



IPMBA

# IPMBA Instructor Course

— REGISTRATION FORM —  
BATON ROUGE, LOUISIANA ~ DECEMBER 6-10, 2010

## 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 and fee** (included in this packet); **2) a recommendation from your certifying IPMBA Instructor** (see application for the recommendation form); **3) a departmental letter of recommendation** (see application for a sample); **4) this registration form;** and **5) completed IPMBA Membership and Certification application** (found in the application packet) **if you are not already a current, certified member.**

**Note: Applications are subject to review.** If your application is incomplete or you do not meet the pre-requisites described in the application, your course registration fee will be returned. We recommend that you wait for approval before purchasing non-refundable travel. The application, membership, and basic certification fees are non-refundable. All paperwork must be received at IPMBA HQ by November 15, 2010. You must submit your completed Instructor Application **prior to or at the same time** as your Instructor Course registration form. You will be notified of your acceptance into the course via email 2-3 weeks after your completed application is received. Course registration fee **MUST** accompany this registration form. Spaces cannot be reserved without payment or application approval. **No Walk-Ins.**

**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:** East Baton Rouge EMS. **ACCOMMODATIONS:** Hilton Baton Rouge Capitol Center, 201 Lafayette Street, Baton Rouge LA 70801. Rate: \$101 + 13% tax. Call 225-344-5866 and ask for the IPMBA rate. **COURSE LOCATION:** Baton Rouge Police Department Training Academy, 704 Mayflower, Baton Rouge LA 70802. **COURSE LENGTH:** 40 hours (five eight-hour days). **REGISTRATION DEADLINE:** Applications, Instructor Course registration forms, and all fees must be received by IPMBA by November 15. **No walk-ins!** **COURSE LIMIT:** 12.

## IPMBA Instructor Course Registration Form

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone:  Cell  Home \_\_\_\_\_  
Email\*: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Department Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Dept. Phone: \_\_\_\_\_ Dept. Fax: \_\_\_\_\_

### ▶ CHECK OFF WHAT APPLIES TO YOU! ◀

- 1. I am  a current IPMBA Member (member # \_\_\_\_\_).  
 renewing IPMBA membership (member # above; \$50 dues enclosed).  
 joining IPMBA (my \$50 dues are enclosed).
- 2. I am  an IPMBA-Certified Police, EMS, or Security Cyclist.  
 not IPMBA-Certified yet, but my application & \$10 fee are enclosed.  
 awaiting my certificate; my application was submitted on \_\_\_\_\_.
- 3. I am  a former instructor seeking recertification (PCI/EMSCI #: \_\_\_\_\_).  
 a first time instructor applicant and:  
 My application and \$125.00 fee are enclosed.  
 My application has been approved; acceptance letter is enclosed.
- 4. I am  a member of a Police bike unit (Police Cyclist Instructor eligible).  
 a member of an EMS bike unit (EMS Cyclist Instructor eligible).  
 a member of a Security bike unit (Security Cyclist Instructor eligible).

### PAYMENT (US DOLLARS ONLY) ENCLOSED:

- \$550 Course Registration
- \$125 Instructor Application Fee (if applicable)
- \$50 Membership Dues (if applicable)  
 New  Renew
- \$10 Basic (PC/EMSC/SC) Certification (if applicable)

\$ \_\_\_\_\_ Total Enclosed

- Check  MC/Visa

\_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

P.O. Number: \_\_\_\_\_

Department Contact for P.O.: \_\_\_\_\_

Contact for P.O. Phone: \_\_\_\_\_

Federal ID# 52-2137781

RETURN THIS FORM WITH PAYMENT TO:

**IPMBA Instructor Course**

**583 Frederick Rd. #5B – Baltimore MD 21228**

**PH: 410-744-2400 – FX: 410-744-5504**

**Email: info@ipmba.org**

\* Confirmations will be emailed. Logistical information, a list of required equipment, and the PAR-Q are included in this packet.

**Refunds:** Cancellations must be in writing and postmarked by November 15, 2010. Refunds, less a \$50 administrative fee, will be processed after the course. Application fee, certification fee and membership dues are non-refundable. **No refunds after November 15.**



# IPMBA

## INTERNATIONAL POLICE MOUNTAIN BIKE ASSOCIATION

**INSTRUCTOR COURSE ~ BATON ROUGE, LOUISIANA ~ DECEMBER 6-10, 2010**

Greetings from the International Police Mountain Bike Association and East Baton Rouge EMS. We look forward to welcoming you to the Instructor Course in Baton Rouge, December 6-10, 2010. Please read this information carefully as you make your plans for the course. For course-related questions, contact Lead Instructor Tom Harris at [tharris@brgov.com](mailto:tharris@brgov.com) or 225-202-0794. For questions about your registration status, contact Maureen Becker at 410-744-2400 or [maureen@ipmba.org](mailto:maureen@ipmba.org). For local information, contact Tom Harris at [tharris@brgov.com](mailto:tharris@brgov.com) or 225-202-0794.

**Important:** Your application approval and course confirmation will be sent via email. If you do not receive this correspondence, do not assume that you are approved and/or registered. Contact the IPMBA office at 410-744-2400 or [Maureen@ipmba.org](mailto:Maureen@ipmba.org) to check on the status of your paperwork.

### TRAINING LOCATION

The course will be held at the Baton Rouge City Police Training Academy at 704 Mayflower, Baton Rouge 70802. The training location is within easy biking distance from the Hilton (approximately one mile). If needed, transportation between the Hilton and the Academy will be provided by the host agency.

#### DIRECTIONS TO THE BRPD ACADEMY:

From the West: From Lafayette Louisiana, Take I-10 East to Exit 155 LA30/Nicholson Dr. Follow signs to LA 30 West Remaining to Right and merge onto Nicholson Dr Continue north on Nicholson to South Blvd. Turn Right on South Blvd Crossing Highland Road and Police Dept will be on your left.

