



*MOTORCYCLE & ATV OPERATOR SAFETY
PRESENTATION*



THE HISTORY OF TDLR

THE HISTORY OF THE TEXAS DEPARTMENT OF LICENSING AND REGULATION (TDLR) STARTS IN THE EARLY 20TH CENTURY AND HAS FLOURISHED SINCE.

TDLR REGULATES OVER 38 PROGRAMS, A FEW OF THOSE PROGRAMS ARE:
COSMETOLOGISTS, BARBERS,
AC CONTRACTORS, ELECTRICIANS, DRIVER
EDUCATION & SAFETY, MIDWIVES, AND
COMBATIVE SPORTS.

TDLR HAS...
ISSUED LICENSES TO OVER 231,101
BUSINESSES AND 688,206 INDIVIDUALS,
CONDUCTED OVER 272,957
INSPECTIONS, AND 101,461 EXAMS HAVE
BEEN TAKEN.

THE TRANSFER OF THE MOTORCYCLE AND ATV OPERATOR SAFETY PROGRAM

Senate Bill 616 of the 86th Legislature Regular Session, transferred the Motorcycle and ATV Operator Safety program to the Texas Department of Licensing and Regulation, September 1, 2019.

Total Number of Schools: 56

Curriculum Providers: 2

Instructors: 297

INSTRUCTORS AND INSTRUCTOR RESPONSIBILITIES



- **FINGER PRINTING**: Fingerprints will be required for all motorcycle instructors. If already licensed, fingerprints will be required at renewal time. Once TDLR's Licensing Division receive fingerprint instructions from TDLR's Enforcement Division, motorcycle instructors will be notified by email on how to proceed with the fingerprint process.
- **Applying/ Renewing Online**: You now have the ability to apply for and renew the instructor license online. Take advantage of this and remove the snail mail process.
- **Timely Renewal**: Renewal notices are sent out 90 days prior to the expiration date on the license. Do not wait until the last minute to renew. Renew at least 60-90 days prior to the expiration date on the license.

1. Notify the department of any change in the instructor's address, phone number, or email address within 15 days from the date of the change by submitting a completed motorcycle instructor notice of change and duplicate license request form (PDF)
2. Maintain a valid driver's license that entitles the license holder to operate a motorcycle on a public road
3. Act immediately to appropriately address the medical needs of any person injured at the training site and summon emergency medical services if necessary
4. Report each injury to the motorcycle school in a timely manner
5. Cooperate with all department audits and investigations and provide all requested documents
6. Before each course, inspect each motorcycle to be used on the range to ensure the motorcycle meets the requirements (see the Motorcycle Requirements section)
7. Ensure that each motorcycle provided by a student meets the insurance requirements before the motorcycle is used on the range
8. Only provide instructions that are in compliance with a curriculum approved by the department

The full list of responsibilities can be found:

