

RPM ACADEMY



RIDER COURSE INSTRUCTOR MANUAL

RPM ACADEMY RIDER COURSE PROGRAM

(Riding Safely, Personal Growth, Management Skills)

The basis of all RPM Academy LLC (RPMA) Rider Course Programs is to provide continuing education and training for all participants. RPMA has developed programs to provide this training. Conducted by an excellent corps of certified, experienced Rider Course Instructors (RCIs). The intent is to bring rider training and safety-oriented activities directly to the participants.

REQUIREMENTS FOR RIDER COURSES

RPMA requires that consistent and adequate safety practices be employed and maintained when Instructors conduct RPMA Training and Skill Enhancement activities. Accordingly, all participants in RPMA Rider Training and Skill Enhancement activities must adhere to the following requirements:

- All Riders must hold a valid operator's license with motorcycle endorsement as required by the Rider's state/province of residence. Riders not holding a valid license will not be permitted to participate.
- Participants must show proof of current insurance for the vehicle being used in the training.
- All Riders and Co-Riders shall sign the RPMA Rider Course Waiver Form **R.26** prior to participating in any RPMA on bike/trike training or skill enhancement activities.
- **All Riders and Co-Riders** must have the following riding gear to participate in RPMA training and skill enhancement activities.
 - A Helmet meeting DOT standards
 - Modular or Flip-Face Helmets are required to be worn in the Down and Locked position while participating in RPMA events.
 - Eye protection (windshields are not considered eye protection).
 - Long Sleeve jacket/shirt. No pull-on sleeves permitted.
 - Full finger gloves.
 - Long legged pants that reach the ankle while seated on the motorcycle.
 - Footwear that covers the ankle.

"These requirements shall apply to all participants in any RPMA Rider Education Program on-bike course and all RPMA University Road Captain Course during the on-bike section. RPM Academy strongly encourages all the gear for all Riders and Co-Riders at all times."

Course Fees

RPM Rider Course registration may be submitted by mail with a check or money order made payable to: RPM Academy and mailed to: *RPM Academy PO Box 2466 Hildebran, NC 28637*. The required form is available on the RPM website: <http://rpmacademy.net>

Course registrations may also be made online at: <https://rpm-academy.square.site/>

Facility Requirements

To conduct rider training safely and effectively, rider course ranges must meet specific criteria to provide clear and unobstructed riding and observation for the Riders and Instructors.

The following are requirements for RPMA Rider Course ranges and define what is necessary for setting up or securing a facility to conduct a Rider Course. Certified Instructors have the exact dimensional requirements that will ensure that the course can be laid out and conducted safely.

Range Size:

- All RPM Rider Courses require a paved area of 100 ft. x 200 ft. PLUS a 20 ft. run-off zone on each side the perimeter.
- Run off areas should have a similar surface to the riding area and must be suitable for vehicle operation.
- Do not estimate the size of an area under consideration - measure it! Be certain of the dimension.
- Contact RPM Academy for specific instructions and advice on prospective ranges. Variance in size and layouts may be made, but **only** with approval from RPMA.

VEHICLES ACCEPTED IN RPMA RIDER COURSES

RPMA Rider Courses are designed for two and three-wheel vehicles and will share some common characteristics:

- Rider and Co-Rider straddle or sit astride the seat.
- Seating for the Co-Rider is behind the Rider. (Exception: Side-Car Rig)
- Steering is by means of a handlebar as opposed to a steering wheel.

RPMA does not maintain a position on whether a car tire should be used on a Motorcycle. Instructors, and Trainers may, 1) have individual opinions and 2) can discuss common industry knowledge to make users or potential users aware of any risk being taken. But they may not falsely represent RPMA policy or take action to enforce laws that do not exist preventing the use of car tires on motorcycles or trikes. We leave legal action to law enforcement officials.

A tire (car or motorcycle) used must meet standards set forth when the use of a vehicle check is required (e.g.: A **R.17** Vehicle Inspection Sheet during RPMA sponsored training or field activities).