From the East: I-10 West to Baton Rouge take I-110 North slight right where I-10 and I-110 meet. Take I-110 North to Exit 1A Government Street exit. Turn Left onto Government Street to Maximillian St. At Maximillian turn left to South Blvd. Turn Right onto South Blvd and Police Dept will be on your right.

From Baton Rouge Metro Airport: Turn Left onto Veterans Memorial Blvd to Harding Blvd. At Harding Blvd turn Right and merger onto I-110 South to Exit 1A on left for LA73/ Government Street. Turn Right onto Government to Maximillian St. Turn Right onto Maximillian to South Blvd. Turn Right onto South Blvd and Police Dept will be on the Right.

**Airport Shuttle Service:** Complimentary. Call Hilton Hotel at 225-344-5866 from the airport for free pick up or email Tom Harris @ [tharris@brgov.com](mailto:tharris@brgov.com) in advance with complete flight information and the Hilton will schedule a pick-up time for you.

### BIKE SHIPPING

If you need to ship your bike, send it to Capital Cyclery, 5542 Jones Creek Road, Baton Rouge LA 70817. Call Mark Adams at 225-756-3578 to make arrangements. The fee for storage, assembly and adjustment, disassembly, packing, and return shipping (continental US only; in a standard bike box) is \$170. Bikes will be transported to the training location and back to the shop.

### BICYCLE STORAGE

Secure bike storage will be provided at the training site during the classroom portions of the course. Bikes may be kept in hotel rooms overnight. *IPMBA, the Baton Rouge Police Department, E. Baton Rouge EMS and/or the Hilton are not responsible for the safety and security of bikes. Please bring a lock and use it.*

### CHECK IN

The first day of class is Monday, December 6, 2010. Arrive at the Baton Rouge City Police Academy promptly at 0745 hours. Wear your full duty uniform, bring your fully assembled bike, and be ready to ride.

### CLASS SCHEDULE

The full training schedule will be distributed with the student materials on the first day of the course. The night training is scheduled for Thursday. Schedule: Monday, Tuesday, Wednesday, Friday: 0800-1800; Thursday: 1300-2200. *Note: schedule may be changed at the discretion of the instructors.*

### CLASS ATTIRE & EQUIPMENT

Uniforms are strongly encouraged for the class, both classroom and on-bike. Remember: It is important to "train how you play." Helmets are required for **all** on-bike activities. The following equipment is mandatory:

- Reputable manufacturer public safety bike in good working order, properly fitted
- Street/combination tires (26 x 1.5-26 x 2.1; no knobbies)
- Pedal retention devices (BMX-style platform pedals are not acceptable)
- At least one water bottle & holder
- On-body hydration system (recommended)
- Headlight (42 lumens measured at 10 ft.)
- Steady or flashing rear bike light

- Rear mount kickstand
- Rear rack with full-size rack bag
- Panniers (EMS students only)
- Basic tool kit (4/5/6/8 mm allen wrenches; 8/10 mm wrenches; quick stick or tire levers; patch kit & two spare tubes)
- Compact air pump or CO2
- Bike helmet, approved by CPSC or equivalent
- Padded cycling gloves
- Shatter resistant eyewear for day and night
- Body armor (if worn on duty)
- Full bike uniform
- Chamois cycling shorts
- Clothing for all weather (jacket, rainwear, etc.)
- Duty belt (firearm optional; this class does not include live fire exercises)
- Sunscreen skin protection, bugspray
- *Complete Guide to Public Safety Cycling* (available from Jones & Bartlett, www.jblearning.com or 800-832-0034)
- Flash drive or memory stick, 1GB or greater capacity (highly recommended)
- Laptop computer (highly recommended)
- Instructor materials for your classroom presentations\*
- Pens, paper, and other classroom needs
- IPMBA waiver and copyright agreement (on-site)

**\*Instructor Materials**

You will be required to make three presentations (mock teaching sessions of 5, 10 and 15 minutes). If you are comfortable using certain visual or teaching aids (e.g., flipchart, laptop, etc.), come prepared to use them. You will be required to use two or more different visual aids in your presentations, and PowerPoint can be used in only one of them. Projection equipment and flipcharts will be provided for in-class use, but not for practice or preparation outside of the classroom.

**HOUSING & MEALS**

Hotel: Hilton Baton Rouge Capitol Center, 201 Lafayette Street, Baton Rouge LA 70801; 225-344-5866, [http://www1.hilton.com/en\\_US/hi/hotel/BTRCPHF-Hilton-Baton-Rouge-Capitol-Center-Louisiana/index.do](http://www1.hilton.com/en_US/hi/hotel/BTRCPHF-Hilton-Baton-Rouge-Capitol-Center-Louisiana/index.do). The room rate of \$101 plus 13% tax per night is reserved under IPMBA. If you experience any difficulty obtaining this rate from the reservations agent, ask for Alison Crump in sales.

Meals are not included in the course fee but mealtimes will be scheduled at appropriate times. Information on local dining options will be available on-site.

**PARKING**

Parking at the Hilton Baton Rouge is \$16 per day.

Parking at the Baton Rouge Police Academy will be available at no charge.

**PAR-Q**

Please complete and return the Physical Activity Readiness Questionnaire (and medical clearance form if you answered "yes" to any of the questions) at your earliest opportunity.

**WEATHER**

Warm and wet are the essential characteristics of the climate of Baton Rouge, which experiences rain showers all year round, high temperatures and humidity during summer, and generally warm, sunny winter weather. There is an element of unpredictability in the climate of Baton Rouge, however, and cold spells have been experienced in winter, even the odd unexpected snowfall.

December temperatures range from 42.8-62.6 degrees Fahrenheit. Average rainfall is 5.5".