<https://www.tdlr.texas.gov/mot/school-guide.htm?type=instructors#instructor>

MOTORCYCLE SCHOOLS AND RESPONSIBILITIES



Background Checks

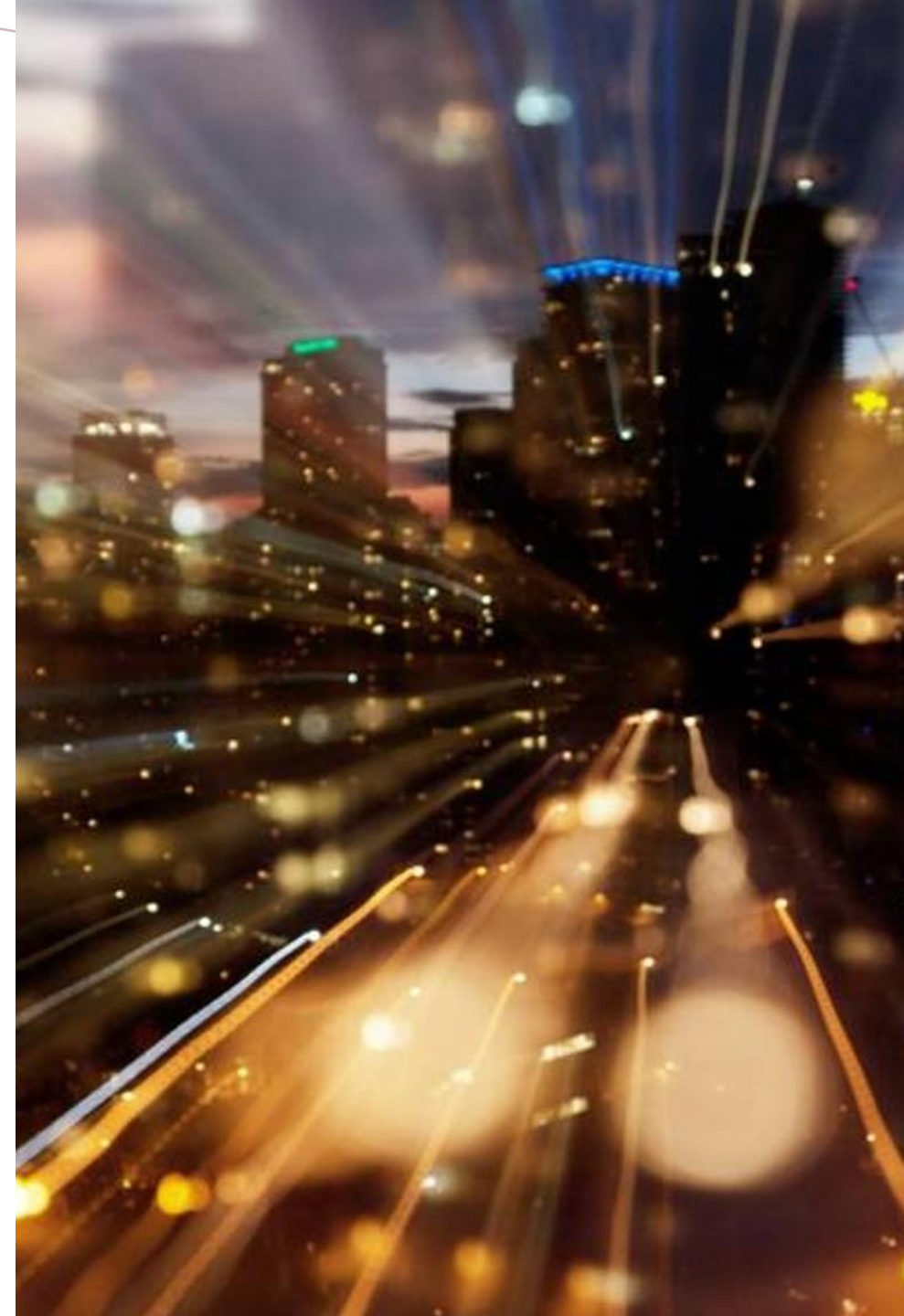
- Before a school can be approved, a background check is run on the controlling persons of the company.

- **What is a Controlling Person?** An individual who:
 - (A) is a sole proprietor;
 - (B) is a general partner of a partnership;
 - (C) is a controlling person of a business entity that is a general partner of a partnership;
 - (D) possesses direct or indirect control of at least 25 percent of the voting securities of a corporation;
 - (E) is the president, the secretary, or a director of a corporation; or
 - (F) possesses the authority to set policy or direct the management of a business entity.

- School applications: When a school submits an initial or renewal application, the controlling person field **MUST BE** filled out completely or the application will not be processed.

- Keep school license current at all times
- Schools do not have the ability to apply or renew online yet.
- Schools are responsible for printing and mailing the renewal application at least 90 days prior to the expiration date on the license.
<https://www.tdlr.texas.gov/mot/motforms.htm#schools>
- A motorcycle school must **NOT**:
 - (1) complete, issue, or validate a **department-approved course completion certificate** to a person who has not successfully completed the course;
 - (2) offer or conduct a course without authorization from the owner of the course; or
 - (3) allow an instructor employed by, or contracted with, the motorcycle school to violate any provision of this chapter or Transportation Code, Chapter 662.
- Require all students and instructors to wear full protective gear whenever participating in the on-cycle portion of any course, as required by §98.108(f)

For the full list of responsibilities, read [Texas Administrative Code 98.72](#).



