

MOTORCYCLE OHIO ADMINISTRATIVE RULES
4501-53-06 (Effective 03/24/06)

4501-53-06 Private provider qualifications for certification of approval

(A) All motorcycle training courses taught pursuant to section 4508.08 of the Revised Code shall be taught through an approved provider by an instructor certified to teach under this chapter.

(B) A private agency, corporation, or organization seeking to become an approved private provider shall submit a completed application to the department, on a form approved by the director, that demonstrates compliance with this rule.

(1) No authorized official shall submit an application that contains false or misleading information;

(2) The site coordinator shall submit with the application a criminal abstract provided and dated by the bureau of criminal identification and investigation not more than sixty days prior to the date the director receives the application. If there is no designated site coordinator, the authorized official must submit such criminal abstract.

C) The department shall issue a private provider certification of approval to any applicant who demonstrates that the motorcycle training course for which it seeks approval meets the following requirements:

(1) The established place of business is owned, leased, or rented by the provider;

(2) A provider maintains at least one fixed geographic location in which a training site is operated and where training is conducted, at least one office in a fixed geographic location where records are maintained, and at least one classroom where students are instructed:

(a) The use of a mobile or modular structure as a training facility is prohibited unless the structure is installed on a permanent foundation;

(b) Neither a provider nor its office shall consist of a house trailer, tent, temporary stand, post office box, rooming house, or apartment;

(c) Neither a provider nor its office shall be located within a residence or a room in a hotel or motel;

(d) No provider may share any office or classroom with any other provider unless the same person owns both.

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- (3) The provider's office meets the following standards:
- (a) Has adequate space to maintain the required records;
 - (b) Has a permanent wall of sufficient construction to prevent distractions and noise in the classroom. If no permanent wall exists, the office shall remain closed for business during classroom instruction;
 - (c) Is located in the same county as, or in a county adjacent to, the provider for which student records are being stored.
- (4) The provider's classroom meets the following standards:
- (a) Comfortably accommodates at least twelve students and two instructors, and has sufficient space to contain tables and chairs or desks for all students;
 - (b) Is equipped with a variety of audio and visual training aids that support the course curriculum;
 - (c) Is reasonably free of visible and audible distractions and presents an atmosphere adequate for learning;
 - (d) Has a clean and functional restroom that is available for student use within its facility;
 - (e) Conforms to all federal, state, and local fire, building, and safety regulations.
- (5) Range instruction occurs on a suitable riding range, owned or leased by the provider, which shall consist of the following:
- (a) A surface of asphalt or concrete approximately two hundred feet by three hundred feet in size, which is free from obstructions, loose gravel and debris, is capable of being blocked off from all vehicular and pedestrian traffic, and is marked to provide a clear path of travel for the students and visible cone positions for the instructor.
- (6) The provider assumes responsibility, or designates such responsibility to a site coordinator, for the following:
- (a) Administration and operation of the motorcycle training course;
 - (b) Ongoing review and evaluation of the course content, instructors, and student performance;
 - (c) Assignment of instructors and scheduling of program courses;
 - (d) Preparation or approval of all documents required to be submitted to the department;
 - (e) Assuring the adequacy of all course training materials.
 - (f) Assuring the safe operating condition of all motorcycles used by students in the BRC.

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(7) The course meets the curriculum requirements as set forth in this chapter;

(8) The provider has a sufficient number of certified BRC/ERC instructors to ensure that student:teacher ratios for all courses comply with this chapter;

(9) The provider submits written course policies and procedures for the director's approval, including all of the following:

- (a) Curriculum listed by topics;
- (b) Instructor requirements;
- (c) Student/teacher ratio;
- (d) Insurance provider and limits; in compliance with rule 4501-53-13 of the Administrative Code.
- (e) Attendance requirements;
 - (1) Tardiness;
 - (2) Course completion;
 - (3) Make-up.
- (f) ADA policy administration;
- (g) Registration;
 - (1) Refund;
 - (2) Walk-in.
- (h) Use of student-owned motorcycles in the BRC;
- (i) Record keeping;
- (j) Course evaluation;
- (k) Student eligibility requirements;
- (l) Harassment and discrimination policies;
- (m) Complaint procedures.

(D) A certificate of approval issued under this rule shall expire on December thirty-first of the year the certificate is issued and may be renewed annually upon application to the department pursuant to rule 4501-53-09 of the Administrative Code.