Check the forecast and come prepared for all kinds of weather. Remember: "Climate is what you expect. Weather is what you get." (Mark Twain)

**Thanks to our host facility,  
Baton Rouge Police Department  
Academy**

**Thanks to our host agency,  
East Baton Rouge EMS**

**For more information about Baton  
Rouge, visit  
[www.visitbatonrouge.com](http://www.visitbatonrouge.com).**



# PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. <b>Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity recommended by a doctor?</b>
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Do you feel pain in your chest when you do physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	3. <b>In the past month, have you had chest pain when you were not doing physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Do you lose your balance because of dizziness or do you ever lose consciousness?</b>
<input type="checkbox"/>	<input type="checkbox"/>	5. <b>Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?</b>
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?</b>
<input type="checkbox"/>	<input type="checkbox"/>	7. <b>Do you know of <u>any other reason</u> why you should not do physical activity?</b>

If  
you  
answered

## YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

## NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

### DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

**PLEASE NOTE:** If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

**Informed Use of the PAR-Q:** The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

**No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.**

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_

WITNESS \_\_\_\_\_

or GUARDIAN (for participants under the age of majority)

**Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.**



# PAR-Q & YOU

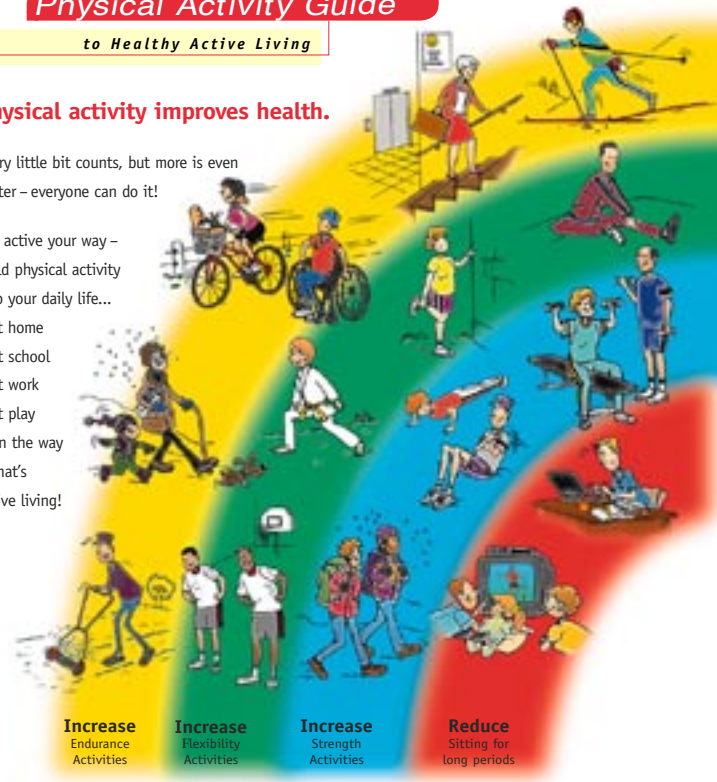
CANADA'S  
**Physical Activity Guide**  
to Healthy Active Living

## Physical activity improves health.

Every little bit counts, but more is even better – everyone can do it!

Get active your way – build physical activity into your daily life...

- at home
  - at school
  - at work
  - at play
  - on the way
- ...that's active living!



- Increase**  
Endurance  
Activities
- Increase**  
Flexibility  
Activities
- Increase**  
Strength  
Activities
- Reduce**  
Sitting for  
long periods

Choose a variety of activities from these three groups:

**Endurance**  
4-7 days a week  
Continuous activities for your heart, lungs and circulatory system.

**Flexibility**  
4-7 days a week  
Gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile.

**Strength**  
2-4 days a week  
Activities against resistance to strengthen muscles and bones and improve posture.

Starting slowly is very safe for most people. Not sure? Consult your health professional.

For a copy of the *Guide Handbook* and more information: **1-888-334-9769**, or [www.paguide.com](http://www.paguide.com)

Eating well is also important. Follow *Canada's Food Guide to Healthy Eating* to make wise food choices.

## Get Active Your Way, Every Day – For Life!

Scientists say accumulate 60 minutes of physical activity every day to stay healthy or improve your health. As you progress to moderate activities you can cut down to 30 minutes, 4 days a week. Add-up your activities in periods of at least 10 minutes each. Start slowly... and build up.

Time needed depends on effort				
Very Light Effort	Light Effort 60 minutes	Moderate Effort 30-60 minutes	Vigorous Effort 20-30 minutes	Maximum Effort
<ul style="list-style-type: none"> <li>• Strolling</li> <li>• Dusting</li> </ul>	<ul style="list-style-type: none"> <li>• Light walking</li> <li>• Volleyball</li> <li>• Easy gardening</li> <li>• Stretching</li> </ul>	<ul style="list-style-type: none"> <li>• Brisk walking</li> <li>• Biking</li> <li>• Raking leaves</li> <li>• Swimming</li> <li>• Dancing</li> <li>• Water aerobics</li> </ul>	<ul style="list-style-type: none"> <li>• Aerobics</li> <li>• Jogging</li> <li>• Hockey</li> <li>• Basketball</li> <li>• Fast swimming</li> <li>• Fast dancing</li> </ul>	<ul style="list-style-type: none"> <li>• Sprinting</li> <li>• Racing</li> </ul>
Range needed to stay healthy				

## You Can Do It – Getting started is easier than you think

Physical activity doesn't have to be very hard. Build physical activities into your daily routine.

- Walk whenever you can – get off the bus early, use the stairs instead of the elevator.
- Reduce inactivity for long periods, like watching TV.
- Get up from the couch and stretch and bend for a few minutes every hour.
- Play actively with your kids.
- Choose to walk, wheel or cycle for short trips.
- Start with a 10 minute walk – gradually increase the time.
- Find out about walking and cycling paths nearby and use them.
- Observe a physical activity class to see if you want to try it.
- Try one class to start – you don't have to make a long-term commitment.
- Do the activities you are doing now, more often.

