



Motorcycle Safety Education and Endorsement Testing Contract Application

Use this application to request a contract with the Department of Licensing (DOL) to provide motorcycle safety education training and endorsement testing. If selected to contract with DOL, you will be required to adhere to all Washington Motorcycle Safety Program (WMSP) policies and procedures.

Submit with your application photos of each proposed training and testing site, including classrooms and ranges. Send the completed application with all required attachments and photos to:

Contracts & Initiatives Unit, MS: 48111
Department of Licensing
PO Box 9030
Olympia, WA 98507-9030

Minimum requirements:

- Licensed to do business in Washington State.
- High school graduate or equivalent or at least 21 years of age.
- Ability to communicate and do business electronically, using email, internet, Microsoft Word and Excel to interact with DOL.
- Obtain a general liability insurance policy meeting DOL standards.
- Ability to offer on-line training and testing registration.
- Provide basic/novice and intermediate/advanced motorcycle training services.
- Provide 2-wheel and 3-wheel license endorsement testing.
- Use only WMSP certified instructors to teach rider training courses.
- Use only employees, WMSP certified instructors, or WMSP approved proctors to administer the knowledge test.
- Use only WMSP certified instructors to administer the skills test.
- Perform training and testing at sites and on ranges that meet WMSP site requirements and are approved by WMSP. Motorcycle training and testing range sites require a paved area that is approximately 300 feet by 200 feet that is free of any obstacles, hazards, or problematic surface features.
- Comply with all state and federal regulations and WMSP policies and procedures.
- Provide and maintain required equipment and materials for rider training courses, such as but not limited to:
 - Instructional materials: curriculum handbooks, white board, TV, DVD, etc.
 - Loaner gear: DOT compliant helmets, disposable helmet liners
 - Loaner equipment: motorcycles for novice and intermediate rider training courses
 - Safety equipment: first aid kit and fire extinguisher
 - On site restroom facilities at both classrooms and ranges

Business Information

| | | | |
|--|--|-----------------------|--|
| Name of business | | Washington UBI number | Employer ID number (EIN) |
| Physical address (Street address, City, State, ZIP code) | | | |
| Mailing address, if different (Address, City, State, ZIP code) | | | |
| (Area code) Telephone number | Business structure (check one) <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foreign corporation <input type="checkbox"/> Limited liability company | | |
| Owner name | Date of birth | Email | High school graduate or equivalent <input type="checkbox"/> Yes <input type="checkbox"/> No |

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| For Department Use Only | | | |
|---------------------------------------|---|----------|---------------------------------------|
| <input type="checkbox"/> ADR received | Status: <input type="checkbox"/> Denied <input type="checkbox"/> Approved | By _____ | License number _____ Expiration _____ |

Business Information – continued

Answer the following

Training and testing information

1. Which cities are you applying to provide training and testing services:

2. What types of training do you intend to provide? 2-wheel 3-wheel

3. What 2-wheel curriculum do you intend to use?

Basic RiderCourse (BRC) Intermediate Rider Training (IRT) Experienced RiderCourse (ERC)
 RidersEdge Other _____ N/A

4. What 3-wheel curricula do you intend to use?

Basic S/TEP Advanced S/TEP Other _____ N/A

Proposed Training and Testing Site Information

Include site information and photos for each training/testing location.

Physical address (Address, City, State, ZIP code)

What will be offered at this site

Training: Range Classroom Testing: Skills Knowledge

Physical address (Address, City, State, ZIP code)

What will be offered at this site

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What will be offered at this site

Training: Range Classroom Testing: Skills Knowledge

Affidavit

Any misrepresentation or concealed material facts will be sufficient cause for denial of a Motorcycle Safety Education and Endorsement Testing contract.

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place signed

X

Signature of applicant