COURSE DESCRIPTIONS & VEHICLES ALLOWED

The RPMA Rider Education Program has developed Rider Courses to enhance and further develop the riding skills of our Participants. All RPMA Rider Courses have been field-tested, fine-tuned and retested again by motorcycle safety professionals and Instructors before they are approved for use by RPMA. All RPMA Rider Courses address the three major skill deficiencies of motorcyclists outlined in the "HURT Report": Braking, Cornering, and Swerving.

All RPMA Rider Courses meet RPMA Levels Program requirements. There are many other Rider courses outside RPMA that can be used for the Levels Program rider course requirements. A list of these can be found on the RPMA website's Rider Education page.

Advanced Rider Course (ARC)

Focusing on the dynamics of a traditional motorcycle, the ARC classroom helps Riders and Co-Riders understand how their vehicle will react in a variety of street/road conditions, and then practice that understanding on the range. This course focuses on the skills found to be lacking in motorcyclists - Braking, Cornering, and Swerving. This class has both a classroom and range requirement. Two-wheel motorcycles, "Tilting Wheel" motorcycles and "Tilting-Wheel" trikes are allowed in this course.

Advanced Rider Course Re-certification (ARC-R)

This is a Range Only version of the ARC. It must be alternated with a course that incorporates both classroom and range activities to be used in the levels program. Two-wheel motorcycles, “Tilting Wheel” motorcycles and “Tilting-Wheel” trikes are allowed in this course.

Trike Riders Course (TRC)

Focusing on the dynamics of three-wheel riding, the TRC helps Trike Riders and Co-Riders understand how their vehicle will react in a variety of street/road situations and then practice that understanding on the range. Like all RPMA Rider Courses, this course also focuses on the braking, cornering, and swerving skills of the Rider and Co-Rider. This course has both a classroom and range requirement.

Only three-wheel motorcycles/trikes are allowed in this course. This includes reverse trikes (i.e., Spydery) “Tilting-Wheel” Trikes/Motorcycles, Side Car Rigs and Add-on Kits are not allowed.

Trike Rider Course Re-certification (TRC-R)

This a Range Only version of the TRC. It must be alternated with a course that incorporates both classroom and range activities to be used in the levels program. Only three-wheel motorcycles/trikes are allowed in this course. This includes reverse trikes (i.e., Spydery) “Tilting-Wheel” Trikes/Motorcycles, Side Car Rigs and Add-on Kits are not allowed.

Trailing Course (TC)

By completing the TC, Riders and Co-Riders become aware of the effects that pulling a trailer has on the handling and operating characteristics of the motorcycle. It remains focused on the basic motorcycling skills of braking, cornering, and swerving while addressing the dynamics related to having a trailer attached.

This course has both a classroom and range requirement. It is recommended that Riders complete an ARC prior to taking the Trailing Course. Two-wheel motorcycles, “Tilting Wheel” motorcycles and “Tilting-Wheel” trikes are allowed in this course. Participants must supply their own trailer.

Trike with Trailers Course (TTRC)

By completing the TTRC, Riders and Co-Riders become aware of the effects that pulling a trailer has on the handling and operating characteristics of the trike. It remains focused on the basic motorcycling skills of braking, cornering, and swerving while addressing the dynamics related to having a trailer attached.

This course has both a classroom and range requirement. It is recommended that Riders complete a TRC prior to taking the Trailing Course.

Only three-wheel motorcycles/trikes are allowed in this course. This includes reverse trikes (i.e., Spydery) “Tilting-Wheel” Trikes/Motorcycles, Side Car Rigs and Add-on Kits are not allowed.

Sidecar Riders Course (SRC)

Focusing on the dynamics of Sidecar Rig Riding, the SRC helps Sidecar Rig Riders and Co-Riders understand how their vehicle will react in a variety of street/road situations and practice their

understandings on the range. Like all RPMA Rider Courses, this course also focuses on the braking, cornering, and swerving skills of the Rider and Co-Rider. This course has both a classroom and range requirement.