Benefits of regular activity:	Health risks of inactivity:
<ul style="list-style-type: none"> <li>• better health</li> <li>• improved fitness</li> <li>• better posture and balance</li> <li>• better self-esteem</li> <li>• weight control</li> <li>• stronger muscles and bones</li> <li>• feeling more energetic</li> <li>• relaxation and reduced stress</li> <li>• continued independent living in later life</li> </ul>	<ul style="list-style-type: none"> <li>• premature death</li> <li>• heart disease</li> <li>• obesity</li> <li>• high blood pressure</li> <li>• adult-onset diabetes</li> <li>• osteoporosis</li> <li>• stroke</li> <li>• depression</li> <li>• colon cancer</li> </ul>

Source: Canada's Physical Activity Guide to Healthy Active Living, Health Canada, 1998 <http://www.hc-sc.gc.ca/hppb/paguide/pdf/guideEng.pdf>

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### FITNESS AND HEALTH PROFESSIONALS MAY BE INTERESTED IN THE INFORMATION BELOW:

The following companion forms are available for doctors' use by contacting the Canadian Society for Exercise Physiology (address below):

The **Physical Activity Readiness Medical Examination (PARmed-X)** – to be used by doctors with people who answer YES to one or more questions on the PAR-Q.

The **Physical Activity Readiness Medical Examination for Pregnancy (PARmed-X for Pregnancy)** – to be used by doctors with pregnant patients who wish to become more active.

#### References:

Arraix, G.A., Wigle, D.T., Mao, Y. (1992). Risk Assessment of Physical Activity and Physical Fitness in the Canada Health Survey Follow-Up Study. **J. Clin. Epidemiol.** 45:4 419-428.

Mottola, M., Wolfe, L.A. (1994). Active Living and Pregnancy. In: A. Quinney, L. Gauvin, T. Wall (eds.), **Toward Active Living: Proceedings of the International Conference on Physical Activity, Fitness and Health**. Champaign, IL: Human Kinetics.

PAR-Q Validation Report, British Columbia Ministry of Health, 1978.

Thomas, S., Reading, J., Shephard, R.J. (1992). Revision of the Physical Activity Readiness Questionnaire (PAR-Q). **Can. J. Spt. Sci.** 17:4 338-345.

For more information, please contact the:

Canadian Society for Exercise Physiology  
202-185 Somerset Street West  
Ottawa, ON K2P 0J2  
Tel. 1-877-651-3755 • FAX (613) 234-3565  
Online: [www.csep.ca](http://www.csep.ca)

The original PAR-Q was developed by the British Columbia Ministry of Health. It has been revised by an Expert Advisory Committee of the Canadian Society for Exercise Physiology chaired by Dr. N. Gledhill (2002).

Disponible en français sous le titre «Questionnaire sur l'aptitude à l'activité physique - Q-AAP (révisé 2002)».



## INTERNATIONAL POLICE MOUNTAIN BIKE ASSOCIATION MEDICAL CLEARANCE FORM

If you answered "Yes" to any of the questions on the PAR-Q, you must have this form completed prior to enrolling in the IPMBA Conference. If you answered "No" to all of the questions on the PAR-Q, it is not necessary to return this form.

Course Date: IPMBA Instructor Course, December 6-10, 2010

Dear Medical Professional:

The person you are now seeing would like to participate in on-bike training activities developed by the International Police Mountain Bike Association (IPMBA) and taught by a certified IPMBA Instructor.

Because this person answered "yes" to one or more questions on the Physical Activity Readiness Questionnaire (PAR-Q), medical clearance is required to participate in the training. Please be aware that IPMBA Courses are physically demanding, requiring an extensive amount of on-bike exercises, in the form of rides (both on- and off-road) and various bike-handling drills. The courses range in duration from three to five days.

Based on this individual's medical history and current medical status, please conduct an appropriate medical screening and indicate below whether in your opinion, he/she is approved to attend this training:

Patient's Name: \_\_\_\_\_

\_\_\_ Yes, this person has been screened and **is** approved attend the training course.

\_\_\_ No, this person has been screened and **is not** approved to attend this training course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Printed: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please fill out and return immediately to:**

IPMBA

Attention: IC LA 2010

Address: 583 Frederick Road, Suite 5B, Baltimore MD 21228

Phone: 410-744-2400 ~ FAX: 410-744-5504 ~ Email: [events@ipmba.org](mailto:events@ipmba.org)

Please send a copy of this completed form to the individual screened. Any questions should be addressed to the above-listed contact person. Thank you for your assistance.



# The IPMBA Instructor Application

## What is the *IPMBA Instructor Course*?

The *IPMBA Instructor Course* is a five (5) day course designed to train and certify qualified persons as *IPMBA Police, EMS, or Security Cyclist* Instructors. It is an intense course that will increase the students' confidence, reinforce their understanding of the basic principles of public safety cycling, improve their bike-handling skills, and prepare them to communicate that knowledge to others. Teaching methods include in-class presentations, on-bike drills, and peer and self-critiques. Students learn how to identify and correct improper technique, assist students in overcoming individual difficulties, and incorporate various methods of instruction into the *Police, EMS, and Security Cyclist Courses*. Instructor certification is contingent upon satisfactory results of written and on-bike tests, as well as evaluated presentations.

