



Please check one: Initial Application (see back for required documents) Renewal Application (Submit current certificate of liability insurance)

Please check the type of course: BRC 3WBRC BRC2 ARC
(Please check all that apply)

The Rider Education School license fee is \$150.

RIDER EDUCATION SCHOOL INFORMATION

SCHOOL NAME		SCHOOL LIC #	EXPIRATION DATE
ACTUAL CLASSROOM & RANGE LOCATION	STREET	CITY	STATE ZIP CODE COUNTY
SCHOOL MAILING ADDRESS	STREET/P.O. BOX	CITY/TOWN	STATE ZIP CODE
RECORDKEEPING LOCATION	STREET	CITY/TOWN	STATE
WEBSITE ADDRESS		EMAIL ADDRESS	
SCHOOL PHONE #	CELL #	FAX #	MSF RERP#

INSTRUCTOR(S) EMPLOYED BY RIDER EDUCATION SCHOOL (USE ADDITIONAL SHEET IF NECESSARY)

NAME 1.	NAME 2.
NAME 3.	NAME 4.
NAME 5.	NAME 6.

RIDER EDUCATION SCHOOL OWNER(S) AND VIOLATION INFORMATION

- Names and titles of each owner, including all partners and shareholders of the rider education school:

Name	Title
_____	_____
_____	_____
- Has the school owner(s) been convicted of a crime, other than a traffic offense, in Maine or any other state or province? Yes No
If yes, please list date, type and location of violation_____
- Has the school owner(s) privilege to provide rider education or register or operate a motor vehicle ever been suspended or revoked in this or any other state or province? Yes No If yes, please explain_____
- Is there any proceeding now pending relative to any suspension, revocation or violation listed in question 2 or 3 above? Yes No
If yes, please explain_____

RIDER EDUCATION SCHOOL OWNER(S) OR ADMINISTRATOR(S) CERTIFICATION

I am an applicant for a Rider Education School License and the information contained herein is true. I understand that knowingly supplying false information on this form is a Class E crime and that any false information will result in the suspension or revocation of any license issued to me.

Signature of School Owner Signature of School Owner Date of Application

APPLICATION INFORMATION AND INSTRUCTIONS

Fees for Rider Education School Licenses: this license consists of a Classroom and Range.

The fee for a rider education school license is \$150.00 for each location. Rider education school locations require a classroom and range to be located at the same location and must have a restroom facility. Rider education school licenses one year from issue date.

General Application Requirements

1. Submit a letter from the code enforcement officer or other town official that gives the riding school permission to use the facility for rider education. **(Initial school application only)**
2. Submit a letter from your local fire department showing the riding school premises complies with state and municipal statutory requirements regarding public health, safety, and access.
3. Submit a copy of your Motorcycle Safety Foundation, Rider Education Recognition Program (RERP) agreement.
4. Submit proof of liability insurance from the Motorcycle Safety Foundation.
5. Submit a copy of your refund/cancellation policy.
6. Pass an inspection of the classroom and range premises, including motorcycles, by the Bureau of Motor Vehicles, Rider Education Program.

Recordkeeping and Reporting Requirements

- ❖ All school records must be up-to-date and open to inspection upon request.
- ❖ All school records must be retained for at least **five (5) years** and kept at the location indicated on this school license application.
- ❖ A new course report must be filed at least **seven (7) days** prior to the start of the course.
- ❖ A course completion report must list each student by name, date-of-birth, phone number, course completion certificate number and e-course certificate number or HW. This report must be filed within **seven (7) days** of completion of course.

If you have any questions please contact the Driver/Rider Education Program at 624-9000 ext. 52128.

Your application will be reviewed by the Bureau of Motor Vehicles to determine whether you meet the licensing requirements. If your application is approved and after inspections have been completed, you will be issued a license which will be mailed to you. Your license will expire one year from date of issuance. Operating, registering students and advertising a rider education school without a valid license is a Class E crime.

Once you are issued a Rider Education School license it is your responsibility to notify the Bureau of Motor Vehicles in writing of any change in information on the original license application (e.g., change of school name or ownership, address, telephone number, driving or criminal record, employee health, and instructors employed by the school). All correspondence and renewal notices will be sent to the licensee's last known address on file with the Bureau of Motor Vehicles.

Please submit the application, fee and all required documents via email to Driver.Education@Maine.gov, fax to 207-624-9158 or make your check or money order payable to the Secretary of State and mail to the address below:

**Secretary of State
BMV- Driver/Rider Education Program
#29 State House Station
Augusta, Maine 04333**



**Maine Bureau of Motor Vehicles
Rider Education Program**

Rider Education School/Range License Application

SCHOOL INFORMATION		
SCHOOL NAME	SCHOOL/RANGE LIC #	EXPIRATION DATE

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.
(Rider Education School License fee is \$150.00 for each location.)

If you choose to pay by credit/debit card please complete this section: Amount to be charged to card _____

Credit/Debit Number _____ Expiration Date _____ Zip Code _____

Name as it appears on the credit/debit card _____ Signature _____

Please Read Carefully

Soon after we receive your application you will be contacted by a representative of the Driver/Rider Education Program to arrange a date and time for your annual inspection. For your convenience, we are providing the following checklist of items we will be reviewing at the time of inspection.

- Classroom with tv, dvd/vcr, chalkboard or flipchart, seats and writing surface for all students.
- Course completion reports for the past five years.
- Unused course completion certificates.
- Refund and cancellation policy.
- Current Title 29-A.
- Chapter 11: Rules Governing Motor Rider Education
- Program Manual
- Current Maine Motorist Handbook & Study Guide.
- Instructor Guide for all courses taught and student workbooks. (Range cards)
- Final exam with answer sheets and key.
- Training films/dvd's.
- Organ donor pamphlets.
- Current Waiver Indemnification Form.
- Motorcycle Applications. (MVE-64M)
- CR-24 Forms
- Motorcycle Maps
- Range (with appropriate markings for course(s) taught.)
- Motorcycles. (operating condition)
- Fire extinguishers (2) 1-5lb ABC for classroom and 1-10lb ABC for range.
- Certificate of Liability Insurance