



Steps to a Successful LCI Certification Seminar (LCICS) for Trainers and Site Coordinators

Certification as a League Cycling Instructor (LCI) requires the meeting of some specific prerequisites and the successful completion of a seminar (generally 2.5 days) arranged by a Site Coordinator (SC) and conducted by a League designated Trainer. Below is an explanation of the process, the time line and the responsibilities involved in scheduling and successfully conducting an seminar.

Some of the responsibilities listed for the Trainer and SC may overlap, or require the efforts of both.

The responsibilities of the applicants/candidates are listed here as they mesh with the responsibilities of the Trainer and Site Coordinator, but are enumerated in further detail for prospective candidates in another document.

A successful seminar timeline, including assignments of responsibility:

Each fall the League Education staff projects a calendar of LCIC seminars for the next year. In organizing this calendar, the number of seminars is based on expected need for instructors, the availability of trainers, the number of advance requests for seminars, and other factors. The choosing of locations for the seminars is based on need, local resources (candidate pool, SC volunteer, community involvement, appropriate facilities) and geographic diversity (attempting to offer seminars in as many parts of the country as possible). The schedule is amended and fine tuned throughout the year. [Any time is a good time to bring up the topic of new seminars though sufficient lead time is often the limiting criterion.]

Often the first step toward a successful seminar is an expression of interest from a community in the form of a call or email to League headquarters. That interest comes from someone who would like to become an LCI or an organization which would like to help create local instructors. In either case, the contacting person is asked whether they would be willing to serve as Site Coordinator for a seminar or if they could recommend someone within the community for that role.

Once a Site Coordinator is assigned:

When a preferred site city and month is approved by the League Education staff, it is put on the tentative calendar. This is not a guarantee that a seminar will result at this time and place. The following steps must occur.

After making the initial contact with LAB and subsequently signing a Memorandum of Understanding (MOU) to serve as Site Coordinator, the SC actively seeks out and encourages qualified individuals to submit applications and further assists them with instructions in the application process. The SC also coordinates with potential applicants in proposing a range of possible dates for the seminar.

Note: The dates proposed for the seminar should be at least three (3) months from this point in time.

Based on an initial assessment of the candidate pool and their own schedules, the SC (with help from the Trainer if one has been assigned) will notify the League staff of the preferred dates for the seminar.

The Trainer, upon assignment, will inform the SC and League Education staff of the start time and expected finishing time for each day of the seminar to allow the SC to better schedule the facilities and the candidates to plan their accommodations. A breakdown of the full schedule is encouraged, but not required. When the SC, Trainer, primary applicant pool and League Education staff arrive at a workable start date and set of times, they will be approved by the League Education staff.

Upon approval of the seminar dates and times, League staff will list the seminar on the Website and begin promotion efforts nationwide.

After specific dates are confirmed by the League and placed on the calendar, the SC will coordinate with the Trainer in fulfilling such needs as classroom space, audio/visual equipment, and parking lot or other on-bike drill space. The SC will also research and plan a ride route that best meets the needs of the Trainer's time allotment and the road test criteria.

Note: Candidates are responsible for bringing their own bicycles, helmets (required) and other accessories. Most seminars will start on a Friday, usually in the afternoon or evening, and continue through most of the day Sunday. Saturday will be a long day and will include a scheduled night ride so candidates should be told to bring headlights and tail lights or legal rear reflectors (and any other conspicuity gear they wish to use or discuss).

The SC may (but is not required to) seek out home stay accommodations for the Trainer and out-of-town candidates requesting same. If the Site Coordinator is an LCI, he or she may take an active role in the seminar training process under the supervision of the Trainer. If the SC is a candidate, he or she may still act as liaison between the other candidates and the Trainer since the SC likely to be geographically much closer to most of the candidates. The timeline takes this form:

Three months (12 weeks) prior to the seminar:

Three months (or more) prior to a scheduled seminar date, League staff (with local input/assistance) chooses a potential site city for a seminar and confirms the dates. [Longer-range scheduling is desirable to facilitate the annual calendar of seminars previously mentioned.]

Concurrent with choosing a city for a seminar, a Site Coordinator is selected and a Trainer is assigned. (The SC may be a potential seminar candidate, an LCI or even, on rare occasions, a Trainer. The SC is always someone local who is willing to make the seminar happen.) When possible, Trainers are assigned based on geographical proximity to the seminar in order to keep travel expenses and inconveniences to a minimum. However, rapport between the Trainer and SC is essential since the Trainer is usually not available on site until the seminar and is often unfamiliar with the site city.

As soon as the date and city are confirmed, League Education staff will post the seminar details on the Website and will send notification to other potential candidates around the country who have expressed an interest in attending a seminar or who previously attended a seminar, but did not receive certification.

Upon confirmation of the seminar dates, the SC — with the help of other members of the local cycling community — will begin promotion of the seminar and screening for qualified applicants.*

*Screening applicants: First and foremost, potential LCIs must be experienced and knowledgeable cyclists with credibility as such within their local cycling community. Before attending the LCI Certification Seminar, applicants must become member of the League (\$30/year) and must have completed a BikeEd Road I course with a score of 85 or better on both the written and on-bike tests. Site Coordinators with questions about prerequisite experience and knowledge should contact the assigned Trainer or League Education staff.

The seminar requires a minimum of 10 paid and qualified candidates and a maximum of 15 unless additional help and time are available. No seminar will be held with fewer than 10 qualified candidates except by special authorization. The best way to ensure that a seminar meets this requirement is 1) begin screening early and obtain commitment from more than 10 potential candidates; 2) keep those screened candidates ahead of the following deadlines.