## What Distinguishes the *IPMBA Instructor Course* from Other Instructor Development Courses?

Although it addresses topics commonly found in other instructor development courses, the *IPMBA Instructor Course* is unique in that its focus is on developing the skills needed to teach bicycle-specific topics. Students learn to set up cone courses and perform the various drills used in the basic *IPMBA* courses. They learn to properly evaluate bike-handling skills and teach them to others. They are required to successfully perform each of the on-bike maneuvers outlined in *The Complete Guide to Public Safety Cycling* and demonstrate the proper method of teaching those skills. No other training in the country teaches students how to break down basic bicycling skills for instruction. And no other training focuses on how to teach the techniques pertinent to operating a bicycle in public safety service. This is the crucial element that separates the *IPMBA Instructor Course* from any other instructor development course. In course evaluations, many students have said that the *IPMBA Instructor Course* is the best, most useful instructor course they have ever attended.

## Why Take the *IPMBA Instructor Course*?

It will take your on-bike and classroom instruction skills to a new level of proficiency. It is also mandatory for all prospective instructors and current instructor candidates who wish to become certified *IPMBA Instructors™*. The primary goal of the course is to produce highly-qualified instructors who possess in-depth knowledge and outstanding skills as well as the ability to provide expert instruction to riders of all levels of experience. Another, equally important goal is to ensure standardization of instruction. Both of these goals support the ultimate goal of training public safety cyclists to operate safely and effectively under the wide range of conditions and in every type of situation.

## What Does the *IPMBA Instructor Course* Cover?

- **IPMBA Basic Cyclist Course Theory:** course history and philosophy
- **Responsibilities of an *IPMBA Instructor*:** administrative (testing & paperwork) and personal (mentoring, safety, & liability) responsibilities of the *IPMBA Instructor*
- **Instructional and Visual Aids:** what are they, and how to use them effectively
- **Theories of Adult Instruction:** what they are and how to apply them to training public safety cyclists
- **The Delivery:** how to make a professional and effective presentation
- **Course Planning and Safety Considerations:** policies and safety guidelines to prevent injuries, reduce liability, and ensure success through proper planning
- **Tour de ITK:** a guided tour through the IPMBA Instructor ToolKit CD-ROM
- **Basic Skills Drills/Cone Courses:** how to set up cone courses and teach basic skills
- **Vehicular Cycling Practical:** how to conduct safe road training and testing
- **Basic Maintenance & Safety Procedures:** teaching minor repairs and adjustments and ensuring proper bike fit
- **Diagnosing and Correcting Rider Error:** how to identify errors, demonstrate proper technique, and facilitate student practice and skill mastery
- **Night Ride Demo:** exploring lighting, conspicuity, and ensuring rider safety in low-light environments
- **Firearms Training for Bike Officers:** how to include firearms and other specialized training
- **EMS Scene Safety and Load Placement:** keeping yourself, your patient, and your equipment safe
- **IPMBA Course Accreditation:** getting your class certified by your local standards board

## What Are the Pre-Requisites?

### *You must:*

- Pass the *IPMBA Police, EMS, or Security Cyclist Course* with a written test score of 90% or better.
- Be able to demonstrate extensive knowledge of the *Complete Guide to Public Safety Cycling*.
- Be a current IPMBA member in good standing.
- Be a full-time, fully sworn peace officer, an active EMT or paramedic, or an active security officer employed by a proprietary or contract security provider.
- Be a current member of your departmental bicycle unit.
- Have a minimum of twelve months full-time or 24 months part-time bike unit experience.
- Obtain a positive recommendation from your certifying IPMBA Instructor or other active IPMBA Instructor.
- Obtain a letter of recommendation and support from your department.
- Submit an *IPMBA Instructor Application* and fee.

## Once I am Certified, What Can I Teach?

Your branch of public safety dictates the type of instructor certification for which you are eligible and which courses you are authorized to teach.

<u>Type of Public Safety Cyclist</u>	<u>Type of Instructor Certification</u>	<u>Courses Taught</u>
Licensed Law Enforcement Officer	PCI	Police & Security Cyclist
EMS Provider	EMSCI	EMS Cyclist
Security Officer	SCI	Security Cyclist

## How Do I Apply?

Read this application thoroughly, fill it out, and submit it with the necessary documentation and fees to IPMBA Headquarters. The IPMBA Education Committee reviews each application and notifies each applicant of its decision. You may register for an *IPMBA Instructor Course* with the application or at a later date.



**TO :** Prospective **IPMBA Instructor**  
**FROM :** Education Director

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. In order to maintain IPMBA's high standards of instruction, the Education Committee and Governing Board have developed the IPMBA Instructor Course, in which qualified individuals learn how to effectively and consistently teach IPMBA principles to their fellow public safety bicyclists.

Before you graduate and become certified as an International Police Mountain Bike Association 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. 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, the basic course 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 one five-minute impromptu presentation and 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 maneuvers on the first day of the class: the four-foot Lock-to-Lock, four-foot Offset Serpentine, the nine-foot Slow Box, 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 class.* **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, the use of flipcharts, projected computer based media, various items of equipment/gear related to the topic, etc. We suggest you give thought to 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 contact me at [education@ipmba.org](mailto:education@ipmba.org). We look forward to welcoming you to our instructor cadre.



**TO :** Prospective *IPMBA Instructor*  
**FROM :** IPMBA Headquarters  
**RE :** *IPMBA Instructor Application*

Thank you for your interest in becoming a certified *IPMBA Instructor*. **Please read through this application thoroughly and ensure that you meet the prerequisites before completing it.** If you have any questions about your eligibility, contact the Education Director at [education@ipmba.org](mailto:education@ipmba.org).

Becoming a certified *IPMBA Instructor* is basically a three step process: 1) complete an IPMBA *Police, EMS, or Security Cyclist Course* and obtain IPMBA certification; 2) complete this *IPMBA Instructor Application* packet, making sure that you include all required materials, and submit it to IPMBA headquarters; and 3) register and attend a five-day *IPMBA Instructor* certification course within one year of acceptance. Dates and locations of the *IPMBA Instructor Courses* are announced on the website and in *IPMBA News*.

