

761—635.5(307,321) Instructor and sponsor qualifications.

635.5(1) *Instructor license.* To qualify for an instructor's license, an individual must:

- a. Possess a valid Class M driver's license or a motorcycle endorsement or equivalent license or endorsement that is valid for a two-wheel motorcycle.
- b. Successfully complete a nationally recognized, research-based instructor preparation course approved by the department.
- c. Possess a current instructor certification from a nationally recognized motorcycle safety organization approved by the department.
- d. Before a license is granted, teach one class of the approved course under the guidance of an experienced, licensed instructor approved by the department.
- e. After the year in which a license is granted, teach at least one nationally recognized, research-based motorcycle rider preparation course approved by the department in Iowa or another state each calendar year.
- f. After the year in which a license is granted, complete at least one state-sponsored or state-approved instructor update each calendar year. The update must be completed in Iowa every other year.
- g. Have a clear driving record for the previous two years. A clear driving record means the individual has:

- (1) Not been identified as a candidate for driver's license suspension under the habitual violator provisions of rule 761—615.13(321) or the serious violation provisions of rule 761—615.17(321).
 - (2) No driver's license suspensions, revocations, denials, cancellations, disqualifications or bars.
 - (3) Not committed an offense that would result in driver's license suspension, revocation, denial, cancellation, disqualification or bar.
 - (4) No record of a law enforcement investigative report indicating a contributive motor vehicle accident that caused the death or serious injury of another person.
 - (5) No record of two or more contributive motor vehicle accidents in a two-year period.
- h. Comply with any department review and verification of the instructor's qualifications under this subrule.

635.5(2) *Sponsor license.* To qualify for a sponsor's license, an entity must:

- a. Use only a course approved under rule 761—635.4(307,321).
- b. Use only instructors licensed by the department to teach the approved course.
- c. Maintain liability insurance in an amount of not less than \$1 million, combined single limit, with an aggregate limit of not less than \$2 million, and file a certificate of this insurance with the department verifying coverage for scheduled courses of instruction. The certificate shall name the department and its officers, agents, representatives and employees as additional insureds with respect to all work, deliveries or services performed for the department by the named insured, and specify that the department's motor vehicle division shall be given at least 30 days' prior notice of any material change in or cancellation of the insurance.
- d. Provide written verification of self-insurance to the department if the sponsor is a state agency or public educational institution.
- e. Maintain complete instructional accident report files and furnish this information to the department in a manner determined by the department.
- f. Maintain a record of costs incurred in providing the approved course.
- g. Allow the department or the department's designee to audit any class of the approved course, either announced or unannounced.
- h. Involve a program administrator in an annual department-sponsored, in-service seminar.
- i. Provide and maintain adequate instructional facilities and equipment to accommodate all components of the approved course, including but not limited to the lecture, audio-visual, and on-cycle components.

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