RPM ACADEMY

UNIVERSITY INSTRUCTOR

MANUAL

With a focus toward superior instructors, a rigorous program of training, demonstration, and coaching was developed. The candidates who successfully complete the Instructor Training and Certification Program (ITCP) are called Academy Instructors with a single certification and they can present the newly developed material.

The original University seminars and modules were redesigned. They are listed as Seminars or Modules, overall referred to as classes. These classes have a whole new look and feel and were developed with the objective to involve the participants and take advantage of the knowledge they may already possess.

Suggestions for new classes or an update of content that come from the Participants will be reviewed to determine if those suggestions meet the need-based training requirement. Upon approval, the class will be developed following established Academy processes and standards. Once a class has been approved and posted on the Academy website no further changes or modifications are allowed without first obtaining the approval of the Academy.

DEFINITIONS

For the remainder of this document the following definitions will be used:

ACADEMY INSTRUCTOR CANDIDATE

An individual who has watched the instructional videos, participated in the debrief session but has yet to attend Instructor Training and Certification Program (ITCP).

ACADEMY INSTRUCTOR

Individuals who have successfully completed the Instructor Training and Certification Program (ITCP).

PROVISIONAL CERTIFICATION

Instructor Candidates or Instructor Trainer Candidates may be granted Provisional Certification if the evaluator determines the candidate needs additional training in one or more areas as documented on the evaluation form.

ACADEMY INSTRUCTOR TRAINER CANDIDATE

An instructor who has attended the coaching sessions but has yet to conduct an Instructor Training and Certification Program (ITCP) under the supervision of a University Instructor Trainer.

ACADEMY INSTRUCTOR TRAINER

Certified Academy Instructors Trainers (IT), with above average training skills and experience, who have been successfully evaluated for their ability to deliver an Instructor Training and Certification Program (ITCP).

EVALUATORS

- For Training, the Evaluator will be a certified Academy Instructor Trainer
- Evaluations are conducted while observing an Academy Training Instructor present any classes in the curriculum.

DISTRICT OFFICERS

- For Training, the District Officer is the District Training Coordinator.
- For Rider Education and Safety, the District Officer is the District Safety Officer.
- Note: These designations may be different depending on group affiliation or identification as an independent entity.

RPM ACADEMY

- For Training, the Managing Member of RPM ACADEMY, LLC is Lorrie M. Thomas.
- For Rider Education & Safety, the Managing Member of RPM ACADEMY, LLC is Susan Huttman.
- For HSI First Aid, CPR, and AED, the contact is: Laurel Kuehl.

STUDENT

The term student will mean anyone who attends a training module, seminar, or class at any level in the Academy.

CURRICULUM

All Academy Instructors who are in good standing and current in the Academy's Levels Program (*current in the Level specifically required to present certain classes*) may present any training class. Because of the more extensive instructor training requirements, the Rider Courses and HSI classes are under the purview of Rider Education & Safety.

FUNDING

MODULES AND SEMINAR CLASSES

The general curriculum of classes is meant to be provided at no cost to the Participants. It is the responsibility of the hosting organization or group to find classroom facilities for training events. While a nominal fee can be charged by the host for food or facilities these fees are to be spelled out as such in any flyers, web site description, or any means of promotion of the training event.

The benefit of "free" training to the Participants cannot be over emphasized. In most commercial training settings, training like the classes and workshops the Academy provides would cost hundreds of dollars.

While hosts may have limitations as to the financial support they can provide, it is important to support these events in any way possible.

RPM ACADEMY INSTRUCTOR REIMBURSEMENT POLICY

The RPM Academy Reimbursement Policy is as follows:

SPECIALTY TRAINING

Instructor Training and Certification Program (ITCP) requires the presence of certified Instructor Trainers (and an Evaluator if the training will involve Instructor Trainer Candidates). The limited number of certified Instructor Trainers will require that they travel to various locations to present the Instructor Training and Certification Program (ITCP). In this case the requesting organization or group may be asked to provide funding for travel and lodging. RPM Academy will assist in this funding if requested. Note: Please refer to the reimbursement protocol in this document.

