

APPLICATION INFORMATION AND INSTRUCTIONS

Rider Education Instructor License Info

- ❖ A Basic RiderCourse Instructor license authorizes a person to teach the 15 hour hands-on Basic RiderCourse (BRC) which includes; 5 hours of classroom instruction and 10 hours of hands-on riding exercises, in a controlled off- street environment.

Find the section below that applies to the license for which you are applying. Submit all required documents with completed application.

✓ An initial instructor license applicant

- ❖ Check/money order made payable to the Secretary of State or complete credit/debit section on page 2.
- ❖ Copy of high school diploma or equivalent.
- ❖ Copy of valid first aid card.
- ❖ Copy of certificate from a RiderCoach Preparation course and a copy of your MSF RiderCoach card.
- ❖ CR-24 Medical Evaluation form if you checked off anything in the Instructor Medical Information section on page 1.
- ❖ If you do not hold a Maine driver's license you must submit a current copy of a 6 year driving record from the state you hold a valid driver's license that shows the date you obtained your motorcycle endorsement.
- ❖ If you hold an out of state driver's license please submit a current copy of your criminal background from that state. (Record must show at least the previous 10 years)

✓ A renewal instructor license applicant

- ❖ Check/money order made payable to the Secretary of State or complete credit/debit section on page 2.
- ❖ Copy of current MSF certification if you are a Basic RiderCourse Instructor. (Every 2 years following initial application.)
- ❖ CR-24 Medical Evaluation form if you checked off anything in the Instructor Medical Information section on page 1.
- ❖ If you do not hold a Maine driver's license you must submit a current copy of a 6 year driving record from the state you hold a valid driver's license.
- ❖ If you hold an out of state driver's license please submit a current copy of your criminal background from that state. (Record must show at least the previous 10 years)

If you have any questions regarding requirements or the application process, please call the Motorcycle Safety Program at 624- 9000 ext. 52128.

Your application will be reviewed by the Bureau of Motor Vehicles, Rider Education Program to determine whether you meet the licensing requirements. If your application is approved, you will be issued a rider education instructor license which will be mailed to you. Your license will expire one year from the date it is issued. Teaching rider education without a valid license is a Class E crime.

Once you are issued a Rider Education Instructor License it is your responsibility to notify the Bureau of Motor Vehicles, Motorcycle Safety Program in writing of any change in information on the instructor license application (e.g., change of name, address, phone number, driving record, criminal record and health). All correspondence and renewal notices will be sent to licensee's last known address on file with the Bureau of Motor Vehicles, Motorcycle Safety Program.

Please mail the application, fee and all required documents to the address below:

**Secretary of State
BMV-Motorcycle Safety Program
#29 State House Station
Augusta, Maine 04333**

Or fax to: 207-624-9158. Please confirm fax receipt by calling 207-624-9000 ext. 52128



**Maine Bureau of Motor Vehicles
Motorcycle Safety Program**

Rider Education Instructor License Application



INSTRUCTOR INFORMATION					
FULL LEGAL NAME	(LAST)	(FIRST)	(MI)	(SUFFIX)	DATE OF BIRTH
PAYMENT INFORMATION					
Please make your check or money order payable to the Secretary of State and mail; application, fee and all required documents to the address on page 2.					
If you choose to pay by credit/debit card please complete this section: Amount to be charged to card_____					
Credit/Debit Number_____ Expiration Date_____					
Name as it appears on credit/debit card_____ Signature_____					