



# IPMBA

International Police Mountain  
Bike Association

## 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 Clover (in both directions), the nine-foot 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. Think about 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](http://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 [events@ipmba.org](mailto:events@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 enhance their knowledge and skills and apply them to our bike unit/operations.

I understand that the course is a rigorous one, but I am confident that the candidate possesses the necessary skills and knowledge to succeed. **I understand that if the candidate is unable to meet the minimum score on the basic knowledge test and/or demonstrate mastery of the skills (as described in the Letter of Expectations), the candidate will be dismissed and a refund will not be offered.**

I also understand that, as an IPMBA instructor, the candidate will be required to maintain IPMBA's high standards and meet minimum requirements to maintain active instructor status (currently, teaching at least one approved class every twenty-four months and maintaining current IPMBA membership). I understand that from time to time, instructors may be required to attend refresher training and/or update their instructional materials.

This department will support the candidate's professional development by enabling participation 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 public safety service delivery.

**Candidate Name:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_