It is critical that integrity be maintained in this new training! As such we would like to add three (3) pieces to this from the standpoint of setting up the facilities for and ITCP Instructor Training /ITCP Instructor Trainer training event:

1. *Training needs to be facilitated in a classroom setting. Due to the space requirements, a personal residence will not work unless a very large room exists that can be set up like a classroom. If a personal residence is going to be used it must first be approved by the RPM Academy.*

2. *The ITCP Instructor Trainer (to train the Instructor Trainers) event must be done in person. It is not an event that can properly be facilitated through a video type call.*

3. *The ITCP Instructor training is also an event that must be done in person. It is not an event that can properly be facilitated through a video type call.*

PROCESSES

RIDER COURSE INSTRUCTOR (RCI) RENEWAL PROCESS TO TEACH SEMINARS

1. All current RCI's are certified to present six specific **seminars** on rider education topics.

2. That status shall remain valid if the RCI fulfills the requirements of maintaining his/her RCI Certification. (i.e. - renewing every two years using the R.13 form).

3. All RCIs who are Academy Instructor and completed the ITCP remain a Training Instructor if the RCI fulfills the requirements for maintaining his/her RCI Certification by renewing every two years using the R.13 form.

ACADEMY INSTRUCTOR RENEWAL PROCESS

1. To renew a certification, the Academy Instructor must be in good standing, current in the Academy's Levels Program, and instruct 2 classes within a 24-month period. Whenever possible one of the classes will be observed by an Instructor Trainer.

2. Note: Instructors must always be current in the Academy's Levels Program, to instruct Academy classes

3. Instructors send the U.4 renewal form to: lorriemthomas@rpmacademy.net.

4. Upon approval, the new renewal date will be 24-months from the date of the last renewal.

5. Notice of re-certification is recorded in the Academy database and is available by contacting the RPM Academy.

FAILURE TO RENEW PROCESS

Failure to renew will require a new evaluation to be completed, documented, and forwarded with a renewal application. A grace period of 60 days may be allowed due to extenuating circumstances with the approval of the Academy. It is not intended that this grace period be granted automatically.

If renewal compliance is not met, successful completion of an Instructor Training Certification Program will be required to continue instructing.

ACADEMY INSTRUCTOR CANDIDATE PROCESS

Individuals wishing to become Academy Instructors will watch 4 videos and participate in a debrief session led by an Instructor Trainer designated by the Academy. The videos are available on the RPM Academy website. Select ITCP Training, and then select ITCP Videos from the menu.

Once the individual watches the videos they can express their interest in attending an ITCP offering by completing the ITCP Inquiry Form, also under the ITCP Training tab on the website. They will be contacted to participate in the debrief session.

Instructor Training and Certification Program (ITCP) Video Debrief

1. Once the videos have been completed and the Inquiry Form from the website has been submitted, an invitation to attend a ZOOM meeting will be sent.

2. Upon arrival at the zoom meeting, the introduction of the host and other ITCP candidates on the call is made.

3. Each participant, one at a time, will be asked for an overview of their impressions after watching the videos.

4. This will be followed by more questions by the host to include the 3 possible outcomes and what these are and what they mean and an opportunity for the candidates to ask questions about what to expect from the ITCP program.

5. The call concludes with a reminder that any questions about the class presentations or the program in general can be addressed by contacting the Academy Training Instructor Administrator, Lorrie M. Thomas.

The responsibilities of the candidates are to prepare for the class, attend and successfully complete the class, and be open to the coaching that will occur during the class. Upon completion of the class candidates will be debriefed by the Instructor Trainer and will learn if they are fully or provisionally certified.

Once they have completed the debrief, they will be scheduled to participate in an ITCP offering and be given access to the pre-course materials. Instructor Training and Certification Program (ITCP) is an intense day of training and student participation. Because the amount of interaction and activity classes are limited to 6 students per Instructor Trainer.

Upon successful completion of the ITCP, the candidate will be a Certified Academy Instructor, able to present any of the classes subject to the following to include being a current in the Academy's Levels Program (specifically current in Levels required by some Rider Education classes) and other classes requiring additional training or certification.

It is hoped all candidates will be successful because of the extensive preparation and coaching. In some instances, a candidate may fall a little short and need more time to fully grasp all the nuances of this method of delivering training. For those candidates, a provisional rating may be assigned.

