



DEPARTMENT OF LICENSING  
MOTORCYCLE SAFETY PROGRAM

## INSTRUCTOR CANDIDATE REGISTRATION

***Enrollment is limited. To reserve a seat, this form must be printed, signed, dated, and returned to DOL with your \$200 tuition.***

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Cellular # \_\_\_\_\_

City Zip: \_\_\_\_\_ Emergency # \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Yes, I want to attend the I.P. in \_\_\_\_\_ in \_\_\_\_\_  A future I.P.  
*Location Date*

### WMSP INSTRUCTOR CERTIFICATION REQUIREMENTS:

Please read the following items carefully and sign your name to indicate your agreement of the WMSP Instructor Preparation (I.P.) completion requirements.

01. I understand that DOL must receive my \$200 registration fee in order to be considered for acceptance into an Instructor Preparation workshop. Upon receipt, I will receive an invitation to attend an I.P. I will also receive curriculum materials, preparation materials, and pre-course assignments. The pre-course assignments must be completed and brought to my I.P. workshop. (Failure to bring completed assignments can result in dismissal from the program.)
02. I understand that within 90 days of completing my I.P., I must obtain an American Red Cross Standard (or approved alternative) First Aid and CPR certificate. (The certificates will need to be provided to both your contractor(s) and WMSP.)
03. Within my I.P., a qualifying riding skills test will be administered. I understand that I must ride and pass the skills test in order to continue in the I.P. (Up to two attempts will be allowed.) If I do not pass, *all course materials* must be returned to the Chief Instructor prior to leaving.
04. Within the I.P., a qualifying knowledge test will be administered. I understand that I must pass this written test in order to be eligible to continue the I.P. (There will be only one attempt allowed.) If I do not pass, *all course materials* must be returned to the Chief Instructor prior to leaving.
05. I understand that the third session of the I.P. involves 'student teaching' a group of novice riders. Each lesson that I teach will be evaluated by a Chief Instructor. I understand that I must pass these evaluations to become a certified WMSP Motorcycle Safety Instructor. If my student teaching evaluations are unsatisfactory, *all course materials* must be returned to the Chief Instructor prior to leaving the I.P.

06. There are many competencies required to become a WMSP Instructor. Besides usual expectations of adhering to policies and procedures and curriculum standards, a critical core competency is to be able to apply appropriate judgment and decision making skills. The Chief Instructors are responsible to assess your abilities based upon their judgment and experience.

It is your responsibility to demonstrate that you understand the program principles in a way that leads you to make effective decisions relative to the I.P. curriculum, student safety, and DOL standards and expectations.

The following are Qualitative Assessment criteria that may be relative to your evaluation:

***Learner Responsibility***

- Demonstrate an eagerness to learn.
- Show involvement, attention, and focus.
- Prepare for your assignments.
- Be self-directed and motivated.

***Professionalism/Responsibility***

- Display appropriate appearance.
- Accept and tolerate diversity of others.
- Understand the principles of learning.
- Show sincerity and teamwork.

***Maturity***

- Use appropriate humor and gestures.
- Demonstrate self-esteem and guidance.
- Lead by example and trust others.
- Use appropriate language (verbal/non).
- Show patience and adaptability.
- Show respect, tolerance, and self-control.

***Competency***

- Offers quality judgments / choices.
- Decisions are based upon principles.
- Prioritizes needs, safety, and objectives.
- Applies creative activities and coaching.

You should ensure that your trainers provide you with timely feedback. Should deficiencies reach a point that you are unable to continue the I.P., *all course materials* must be returned to the Chief Instructor prior to leaving the I.P.

07. Upon successful completion of my Instructor Preparation Workshop, I am required to successfully complete an internship prior to being eligible to instruct as a Lead (primary) Instructor. This internship (of at least two classes being satisfactorily reviewed by a Mentor Instructor) must be completed within 90 days of I.P. completion.

08. After completing my I.P. and attaining satisfactory reviews of my internship (mentor) classes, I will then be certified as a Washington Motorcycle Safety Instructor. WMSP will supply my Certificate and ERC Range Cards after DOL receives my class reports.

**I HAVE READ AND AGREE TO THE ABOVE CRITERIA.**

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Date***

***Comment:*** *DOL has high standards and expectations for candidates wishing to become WMSP Instructors. It takes dedication and effort to achieve certification. It is a 'guaranteed to learn' workshop –not a 'guaranteed to pass'. We will support you in achieving your goal. We will assist you with pre-course assignments, study guides, adult learning techniques, moral support, and coaching. However, it's your I.P. You alone make it a success.*