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**RPM ACADEMY RIDER COURSE INSTRUCTOR**

**CERTIFICATION PROGRAM GUIDELINES**

**Process:**

\*\* The following list is not in “Order of Completion.” Most items are dependent upon one another and will be completed at the same time\*\*

*RPM Academy will*

* establish the need for more Rider Course Instructors.
* select which program is needed: Advanced Rider Course (ARC) or Trike Rider Course (TRC).
* use the local resources available when planning for adequate classroom space and suitable range facilities assuming responsibility for the customary expenses incurred.
* set dates to conduct a RCICP (A total of 5 days are needed. One (1) for the Certified Instructor Development Module (CIDM) and four (4) for the Rider Course Instructor Training (RCIT. The last day of the RCIT is a Rider Course taught by the candidates under the direction of a RPM Master Instructor Trainer (MIT).
  + Ideally the five (5) days should be scheduled with the CIDM as a single day approximately three (3) weeks prior to the RCIT. The RCIT should be four (4) consecutive days but may be conducted over two (2) consecutive weekends.
* Provides refreshments and snacks for instructor trainers and instructor candidates in the classroom and on the range. To stay on schedule over the course of the CIDM and RCIT, a light lunch will be provided each day on site.
* Arranges for a Master Instructor Trainer (MIT) to conduct RCICP.
* Posts a RCICP “Notice of Training” to the RPM Academy web site and will promote the event on the RPM Academy Facebook page.
* Reviews the Instructor Candidate's form R.13A application for final approval.
* Notifies the Instructor Candidate applicants and MIT of approval/disapproval of R.13A application.

Once a candidate is approved for a specific RCICP they will be instructed to remit the $100 fee payable to **RPM Academy** **and mailed to RPM** **Academy c/o Susan Huttman, PO Box 2466 Hildebran, NC, 28637.** When the fee is processed the candidate is officially registered for the class and will be personally notified.

* The MIT distributes instructor candidate study material in electronic format to instructor candidates no later than 4 weeks prior to the CIDM portion of the course.
* The MIT will coordinate with the local contact person and RPM Academy to ensure all necessary classroom and range materials are available (projector, flipchart, forms, paperwork, cones, marking chalk, etc.).
* RPM Academy ensures the MIT is aware of the RPM Academy protocol for reimbursement of travel and lodging expenses incurred while conducting the RCICP.

**RPM ACADEMY RIDER COURSE INSTRUCTOR**

**CERTIFICATION PROGRAM GUIDELINES (page 2)**

**Instructor Candidate Expectations:**

* He or she will have submitted their R.13A application to RPM Academy Education Coordinator.
* Upon acceptance into a RCICP, will have submitted a check or money order for the $100 course fee to enroll as a candidate to become a Rider Course Instructor payable to: **RPM Academy** and mailedto**: RPM Academy, c/o Susan Huttman, PO Box 2466. Hildebran, NC, 28637.**
* Will have completed all pre-course assignments and be ready to fully participate with the other Instructor Candidates.
* Will participate in a pass/fail riding proficiency test.
* Will have reviewed and be familiar with the Instructor Candidate materials provided by the MIT.
* Are required to attend all classroom and range training revolutions.
* Are expected to be actively involved in all classroom and range training sessions.
* Are expected to perform all elements of the actual certification Rider Course to the satisfaction of the MIT.
* Perform as safety observers ensuring the course is conducted in a safe and secure manner.

**MIT Expectations:**

* Will provide all required pre-course assignments and materials to the Instructor Candidates so they may achieve completion requirements.
* Will be ready to present and conduct the applicable RCICP sections in accordance with the Master Instructor Trainer Instructor Guide and ancillary teaching materials identified for their particular focus RCICP.
* Will conduct a Rider Course Instructor Candidate Pre-Course Skill Evaluation for ARC or TRC using R.30 form. Ideally this will occur during the Day One Instructor Candidate Range Setup period. Failure to satisfactorily complete the Pre-Course Skills Evaluation will result in the instructor candidates’ removal from the RCIT.
* Will present all classroom and range training materials as scheduled.
* Will support and encourage Instructor Candidates to perform to the highest standards of RPMA and provide corrective measures to help them succeed.
* Will provide the Instructor Candidates with his/her experienced guidance concerning the conduct of the RPMA Rider Course material.
* Will continually evaluate the performance of the Instructor Candidates.
* Will counsel Instructor Candidates who are not performing the RCICP tasks in a satisfactory manner; provide a path to improve within the constraints of the RCICP. When it is not possible, ask the instructor candidate to leave the course with the encouragement to study and attend a future RCICP.
* Perform overall safety supervision of the RCICP.

**RPM ACADEMY RIDER COURSE INSTRUCTOR**

**CERTIFICATION PROGRAM GUIDELINES (page 3)**

* Ensure that all Rider Education activities during the RCICP are conducted under the auspices and guidance provided through the RPM Academy Handbook, Rider Education section (current version).
* Complete and submit the RPM Academy Instructor and Training Expense Report Form R.34 along with all qualifying and legible receipts.

**RCICP Schedule Statement**

**Classroom Instructor Development Module (CIDM)**

**One Day Event**

The RPM Academy standard for the CIDM to occur is three weeks prior to start of RCIT. This allows instructor candidates to review and practice their classroom skills prior to beginning of RCIT. Special circumstances may dictate conducting the CIDM consecutively with the four-day RCIT.

**Rider Course Instructor Training (RCIT)**

**Four Day Event**

The ideal schedule for the RCIT to occur is over four consecutive days. The RCIT relies on a building block approach and a break between these classes is detrimental. Circumstances may dictate splitting the RCIT between two consecutive weekends.

Unless approved by the RPM Education Coordinator or RPM Academy the RCIT will be conducted over four consecutive days. Under no circumstances should the RCIT period exceed two consecutive weekends.

If you have any questions or comments, please contact:

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