Provisional Candidates will be assigned to a Certified Instructor Trainer who was not their initial Evaluator. This is being done to provide coaching in areas identified as needing improvement on the initial evaluation form. After additional coaching a second evaluation will be scheduled. The second evaluation will be conducted by the assigned IT and must occur within ninety (90) days of the ITCP. Any extensions to this time will be granted on a case-by-case basis only by mutual agreement between the Academy, the IT, and the Candidate.

In unusual circumstances where an IT is unable to be present, the presentation may be videotaped, and the video will be sent to the Academy for final determination. This process must have the prior approval of the Academy. If the process is successful, the Candidate will be fully certified and will be able to provide training without direct supervision.

Academy Instructor Trainer Certification

Instructors who have demonstrated well-developed instructional skills and use the appropriate tools in the learning environment may be considered as candidates for Instructor Trainer (IT) certification. The opportunity to become an Instructor Trainer (IT) candidate is based on the needs of the Academy.

The certification process continues with a series of coaching sessions conducted by a panel of Certified Instructor Trainers (IT). During these sessions, a consensus decision from the panel will determine if the candidate is prepared to instruct an ITCP session while being observed and evaluated by a Certified Instructor Trainer (IT).

The evaluation takes place as they deliver all or a substantial portion of the ITCP in the presence of an Instructor Trainer (IT). Upon successful completion of the evaluation, they are now an Instructor Trainer (IT) and may conduct ITCP offerings that have been approved by the Academy.

Provisional Certification

It is hoped that all candidates will be successful due to the extensive preparation and coaching. In some instances, a candidate may fall short and need more time to fully grasp all the nuances of this new way of delivering training. For those candidates, a provisional rating may be assigned.

Provisional Candidates will be assigned to a Certified Instructor Trainer (IT) who was not their initial Evaluator. This is being done to provide coaching in areas identified as needing improvement on the initial evaluation form. After additional coaching a second evaluation will be scheduled. The second evaluation will be conducted by the assigned Instructor Trainer (IT) and must occur within ninety (90) days of the Instructor Training and Certification Program (ITCP). Any extensions to this time will be granted on a case-by-case basis only by mutual agreement between the Academy, the Certified Instructor Trainer (IT), and the Candidate.

Instructor Trainer (IT) Provisional

1. An invitation is emailed to the student to schedule a zoom call meeting with a host designated by the Academy.

2. The initial evaluation from the Instructor Trainer (IT) is reviewed by the designate.

3. The first zoom meeting is an introduction and to discuss what is needed, particularly what the student thinks needs to be addressed from their Instructor Trainer class that leads them to being on a provisional list.

4. The next zoom call meeting is scheduled.

5. Once both the student and designate are satisfied with the progress, the student will be scheduled to present an ITCP for evaluation in a classroom.

6. If there is a need before the classroom evaluation is scheduled and completed, the student may contact the designate for further coaching.

RPM ACADEMY UNIVERSITY CURRICULUM

Previously provided classes may have been removed from the curriculum library. Class curriculum was recently revised and will continue to be updated on a regular basis while some previously provided classes have been removed from the curriculum library.

A comprehensive listing of the University's seminars and modules can be found on the Academy's web site: rpmacademy.net and should be accessed using the proper password prior to any presentation to ensure the most current material will be used.

STEPS TO PLANNING A TRAINING EVENT

The decision about the classes to present should be the determined by the wants and needs of your Chapter and District Members. This can be accomplished by collaborating closely with the Teams and specifically with the Chapter and District Educators, Safety Officers, Ride

Coordinator or whoever has been assigned the responsibility of Education and Training in your Chapter or District. Whether leading a ride or giving a safety talk, they can be aware of questions asked, concerns discussed or behaviors and skills that may need to be refreshed.. A printable class list is available online at rpmacademy.net.

Once the topics have been chosen, choosing a date, time and location are next. Although a traditional classroom is always preferred, don't be limited by that. After a Gathering, in a picnic pavilion, at the home of a member as well as larger events like Rallies or Ride-Ins can also host classroom training.