Two-wheel motorcycles with a traditional "sidecar" are allowed in this course. A co-driver or 75 pounds of ballast (behind the seat of the sidecar) is recommended in the rig on all range exercises to prevent "unloading" with possible rollover consequences.

Co-Rider Seminar

The Co-Rider Seminar is intended to provide education and information that will result in increased awareness, greater team interaction between the Rider and Co-Rider, reduction in the risks associated with motorcycle riding, and most of all, MORE FUN. Completion of this Seminar by a certified University Instructor (UI) or University Trainer Rider Ed Presenter (UTREP) will satisfy the riding requirement for a Co-Rider in the Levels Program. **NOTE: A Co-Rider Video is not acceptable for the Levels Program.**

RIDER COURSE INSTRUCTORS

All RPMA Rider Courses must be conducted by RPMA Certified Rider Course Instructors. Rider Course Instructors are the role models and the instruments for ensuring uniformity and outstanding quality in the presentation of all RPMA rider-training programs. Rider Course Instructors give of their time, knowledge, and training to provide the participants with an opportunity to improve their riding skills. They are a dedicated and committed group of individuals.

HOW TO BECOME A RPMA RIDER COURSE INSTRUCTOR

Qualifications required of all applicants:

- Be a current RPMA Participant.
- Have no more than 4 points on his/her operator's license within the last 12 months.
- Possess current certification credentials for CPR and First Aid
- Demonstrate safe riding habits by always wearing the proper riding gear.
- **All the Gear, All the Time! (ATGATT)**

METHODS TO BECOME A RPMA RIDER COURSE INSTRUCTOR

Method I

Be currently certified as an instructor with another recognized training organization such as Motorcycle Safety Foundation (MSF), Canadian Safety Council (CSC), Evergreen Safety Council (ESC), and other RPMA approved Programs.

Complete an **R.13A** Rider Course Instructor Application (found on the RPMA Rider Education webpage). Send it, along with a copy of your current Instructor certification card to: *RPM Academy, PO Box 2466, Hildebran NC 28637.*

Once approved the applicant must complete an "Instructor Certification Course" (ICC) to be allowed to conduct a RPMA Rider Course. Upon completion of the ICC the individual will be issued a RPMA Rider Course Instructor number. *A description of the ICC course is found at the end of this section.*

Method II

Participants who are not currently certified as instructors by another organization must participate in the Rider Course Instructor Certification Program (RCICP).

The RCICP is a **5-day** program conducted by a RPMA Master Instructor Trainer (MIT) and is currently offered for the Advanced Rider Course (ARC) and the Trike Rider Course (TRC).

The RCICP is independent of the RPMA University Program, and all sessions must be taken even if the candidate is currently (or formerly) been certified as a UTREP, UI or UIT.

Day one is the Classroom Instructor Development Module (CIDM), a classroom session to assess and develop the candidate's classroom presentation skills.

The remaining **four days** are a combination of classroom and range instruction. This portion of the RCICP is designed to provide the candidate with the skills and knowledge to enable them to effectively conduct a RPMA Rider Course. Included in the first day of the range portion is a PASS/FAIL riding skills test.

The specific schedule of the 5 days is at the discretion of the MIT and will consider the travel distances of the candidates and the availability of the facility. **All five days require pre-course assignments and study.**

To participate in this program, fill out an **R.13A** form (found on the RPMA Rider Education webpage) and send to the address indicated on the form for review. Approved applications will be held until there are enough candidates on the waiting list in your area. You will be notified and given the opportunity to participate. If you choose to do so, you will be required to submit a \$120 fee at that time. Applicants will be notified of the receipt of the application.

