



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 Aids and the Classroom Environment:** what they are and how to use them effectively
- **Theories of Instruction and Adult Learning:** what they are and how to apply them
- **The Delivery:** how to make a professional and effective presentation
- **Course Planning and Safety:** prevent injuries, reduce liability, and ensure success through planning
- **Firearms Training for Bike Officers:** bike-specific firearms and other specialized training
- **EMS Scene Safety and Load Placement:** keeping yourself, your patient, and your equipment safe
- **Tour de ITK:** a guided tour through the *IPMBA Instructor ToolKit CD-ROM*
- **Basic Maintenance & Safety Procedures:** how to teach minor repairs and ensure proper bike fit
- **Teaching Basic Bike-Handling Skills:** how to instill the fundamentals
- **Constructing the Cone Courses:** how to set up cone courses and maximize their usefulness
- **Teaching Vehicular Cycling:** how to conduct safe road training and testing
- **Diagnosing and Correcting Rider Error:** how to identify errors, demonstrate proper technique, and facilitate student practice and skill mastery
- **Conducting a Night Ride:** lighting, conspicuity, rider safety in low-light environments
- **Conducting a Police/Security/EMS Scenario:** conducting mission-specific scenarios based on real-world situations

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, certified *IPMBA* member in good standing.
- Provide proof of licensure or employment as a (state P.O.S.T.-certified or equivalent) law enforcement officer, EMS provider, or security officer.
- Be an active public safety cyclist on a full- or part-time basis.*
- 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 experience. As IPMBA Instructors, you will teach the practical skills and knowledge contained within this book. The very lives of your students and the public they serve may depend on your grasp of that knowledge. *To test your knowledge, a written basic knowledge test will be administered on the first day of the Instructor Course. You must score at least a 90% in order to advance in the course. Note:* if you are not permitted to advance, your course registration fee will **not** be refunded.
- 2. Can you present the material?** To be an effective instructor, you must not only know the material, you must be able to present it in a clear and concise manner. You will learn techniques for presenting the material in both the classroom and in the field. You will be evaluated on those techniques at several stages throughout the course. *You will be required to complete 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, 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 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. 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.

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 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.**



IPMBA Instructor Course Pre-Requisites

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

- Complete the *IPMBA Police, EMS or Security Cyclist Certification Course* taught by an active, certified *IPMBA Police, EMS, or Security Cyclist Instructor*.
- Score at least a 90% on the written portion of the *Police/EMS/Security Cyclist Course* examination and demonstrate superior bike-handling skills.
- Be an IPMBA-certified *Police, EMS, or Security Cyclist* and a current member of IPMBA.
- Be an active public safety cyclist on a full- or part-time basis.*
- Possess a minimum of twelve months full-time or 24 months part-time experience on bike duty.*
- Provide proof of licensure or employment as a (state P.O.S.T.-certified or equivalent) law enforcement officer, EMS provider, or security officer.*
- Be able to demonstrate extensive knowledge of the information contained in the most recent edition of *The Complete Guide to Public Safety Cycling*.
- Obtain the endorsement of your certifying *IPMBA Instructor* or another certified *IPMBA Instructor* familiar with his/her skills and experience.
- Obtain the endorsement and support of your department.*

* *Any individual who has retired or separated from their department in good standing must provide official documentation of having been an active public safety cyclist for five years part-time, or three years full-time, and must apply for the Instructor Course within 24 months after separation. (Official documentation consists of a letter from the chief, HR, or designee who can attest to time on, departure in good standing, and departmental support.)*

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 \$15 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:

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

I belong to the following bicycle clubs:

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.

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: _____



IPMBA
IPMBA Instructor Application

Instructor Recommendation Form

(To be completed by applicant's certifying IPMBA Instructor or another active 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. Please do not take your recommendation lightly; if you are not comfortable providing a recommendation for the student, please indicate the rationale for your decision in the "Additional Comments" portion of the 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

*A \$10 value; US addresses only.

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)

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.)

- \$55.00 IPMBA Membership Fee
- \$15.00 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 for Receipt: _____

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. Contact the IPMBA office with questions about other curricula. Applicants who have completed the 24-hour LEBA Class B, CAN-Bike II, COBWEB, IAMBU or other approved 24-hour courses may 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 request 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 or contact IPMBA HQ at 410-744-2400.