

# GOLD WING ROAD RIDERS ASSOCIATION, INC.

## RIDER EDUCATION SEMINAR INSTRUCTOR APPLICATION



FIRST APPLICATION: \_\_\_\_\_ RENEWAL \_\_\_\_\_

GRANDFATHER REQUEST (must include a Statement of Qualifications) \_\_\_\_\_

PLEASE TYPE OR PRINT

**NAME:**

\_\_\_\_\_ Last

\_\_\_\_\_ First (Name you want listed)

\_\_\_\_\_ Middle

**STREET  
ADDRESS**

**CITY &**

**STATE/PROVINCE**

**ZIP CODE**

**PHONE (Home) ( )      PHONE (Work) ( )      E -Mail:**

**RENEWAL DATES: ALL Seminar Instructors must submit annually a renewal application indicating the seminars presented during the course of the previous year.**

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Program taught:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Program taught:** \_\_\_\_\_

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**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Program taught:** \_\_\_\_\_

I AGREE TO UPHOLD AND IMPLEMENT ALL CONCEPTS, IDEALS, AND INSTRUCTOR PREREQUISITES OF THE  
GWRRR SEMINAR INSTRUCTOR CERTIFICATION I AM APPLYING FOR.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

GWRRR MEMBERSHIP NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**Submit the completed application to your District Educator.**

District Educator Approval \_\_\_\_\_ Date: \_\_\_\_\_

LTD Instructor Certification Course Date: \_\_\_\_\_ Location: \_\_\_\_\_ Instructor: \_\_\_\_\_

Region Educator Approval \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by National RE \_\_\_\_\_ Instructor Card # Issued \_\_\_\_\_

## **GWRRR Rider Education Seminar Instructors Training Program**

### **Process for becoming or re-certifying a Certified Rider Education Seminar Instructor:**

1. Interested members are to contact their District Educator for a Seminar Instructor Application.
2. Complete the application and return it to the District Educator
3. District Educator will review the application for completeness and acceptability of the applicant.
4. If the District Educator approves the application, forward the application to the District or Region Trainer for LTD course scheduling.
5. If the District Educator does not approve the application, return it to the member with explanation.
6. The District or Region Trainer will schedule an Instructor Certification class with the District or Region LTD Coordinator. The LTD will be responsible for ensuring that a qualified course instructor is available to conduct this course.
7. Notify the selected applicants of the course date, schedule and location.
8. Applicants will attend and complete the LTD Instructor Certification Course as required by LTD standards.
9. Upon successful completion of the LTD Instructor Certification Course, applicants will be issued a Letter of Completion from the LTD instructor or division representative.
10. The applicant will forward a copy of the completion letter to the District Educator.
11. After receipt of the Letter of Completion the District Educator will schedule a Rider Education Seminar Review course. The contents of this course will be a review of all approved RED seminar outlines and the expectations of the RED for conducting these seminars. If possible this element of the process can be conducted by a Master Instructor.
12. The District Educator will forward a copy of the application, Letter of Completion and a listing of the Rider Education Seminar Outline topics reviewed to the Region Educator.
13. The Region Educator will approve the application for the Rider Education Seminar Instructor Certification and forward the application to Jim Cox, Assistant National Director, Seminar Certification Program.
14. Jim will issue a Seminar Instructors Certificate (Card) to the applicant and will enter the appropriate information into the National Database.
15. Certified Seminar Instructors will be required to submit an updated application annually to Jim Cox indicating the seminars presented during the course of the preceding year. *Failure to do so will result in de-certification.*

For those members who wish to apply for “**Grandfather**” status in the Seminar Instructor program, they should:

1. Complete a Seminar Instructors Application and submit the completed application with a written Statement of Qualifications (SOQ) to the District Educator.
2. The District Educator will review the application and the SOQ for acceptability. Points for consideration of approval are applicants who are professionally trained educators, trainers, MSF Instructors, CSC Instructors, ARC/AHA/MFA presenters, etc. Review the extent of experience and the applicability to the Rider Education Program.
3. If the District Educator approves the application and SOQ, forward the application and SOQ to the Region Educator for final approval.
4. If the District or Region Educator does not approve the application return the application to the member with explanation.
5. If the Region Educator approves the application and SOQ, forward copies of these directly to Jim Cox, Assistant National Director, Seminar Instructors Program.
- 6.

Jim will issue a Seminar Instructors Certificate (Card) to the applicant and will enter the appropriate information into the National Database