If successful in the RCICP, the candidates will be given "Interim Certification" that requires them to instruct their first two courses with an experienced RMPA Instructor or under the supervision of a RMPA Master Instructor or RMPA Master Instructor Trainer. *If their performance is satisfactory in these initial courses, they will then attain full certification.*

To Maintain RPMA Rider Course Instructor Certification

Certified Instructors must maintain RMPA certification by accomplishing the following:

- Submit a **R.13** Rider Course Renewal to Susan Huttman at susanhuttman@rpmacademy.net on a *biannual* basis.
- Maintain all requirements of the instructor's initial certification.
- Be current in **BOTH** First Aid and CPR
- Rider Course Instructors who do not conduct a minimum of *two (2) RPMA Rider Courses* during each two- year certification period will be required to participate in an ICC to be re-certified. In some cases, the expired Instructor may be required to retake the entire RCICP.
- Demonstrate commitment by leading by example- proper riding gear, certification renewals, etc.
- Participate in Instructor update courses and/or refresher courses when available.
- Check the RPMA website to ensure the use of the current materials for the course.

- Demonstrate safe riding habits by wearing the proper riding gear. **(ATGATT) - All the Gear, All the Time.**
- Check their personal RPMA Database record to ensure they are current **PRIOR** to conducting a RPMA Rider Course.

NOTE – It is the instructor’s responsibility to make sure his/her requirements are met. Instructors who need to teach a course to maintain certification should contact RPM Academy and make the necessary arrangements to conduct or assist with a course.

RPMA INSTRUCTOR CERTIFICATION COURSE (ICC)

This course is conducted by a RPMA Master Instructor (MI) or Master Instructor Trainer (MIT). An ICC is used for Instructors currently certified by another organization (MSF, Evergreen, individual State program, etc.) wanting to be certified as RPMA Instructors. It is also used for current RPMA Instructors wishing to become certified in additional courses within RPMA. An “ICC” may, with the approval of the RPM Academy Rider Education, be used by a RPMA Instructor who has let his/her certification briefly lapse.

Candidates must submit a R.13 form to susanhuttman@rpmacademy.net for approval to participate in an Instructor Certification Course.

MIs and MITs may not conduct an ICC unless the candidates(s) have been approved by the RPMA Rider Education Program.

The ICC is typically done over a *two-day period*. Prior to this, the candidate will be required to complete the "Study Guide" questions for the specific course and submit them to the MI/MIT. Candidates are expected to score 85% or better on the study questions.

- **Day one** consists of range set-up and typically requires only a few hours.
 - Practice riding the specific course range exercises.
 - Oral testing of the candidate’s knowledge of the course. It is the option of the MI or MIT to require further written and oral testing.
- **Day two** the candidate will conduct a course while a Master Instructor or Master Instructor Trainer observes and evaluates.

Courses currently offered by RPMA are:

Advanced Rider Course (ARC)	Trike Rider Course (TRC)
Advanced Rider Course Recertification (ARC-R range only)	Trike Rider Course Recertification (TRC-R range only)
Trailing (TC)	Trike and Trailer Course (TTC)

**Note - The TRC-R (range only) and ARC-R (range only) may be taught by any fully certified ARC or TRC Instructor.*

RPMA RIDER COURSE INSTRUCTOR (RCI) RENEWAL OF UTREP OR UI CERTIFICATION

All RPMA Rider Course Instructors (RCI) are UTREP Certified. This certification is concurrent with their Rider Course Instructor status. If the RCI certification lapses, so does the UTREP certification. The UTREP allows all RCIs to present Rider Education Seminars found on the RPMA website. If an RCI chooses not to conduct rider courses but wishes to continue presenting Seminars, they must renew their UTREP with the University. RCIs who are University Instructors (UI) must maintain their UI certification using the **U.4** Form from the RPM website.

RPMA MASTER RIDER COURSE INSTRUCTOR (MI)

A Master Rider Course Instructor is an instructor who meets the experience and knowledge requirements listed below and who successfully completes a Master ICC given by a Master Instructor.