SCHOOLS AND INSTRUCTORS: ADDING ENDORSEMENTS TO A LICENSE

- When adding a new endorsement to a license, you must provide a copy of the course completion certificate from the curriculum provider. Example of Endorsements are; BRCU, EP1, EP2, 3WBRCU
- Certificates for instructors can be emailed to the department <https://ga.tdlr.texas.gov:1443/form/csgeneralinquiry>
- Instructors may not select a course they have not been approved to teach
- Range Applications: The range application must be completed to include the list of courses the school is approved to teach for that range. The MSF or Total Control RERP course approval document, also known as the RERP document, must include the list of courses the school is required to teach for that range.
- Credit will not be given for courses without a course completion certificate

EXAMPLES OF CERTIFICATES OF COMPLETION

THE MOTORCYCLE SAFETY FOUNDATION

3-WHEEL BASIC RIDERCOURSE

CERTIFICATE OF COMPLETION

This confirms that



has satisfactorily completed the
3-Wheel Basic *RiderCourse*™ Certification Course
conducted by


Cindy Hous
RiderCoach Trainer



Erik Pritchard
President
December 10, 2023
Date


 **MSF**
MOTORCYCLE
SAFETY FOUNDATION
Since 1973

The program consisted of classroom and range instruction, and fully complies with the instructional guidelines recommended by the Motorcycle Safety Foundation.


RiderCourse

RiderCoach Trainer



NATIONAL CERTIFICATION
ID#  Expires: 02/10/2025

Certified as RiderCoach:
First Trained with MSF: 10/01/1989

 **MSF**
MOTORCYCLE
SAFETY FOUNDATION

MOTORCYCLE INSTRUCTOR TRAINING PROVIDER SENATE BILL 478 (88TH LEGISLATURE REGULAR SESSION)

- ✓ Instructors must hold a current certification to conduct a TDLR-approved instructor training course issued by the course provider.
- ✓ There are three ways to apply for the endorsement:
 - When renewing the instructor license, you will have the ability to add and pay for the Instructor Training Provider Endorsement during the online application.
 - Any time during the active license term, you must use the Add Instructor Training Provider transaction during the online application.
- ✓ When applying for the Instructor Training Provider Endorsement, the instructor must fill out the fields in the "Business Address". This information will be displayed on the TDLR website for the public. If this section is left blank, there will be nothing to display.

Instructor Training Provider Responsibilities

A Motorcycle Instructor adding the Instructor Training Provider Endorsement must hold a current certification from an approved curriculum provider. *A copy of the certificate must be included when applying for the endorsement.*

An instructor training course conducted in Texas must be a training program on motorcycle operator training and safety instruction approved by TDLR and conducted by an instructor with the Instructor Training Provider Endorsement at a motorcycle school.

Must **NOT** have a criminal history that will make the individual ineligible for an instructor license under [§98.21\(8\)](#).

Maintain, for three calendar years, records of instructor training courses conducted, (including each individual who enrolled in the course, and whether the individual successfully completed the course.)

Must issue a certificate of completion to students who have completed the ITP course.

[Report to the department](#), by the fifth business day following the end of each course, information relating to each trainee enrolled in the course, including:

(A) each trainee's full legal name as shown on the trainee's driver's license, or other form of identification acceptable to the department; and

(B) whether each trainee successfully completed the course.

Instructors will log into the Online Licensing Services System and use the [Report Student Roster](#) Transaction to comply with the reporting requirements.

COMING SOON: INSTRUCTOR TRAINING PROVIDER SEARCH



THANK YOU

Education & Examination Division

Texas Department of Licensing and Regulation

920 Colorado Austin Tx 78701

<https://www.tdlr.texas.gov/gov>

Contact us: <https://www.tdlr.texas.gov/help/>

Toll-Free (in Texas): (800) 803-9202