Upon satisfactory completion of the five-day *IPMBA Instructor Course*, the applicant is issued an official *IPMBA Instructor Certificate*. Licensed law enforcement officers are certified as Police Cyclist Instructors and are authorized to teach the Police and Security Cyclist Courses; EMS providers are certified as EMS Cyclist Instructors and are authorized to teach the EMS Cyclist Course; and security officers are certified as Security Cyclists Instructors and are authorized to teach the Security Cyclist Course.

Certified instructors are expected to maintain the high standards of instruction and safety demonstrated in the *IPMBA Instructor Course*. Instructors may retain their active status by 1) maintaining membership in IPMBA, and 2) teaching a minimum of one *Police, EMS or Security Cyclist Course* every 24 months and submitting all required coursework to IPMBA in a timely manner.

IPMBA Instructors are also expected to assist actively promote IPMBA membership to students during their classes. A video presentation will be provided for this purpose.

In addition to offering *Police, EMS and Security Cyclist Courses*, certified instructors are eligible to teach courses and present workshops at IPMBA's Annual Conference. They may also apply for *IPMBA Instructor Trainer* certification as opportunities become available and eligibility requirements are met.

Please fill out this application in its entirety and submit it, accompanied by all required documentation and fees, to:

**IPMBA Instructor Application**  
**583 Frederick Road, Suite 5B**  
**Baltimore, Maryland 21228**

Your application will be reviewed by the IPMBA Education Committee to determine your eligibility for the *IPMBA Instructor Course*. IPMBA's Education Director will notify you of the committee's decision by email or regular mail (if you do not have an email address). You may register for an *IPMBA Instructor Course* either with this application or at a later date. You must submit this application either prior to or at the same time you register for an *IPMBA Instructor Course*.

Please call 410-744-2400 or email [info@ipmba.org](mailto:info@ipmba.org) if you have any questions about the application process or the eligibility requirements. **Please note that the *IPMBA Instructor Application, membership, and basic certification fees are nonrefundable.***



## International Police Mountain Bike Association Instructor Pre-Requisites

**In order to apply for certification as an *IPMBA Instructor*, you must:**

- have completed the *IPMBA Police, EMS or Security Cyclist Certification Course* taught by an active, certified *IPMBA Police, EMS, or Security Cyclist Instructor*.
- have scored at least a 90% on the written portion of the *Police/EMS/Security Cyclist Course* examination.
- be an *IPMBA-certified Police, EMS, or Security Cyclist*.
- be a current member of *IPMBA*.
- be a current member of a police, EMS, or security bicycle unit.
- have a minimum of twelve months full-time or 24 months part-time experience on bike duty.
- be a P.O.S.T.-certified (or equivalent) law enforcement officer, an active EMT or paramedic, OR an active security officer employed by a proprietary or contract security provider.
- have read and be able to demonstrate extensive knowledge of the information contained in *The Complete Guide to Public Safety Cycling*.
- have the endorsement of your certifying *IPMBA Instructor*.
- have the endorsement and support of your department.

## ***IPMBA Instructor Application Checklist***

**Please include the following items in your application packet:**

- Your completed *IPMBA Instructor Application*, printed legibly or typed.
- Your \$125 application fee (acceptable forms of payment: check, money order, purchase order, Mastercard or Visa).
- Your completed *Membership & Certification Application* form and fee (if you are not already a certified member).
- A recommendation letter from your department that: a) expresses support for your instructor application and attests to your qualifications; 2) verifies how long you have been on bike duty and the approximate number of hours per week (or month) you work on the bike, and 3) recognizes the responsibilities of an *IPMBA Instructor*, including upholding *IPMBA's* training standards, promoting certification, and teaching at least one approved course every 24 months. See page 13 of this packet for a sample letter.
- The *IPMBA Instructor Application Instructor Recommendation Form* (included in this packet), completed by the *IPMBA Instructor* who conducted the course that you attended.
- Other documentation (letters, certifications, etc.) that you feel would support your application (*optional*).
- Your *IPMBA* membership dues and certification fee, if applicable. If you are already an *IPMBA-certified Police, EMS, or Security Cyclist*, it is not necessary to include the \$10 certification fee.





## IPMBA Instructor Application Cycling Experience Questionnaire

1. I have been a Police Officer/EMS provider/Security officer for:  
 0-12 months     12-24 months     3-5 years     more than 5 years (how many? \_\_\_ )
2. I have been on bicycle duty for:  
\_\_\_ years, \_\_\_ months     full time     part time  
Please specify how long you have been on full-time bike duty and how long you have been on part-time bike duty. You may include on-bike experience with a previous department and/or prior to completing the IPMBA course.  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_
3. My current level of aerobic fitness is:  
 poor     fair     average     above average     excellent
4. My recreational bicycling mileage in the past **twelve months** was about:  
 0-500 miles     501-1000 miles     1001-1500 miles     more than 1500 miles  
 I don't know
5. My work-related bicycling mileage in the past **twelve months** was about:  
 0-500 miles     501-1000 miles     1001-1500 miles     more than 1500 miles  
 I don't know
6. My recreational bicycling mileage in the past **five** years was about:  
 0-2500 miles     2501-5000 miles     5001-7500 miles     more than 7500 miles  
 I don't know
7. My work-related bicycling mileage in the past **five** years was about:  
 0-2500 miles     2501-5000 miles     5001-7500 miles     more than 7500 miles  
 I don't know
8. In the past **five** years, \_\_\_ percent of my total bicycling miles were ridden in urban or suburban areas:  
 0-10 percent     11-25 percent     26-50 percent     more than 50 percent  
 I don't know
9. The most miles I have ever bicycled in a single day in the last two years is approximately:  
 0-40 miles     41-80 miles     81-120 miles     more than 120 miles
10. My current slow speed riding skills are:  
 poor     fair     average     above average     excellent
11. I have had the following types/years of cycling experience:  
 Patrol Related \_\_\_ years     Utilitarian Cycling (errands or commuting) \_\_\_ years  
 Recreational Club Road Rides \_\_\_ years     Recreational Off-Road Rides \_\_\_ years  
 Solo or Group Touring \_\_\_ years     Racing or Fitness Training \_\_\_ years  
 BMX \_\_\_ years

12. The following statement best describes my experience maintaining and repairing bicycles:
- Someone else adjusts and maintains my bike for me.
  - I perform minor repairs and routine maintenance on my bike, but I have never overhauled it (disassembled, cleaned and re-lubricated the chain and bearings).
  - I have overhauled my bike (also possibly those of others), but not as a paid mechanic.
  - I have been a paid bike mechanic, either in a bike shop or elsewhere.