The form U.10, created as a fillable form, is available on the website under the form tab. Complete this form and forward to lorriemthomas@rpmacademy.net. The Event Contact person listed on the form will be contacted to discuss details such as Instructors certified to teach, payment arrangements and insurance information, if required. The U.10 form can also be used as a flyer promoting the event on social media and newsletters. RPM Academy will also post on their event page and on social media.

Note: *All that are interested, Members, non-Members, any group affiliation or independent, and the public are welcome to attend training. All must sign waivers, if required by the class topic.*

The cost of the classes is listed on the U.10. As a benefit to their Members, Wing'd Rider off-sets the cost with a discount of 20%. Payment for the classes goes directly to RPM Academy, LLC. Checks or credit cards are accepted as stated on the U.10.

Electronic payments for all fee-based RPM Academy Class Registrations are accepted online at: https://rpm-academy.square.site/.

Registrations by check or money order must be made payable to: **RPM Academy** and mailed to: *RPM Academy c/o Susan Huttman P.O. Box 2466, Hildebran, NC 28637.*

RPM Academy, LLC is responsible for record keeping of class attendance, re-certification documentation and Levels maintenance. The database containing this information will be maintained by the Academy. The Academy will continue to offer and cover the cost of ITCP training for new Instructors. We assume responsibility for the financial support of the instructors. Policies for mileage and assistance with hotels have been established.

Planning the event with enough time to market the event, collecting the class fees, and arranging for the instructors is essential. The Academy is willing to work with you, assisting in the resolution of any issues or conflict that may arise.

REPORTING REQUIREMENTS

Training Instructors (UI or UTREP) conducting any training events are responsible for using the Roster Form U.3 to capture information about the participants attending the training and the form is to be electronically transmitted by using the digital version of the U.3. This information is utilized by the Academy to verify re-certification (U.4) and the names of the participants are also entered in the Academy database.

Forms:

There are several forms used by Instructors they need to become familiar with:

U.3 Class/Seminar Roster:

This is the sign in sheet used by all instructors in their class. HSI (First Aid/CPR/AED and on-bike course instructors have their own version It is important that each class participant sign in with their name as it appears on their Membership card no matter their affiliation or as a guest if there is no Chapter or District affiliation.

Each Instructor should maintain a copy and forward a copy to lorriemthomas@rpmacademy.net for all University classes.

U.3 Digital Class/Seminar Roster:

The U.3, within two weeks of the class date, is entered by the instructor digitally. The digital form is located on the Academy website under the FORMS tab.

U.4 Instructor Recertification Form:

This form is submitted to lorriemthomas@rpmacademy.net when an instructor has completed two classes within two years of their last recertification date

U.10 RPM Academy Training Event Announcement:

This is the event flyer template created by the Academy to announce training events. It is filled out and distributed to Chapters, as well as, sent to the Academy to be distributed to the event pages listed below under communication. There is a form like this used specifically for FA/CPR/AED and another for Rider Education on-bike courses.

Communication:

1. Assure that approved flyers or a U.10 pertaining to training events are distributed to all Chapter, Districts, surrounding areas and to the Academy for the Academy Facebook page, Group Works, and the Academy website. Utilizing the event pages and not conflicting with the dates of other events will increase attendance.

2. As an instructor, communicate updates and changes to your availability, address, or email to the Academy to update the database.

3. Email lorriemthomas@rpmacademy.net, any questions or issues for clarification as needed.

4. It is important that correspondence from the Academy be read and responded to in a timely manner.

5. Attendance of any scheduled Zoom calls is requested, or if unable to attend, ask for an information update within 10 days of the scheduled Zoom call.

6. Digital U.3s submitted, by the instructor, no later than two weeks after a class is held.

7. Instructors' renewals are due to be submitted every two years using form U.4. Instructors need to have completed a minimum of two modules/seminars during that two-year period, verified by their U.3s, copies that they have retained. The instructor will complete and transmit their renewal form to: lorriemthomas@rpmacademy.net.

THIS IS A LIVING DOCUMENT AND WILL CHANGE AS NEEDED

This document is intended to be a guide that promotes the training available through the RPM Academy and disseminates information to the Instructors and Members. If you have questions or comments, you may submit them to: Lorrie M. Thomas at lorriemthomas@rpmacademy.net.