



# BECOMING A RIDER TRAINING PROVIDER APPLICATION CHECKLIST

Prior to submitting an application to become an MSF-recognized Rider Training Provider, the MSF strongly recommends that potential providers **contact their state-level (or military branch) Motorcycle Program Coordinator**. S/he can provide you with state or branch specific rules and regulations applicable to training providers. State and Military Coordinator contact information can be found at [www.msf-usa.org](http://www.msf-usa.org) in the "Contact Us" section. The documents necessary to complete an application to become a Training Provider are found in the RETSORG library ([www.retsorg.org](http://www.retsorg.org)) in the RERP materials section. Currently active RiderCoaches have access to the password-protected RETSORG website.

If you have any questions about this application process or your state does not have an appointed Motorcycle Program Coordinator, please call 949.727.3227 (choose option 6) or email [rep@msf-usa.org](mailto:rep@msf-usa.org).

### Step 1: Compile a Rider Education Recognition Program (RERP) Application package:

- Complete a RERP Application Form.
- Review and sign the RERP Agreement.
  - Must be signed by the person responsible for the administration of training at all MSF-recognized locations assigned to the RERP.
- If applicable, review and sign the appropriate Addendum to the RERP Agreement.
- Complete the MSF *RiderCourse* Range Information Form (RIF).
  - Check the boxes for the *RiderCourse(s)* to be conducted at the range.
- Complete a plot plan of the proposed range area depicting the range location and run-off area.
  - Be sure to include any obstacles, surface conditions, pavement edges, buildings, etc.
  - Note distances to the range perimeter.
- Take digital color photos of the proposed range area.
  - It is not necessary to have the range painted prior to taking photos.
  - Photos must follow the MSF Guidelines for Range Photographs.
- For Alternate or Modified ranges, include range diagrams (**required**).
  - For Alternate Ranges (from RETSORG library), submit page one of the proposed range layout.
  - For Modified Ranges, submit your custom-designed diagrams for each range exercise – diagrams must include path of travel.

### Step 2: Submit the completed Application Package to [rep@msf-usa.org](mailto:rep@msf-usa.org):

*Note: You may be required to submit your application package to your State/Military Motorcycle Program Coordinator prior to submitting to MSF. Check with your Coordinator on local requirements before submitting your application package to MSF.*

- Be sure the package includes:
  - Signed RERP Application
  - Signed RERP Agreement and, if applicable, signed Addendum
  - Signed Range Information Form
  - Range Photos (jpg or gif files preferred)
  - Plot plan and, where applicable, diagrams
- Be sure to include the name of your company in the subject line of your email.
  - If necessary, use multiple emails (for multiple ranges and/or very large files).

### Step 3: Once you receive a range recognition letter from MSF the range is authorized for the courses noted in the letter.

***Allow approximately 21 business days for processing and review.  
An incomplete application is likely to result in a significant increase in processing time.***