13. I am presently involved in cycling.  Yes  No

My involvement with recreational cycling includes:

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My involvement with cycling for a public safety bike unit includes:

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I belong to the following bicycle clubs:

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14. *Police, EMS, and Security Cyclist Courses are taught by certified IPMBA Instructors. Those in attendance typically take the National Police/EMS/Security Cyclist multiple choice exam and a road test. The following best describes my experience with the IPMBA Basic Cyclist Course:*

I have never attended an IPMBA *Basic Cyclist Course* and have not passed\* the National *Police/EMS/Security Cyclist Exam & Road Test*.

I have passed\* the National *Police/EMS/Security Cyclist Exam & Road Test* administered by a *Certified IPMBA Instructor*.

Score on written test: \_\_\_\_\_

Test Date(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

Instructor(s): \_\_\_\_\_

*\*Minimum passing grade is 76%. Minimum required for Instructor eligibility is 90%.*

15. I am an IPMBA-certified *Police, EMS, or Security Cyclist*:
- Yes, and I have attached a copy of my IPMBA issued *Police/EMS/Security Cyclist Certificate*.
  - Not yet, but I sent my application to IPMBA headquarters on \_\_\_\_/\_\_\_\_/\_\_\_\_.
  - Not yet, but my Membership & Certification Application & fee are enclosed.

16. I am currently a member of IPMBA:

Yes. Membership Number: \_\_\_\_\_

No, but my renewal is enclosed.

No, but I am joining with the enclosed Membership & Certification Application.

17. Please list any other (non-IPMBA) bicycle training classes you have completed.

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18. In this question, a "course" means a series of classes held on separate days for the same group of students. The following statement best describes my teaching or public speaking experience:

- I have no experience in public speaking or teaching.
- I am a state-certified instructor or have completed an instructor development course.  
Date \_\_\_\_\_ Location \_\_\_\_\_  
Certificate Number \_\_\_\_\_ (Enclose a copy of your certificate)
- I have public speaking experience but have never taught a workshop, seminar, or course.  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- I have taught workshops and/or seminars, but never a course.  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- I have professional teaching experience, or have taught one or more courses as a volunteer, but I have never taught a bicycling course.  
Describe: \_\_\_\_\_  
\_\_\_\_\_
- I have taught one or more courses on bicycling subjects.  
Describe (include hours of instruction): \_\_\_\_\_  
\_\_\_\_\_

19. My knowledge of bike fit is:  
 poor       fair       average       outstanding       excellent

20. Why are you seeking certification as an *IPMBA Instructor*?  
Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**I P M B A**

**IPMBA Instructor Application**

## **Instructor Recommendation Form**

*(To be completed by applicant's certifying IPMBA Instructor)*

Applicant's Name: \_\_\_\_\_

Department: \_\_\_\_\_

The above-named applicant is applying for acceptance into the *IPMBA Instructor* Course. Your recommendation is an important part of this application. Please answer the following questions accurately, honestly and objectively. You may attach additional sheets as necessary. If you prefer, you may write a letter of recommendation instead of using this form.

Where a rating scale is provided, please consider five (5) to be the highest score.

1. Please rate the applicant on his/her enthusiasm for bikes, bicycle duty, and the IPMBA Course.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

2. Please rate the applicant's on-bike skills.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please rate the applicant's traffic cycling skills.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Please comment on the applicant's skill or aptitude for bike repairs, if known.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please comment on the applicant's aptitude for the material, based upon written and verbal testing and performance during the class.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. In your opinion, what strengths does the applicant possess that would qualify him/her to be certified as an *IPMBA Instructor*?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. In your opinion, in which area(s) does the applicant need improvement?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. What is your overall impression of the applicant's suitability as an *IPMBA Instructor*?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use the space below for additional comments, if desired.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

Instructor Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Please return this form to the applicant for inclusion in his/her application packet.**

**If you prefer, you may mail or fax it to:**

**IPMBA**

**583 Frederick Road, Suite 5B**

**Baltimore MD 21228**

**Ph: 410-744-2400/Fax 410-744-5504**

# IPMBA Membership and Certification Application

**Complete this form only if you have successfully completed an IPMBA Police, EMS, or Security Cyclist Course and have not yet become an IPMBA-certified Cyclist.**



## BENEFITS INCLUDE:

- Listing in IPMBA's National Registry of Certified *Police/EMS/Security Cyclists*
- Official IPMBA *Police, EMS, or Security Cyclist* Certificate
- *IPMBA News* (features training tips, product reviews, and more!)
- A subscription to *Bicycling Magazine*\*
- Discounted registration to IPMBA's Annual Conference
- Members-only discounts on equipment and gear
- IPMBA member decals

IPMBA certification is available to IPMBA members only.

IPMBA membership is open to individuals only.

Membership materials will be mailed to your home address.  
(Allow 6 – 8 weeks)

\*A \$20 value; US addresses only.

