 Email for Confirmation: _____
 Department Name: _____
 Department Address: _____
 City, State/Prov, Zip/Postal: _____
 Department Phone: _____

PAYMENT (US DOLLARS ONLY) ENCLOSED:

\$875 Course Registration/Application Fee

\$75 Membership Dues (if not a current member)
 New Renew

\$25 Basic (PC/EMSC/SC) Certification (If not already a certified member; course completion does not equate to certification; if unsure, check status with IPMBA before registering. Enter your basic training info here! Leaving it blank will delay your registration and may cost you a seat in the class.)

IPMBA Instructor Name/Number: _____
 Course Dates: _____
 Location: _____

➤ CHECK OFF WHAT APPLIES TO YOU! ◀

1. I am a current IPMBA Member (member # _____).
 renewing IPMBA membership (member # above; \$75 dues enclosed).
 joining IPMBA (my \$75 dues are enclosed).

2. I am an IPMBA-Certified Police, EMS, or Security Cyclist.
 not IPMBA-Certified yet, but my application & \$25 fee are enclosed.
 awaiting my certificate; my application was submitted on _____.

3. I am a former instructor seeking recertification (Instructor #: _____).
 a first-time instructor applicant

4. Privacy Settings
 Display my name/agency on the online attendee list. Yes No
 Allow other attendees to email me from the list. Yes No

\$ _____ **Total Enclosed**

Check MC/Visa (fill in details below)

Exp. Date _____ Security Code: _____

Billing Address: Home Department

Name on Card: _____

Email for Receipt: _____

Phone Number: _____

P.O. Number: _____

Contact Person for P.O.: _____

Refunds: Cancellations must be in writing and received by July 1. Refunds, less the \$50 cancellation fee, will be processed after the course. Certification fee and membership dues are non-refundable. **No refunds after July 1. If the course is cancelled, participants will be offered a refund or credit of \$875.**