To be considered for certification as a Master Instructor the candidate must:

- Be recommended as a Master Instructor.
- Be active RPMA Rider Course Instructor for at least *two years*. Have taught a minimum of three (3) RPMA Rider Courses during the past *two years*.
- Be RPMA certified in **several** curriculums. *
- Have no more than 4 points on his/her operator's license within the last 12 months.
- Have no DUI convictions for the past five years.
- Be current in First Aid and CPR.
- Be a currently certified RPMA Instructor in good standing.
- Demonstrate safe riding habits by always wearing proper riding gear as defined by RPMA. (All the Gear All the Time - **ATGATT**)
- Pass the Master Rider Course Instructor candidates required written, classroom, and field tests by the Master Instructor Trainer conducting the certification. Upon certification as an MI, the Instructor is qualified to conduct ICCs in each of the RPMA Rider Courses they were already certified in as a Rider Coach Instructor. Each additional Rider Course requires *individual certification*. MIs may conduct Quality Reviews for any RPMA Rider Course.

**These requirements may be waived by RPMA Rider Education in cases indicating a critical need for a Master Instructor in a specific area and for a candidate demonstrating outstanding abilities and dedication.*

The primary responsibility of a Master Instructor is to conduct ICCs and Quality Reviews (QR). **All ICCs must be approved by RPMA Rider Education prior to being conducted.** As a common courtesy QRs must be scheduled with the knowledge of the instructor being reviewed.

For both ICCs and QRs an **R.32** must be filled out, shared with the candidate or Instructor, and forwarded to Susan Huttman at susanhuttman@rpmacademy.net.

Maintenance of Master Rider Course Instructor Certification

A certified Master Instructor maintains certification by accomplishing the following:

- Maintain all requirements and currencies of his/her initial RPMA certification.
- Conduct a combination of two (2) ICC's or Quality Reviews each *two years*. This should be in addition to the teaching of two RPMA Course in two years.
- Meet the high expectations of a RPMA Rider Course Master Instructor as a role model of RPM Academy Rider Education.
- Demonstrate commitment by leading by example - proper riding gear, maintaining rider education requirements.
- Participate in Master Instructor update courses and/or refresher courses when available.
- Submit an updated Rider Course Master Instructor Application Form (**R.14**) every *two years* (available on the RPMA Web site) for renewal purposes. Instructors failing to renew may be dropped.

Master Rider Course Instructor Trainer (MIT)

A **RPMA Master Instructor Trainer** is a specially selected individual who has demonstrated exceptional skills and dedication as a Master Instructor and successfully completes a Master Instructor Trainer certification program through RPMA Rider Education or by an experienced RMPA Master Instructor Trainer with the approval of RPMA Academy Rider Education. **There are no Maintenance of Certification Requirements for RPMA Master Instructor Trainers.**

Application:

An RMPA MI desiring to become an MIT must make direct contact with Susan Huttman at susanhuttman@rpmacademy.net. All applicants will be reviewed on an individual basis. For more information, contact Susan Huttman.

Once a participant reaches the MIT level, he/she is expected to remain active in RPM Rider Education on a regular basis. Ongoing communication is critical. Failing to maintain the requirements could result in possible decertification depending on the circumstance.

Remaining active in the program means:

- Regularly teaching RPMA Rider Courses.
- Doing quality reviews.
- Conducting ICCs and RCICPs and serving as a resource for all RPMA Rider Course Instructors, and the Academy.
- Keeping their information in the database current.
- Only MITs may present a RPM Rider Course Instructor Certification Program (RCICP), including the Classroom Instructor Development Module (CIDM) and the Rider Course Instructor Training (RCIT) classes. The MIT alone may certify a new Master Instructor (MI). RPMA Rider Education alone may certify a new MIT.
- RPMA MITs are certified to conduct/evaluate all RPMA Rider Education Rider Courses.
- All RCICPs require the approval of RPMA Rider Education. This assures that notice of the RCICP will be sent to all interested applicants.

THIS IS A LIVING DOCUMENT AND WILL CHANGE AS NEEDED

This document is intended to be a guide that promotes the rider courses available through the RPM Academy and disseminates information to the Instructors, and prospective participants. If you have questions or comments, you may submit them to: susanhuttman@rpmacademy.net.