Name \_\_\_\_\_ Title \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip/Country \_\_\_\_\_

Home Phone (        ) \_\_\_\_\_ Cell Phone (        ) \_\_\_\_\_

E-Mail \_\_\_\_\_

Department \_\_\_\_\_

Department Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip/Country \_\_\_\_\_

Dept. Phone (        ) \_\_\_\_\_ Dept. Fax (        ) \_\_\_\_\_

Membership Number (for current IPMBA members) \_\_\_\_\_

*I have taken the minimum 32-hour  Police  EMS Cyclist Course, or the  24-hour Security Cyclist Course and passed (minimum 76%) the National Police, EMS, or Security Cyclist Written and On-Bike Examinations.*

*If the following information is missing, your certificate WILL NOT be processed:*

**Primary IPMBA Instructor:** \_\_\_\_\_

**IPMBA Instructor's Number:** \_\_\_\_\_

**Dates of the Course:** Month \_\_\_\_\_ Dates \_\_\_\_\_ Year \_\_\_\_\_

**Location of Course:** \_\_\_\_\_

**Mail form to:**  
IPMBA  
583 Frederick Rd.  
Suite 5B  
Baltimore MD  
21228

-or-  
**Fax credit card  
info to:**  
410-744-5504

## I would like to become an IPMBA-Certified *Police, EMS, or Security Cyclist* and join IPMBA's Registry of Certified *Public Safety Cyclists*.

*(Certification is only available to current, renewing, or joining members.)*

- \$50.00 IPMBA Membership Fee
- \$10.00 Certification Fee (Membership required for Certification)
- \$ 5.00 Police Cyclist Pin (gold or silver)
- \$ 5.00 EMS Cyclist Pin (gold only)
- \$ 5.00 Security Cyclist Pin (silver only)
- \$ \_\_\_\_\_ **TOTAL**

### PAYMENT METHOD (U.S. FUNDS ONLY)

- Check or money order (payable to IPMBA)
- Visa / MasterCard (circle one)

Name on Credit Card (please print): \_\_\_\_\_

Email Address of Card Holder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration: \_\_\_\_/\_\_\_\_ Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address:  Home  Department

*Federal Tax ID: 52-2137781*



## **International Police Mountain Bike Association**

### **Sample Letter of Departmental Support and Recommendation**

The letter of recommendation must: a) express support for your instructor application and attest to your qualifications; 2) verify how long you have been on bike duty and the approximate number of hours per week (or month) you work on the bike, and 3) recognize the responsibilities of an IPMBA Instructor, including upholding IPMBA's training standards, promoting certification, maintaining current IPMBA membership, and teaching at least one approved course every 24 months.

John Smith  
Chief of Police/Director of EMS/Security Director  
Biketown, USA

Month, Day, Year

Education Director  
IPMBA  
583 Frederick Road, Suite 5B  
Baltimore MD 21228

Dear Education Director:

Officer/Paramedic Steve Jones has been employed by the Biketown Police/Fire Department/Security Team for 10 years. He was assigned to the bike unit two years ago and rides 20-30 hours per week/20-25 events per year. He has demonstrated strong leadership within the unit, and has expressed a strong interest in becoming a certified IPMBA Instructor. He has served as an aide to the IPMBA Instructors from Cycle City twice this year, and has been proposing an annual in-service training requirement for all bike personnel. We would like to adopt such a policy, but we currently lack an in-house instructor. Officer/Paramedic Jones is an ideal candidate due to his on- and off-duty time spent riding as well as his enthusiasm.

I support Officer/Paramedic Jones' efforts to improve his skills and our bike unit by attending the IPMBA Instructor Course. I understand that the course is a rigorous one, but I am confident that he possesses the necessary skills and knowledge to succeed. I also understand that, as an IPMBA instructor, he will be required to maintain IPMBA's high standards and meet minimum requirements to maintain his certification (currently, teaching at least one approved class every twenty-four months and maintaining current IPMBA membership). This department will support his professional development, and that of those he teaches, by enabling him to participate in future IPMBA training sessions. It is our belief that, by serving as instructor, Officer/Paramedic Jones will help us maintain our bike unit as a way to foster good relations with citizens through positive interaction and innovative law enforcement/emergency medical services delivery.

Thank you for your consideration.

Sincerely,

Chief John Smith



## **International Police Mountain Bike Association Equivalency Requirements for the IPMBA *Police, EMS or Security Cyclist* Course**

Individuals who wish to become IPMBA Instructors but have not completed the IPMBA *Police, EMS, or Security Cyclist* Course may request that other formal bicycle training\* and experience be substituted for IPMBA *Police, EMS or Security Cyclist* Certification.

### **Appeal Process:**

You must submit, in addition to the completed IPMBA Instructor Application and required documentation, the following items:

- a letter of interest detailing your relevant qualifications, training, and experience, addressed to the IPMBA Education Committee
- a copy of the course outline, lesson plan, and any related handouts from your certification course
- a copy of your course certificate
- the name, address, telephone number and email address of your lead instructor
- documentation that you have been active on bike duty since the date of your certification course

You must also make arrangements with an active IPMBA Instructor to take the written and practical IPMBA tests. You must score at least a 90% on the written test and demonstrate above-average proficiency with the on-bike skills. You must obtain a positive recommendation from the IPMBA Instructor who tests you. Contact the IPMBA office to locate an instructor in your area.

*\* Minimum 32 hours for Police or EMS; 24 hours for Security. LEBA Class A certification is pre-approved. Applicants who have completed the 24-hour LEBA Class B, CAN-Bike II, COBWEB, or IAMBU courses should contact the IPMBA office for information about the IPMBA 16-hour "bridge" class.*

**All of the above items must be included in your application packet if your appeal is to be considered.**

Your packet will be forwarded to the IPMBA Education Committee for review, and a determination will be made based upon the course content and your experience.

You will be notified of the status of your appeal within 30 days.

If you would like to discuss your training and qualifications before submitting your application, please contact the Education Director at [education@ipmba.org](mailto:education@ipmba.org) or contact IPMBA HQ at 410-744-2400.