As applicants are identified and an assessment is made regarding the probability of qualifying at least a minimum of 10 candidates, the SC will reserve a suitable classroom facility (many organizations will provide such facilities free of charge), a parking lot or similar secure space for drills (a check with the property owner is in order to discuss liability issues and proof of insurance coverage) and one or more ride routes are mapped out for on-bike testing during the seminar. (Ideally, the locations are secured as early as possible and the ride routes firmed in time to provide them to the Trainer for examination and approval.)

At least 30 days before the seminar date:

Applicants must become members of the League of American Bicyclists and submit their application forms to League headquarters in Washington, DC, by this date. They must fill out and submit an application/waiver and pay the registration fee of \$200. If another entity is paying the registration fee for them, that entity must submit the fee by this date or make other arrangements with the League.

Upon completion of application requirements

Upon receipt of a completed and signed application with payment, League staff will fax or mail a copy of the application (marked “paid”) to the applicant as a receipt, to the SC for tracking, and to the Trainer for purposes of evaluating the applicant.

Upon receipt of a signed application with paid registration, the League office will send that applicant a set of study materials and a pre-seminar exam. The materials will consist of a *League Cycling Instructor Manual* (binder with all instructor and student curriculum materials), *The League Guide to Safe and Enjoyable Cycling* (blue book) and *Enjoy the Ride* (the League’s Essential Cycling Skills video on DVD). Applicants will use these materials to complete the exam (open book, but by individual rather than group effort) and send the results to the Trainer assigned to their seminar no later than 10 days before the seminar start date. The Trainer will grade the exam (a passing score is 85) and use the results along with bio information from the application form to determine the applicant’s readiness to attend the seminar. The Trainer may contact an applicant by phone or email to supply feedback and/or obtain further information.

It is the Trainer’s responsibility to make the final assessment and determination of applicant qualification before the start of the seminar. If the Trainer does not think the applicant is ready, the Trainer must contact the applicant as soon as possible to discuss this decision.**

**Applicants do not lose their registration fees if not accepted by the trainer. The fee, less the cost of the materials and an administrative charge will be refunded or the trainer will recommend that the candidate work further on particular subject areas and attend a future seminar at no additional charge.]

Two weeks prior to the seminar:

At two weeks before the seminar, all applicants should have met the following requirements: become members of LAB, submitted signed applications with registration payment and completed Road I with the required scores.

At this time, League staff will approve, postpone or cancel the seminar based on the meeting of all requirements, particularly the “10-candidate minimum” requirement. If the seminar is postponed or cancelled, paid candidates may attend any subsequent seminar for no additional charge or may help the SC reschedule the seminar for that location.

Ten days before the seminar

All applicants must have submitted their pre-seminar exam answer sheets to the assigned Trainer by this date. If an applicant has some reason for not meeting this requirement, he or she must contact the Trainer to receive any dispensation or make any special arrangement.

During the week before the seminar start date

Any candidate who has not successfully completed a BikeEd Road I course with a score of 85 or higher, must take a Road I course before the start of the seminar — preferably two weeks or more before the start of the seminar. Last-minute “emergency” Road I courses must be pre-approved by the Trainer.

The League office will ship all seminar materials to the address specified by the SC and/or Trainer so that they arrive, ideally, two days before the start of the seminar. This shipment will include all forms and handouts required by the Trainer as specified in the LCICS curriculum and any individual candidate materials not previously delivered.

At the Trainer’s request, the League may ship an additional LCI manual or updated Trainer pages to bring the Trainer’s instructional materials up to the current version.

Prior to the seminar, candidates (and the SC) will receive from the Trainer a seminar schedule outlining the times and subject matter for each day.

The SC will remind candidates that they are responsible for bringing their own bicycles, helmets (required) and accessories (including lights if a night ride is anticipated). Use of special-case bicycles such as folding bikes, recumbents, trikes, fixed gear bikes, etc. must be approved in advance by the Trainer. {Since most of the LCI’s students will be riding conventional diamond-frame bicycles, it is suggested that the candidates train on same. In any case, check with the seminar trainer before packing.

On the seminar starting date

To be seated as candidates at the seminar, all applicants will have joined the League, completed their applications, paid their registration fees, completed Road I with a score of 85, submitted their pre-seminar exams to the Trainer and subsequently were not told by the Trainer that they did not qualify.

Disqualification for not meeting any of these requirements, depending on circumstances, may result in forfeiture of the candidate’s refund option, but will not preclude enrollment in a future seminar at no additional charge if the discrepancies are corrected.

Failure of a qualified (and anticipated) candidate to appear at the seminar without advance notice may also incur penalties.

During the seminar

The Trainer will maintain a Roster of the seminar candidates and will also pass around a daily “sign in” sheet. All candidates are required to sign in for each day’s session.

At the end of the seminar

As a final wrap up to the seminar, all candidates will fill out a “My Reality Check” form and return it to the Trainer. All candidates will also be asked to fill out a “Seminar Evaluation” form (but are not required to sign it).

The Trainer will collect both of these forms from all candidates.

Upon completion of the seminar, the Trainer will collect all unused manuals and materials and contact the League office regarding their disposition.

The Trainer will complete and sign any forms as required, including the Road Test Score Sheets and the form indicating the Pass/Fail status of each candidate and their Road scores.

The Trainer may wish to hold post-seminar (exit) interviews with candidates that show exemplary promise as future trainers and is required to hold post-seminar interviews with any candidate who will not be receiving certification. Options for these individuals will always include the opportunity to attend another seminar at no additional charge and, at the Trainer's discretion, may include a remedial tutoring option with the trainer or a designated LCI.

The Trainer will submit the following to LAB headquarters:

- completed “My Reality Check” forms
- completed “Seminar Evaluation” forms
- completed daily “Sign in” forms
- completed “Pass/Fail” sheet
- invoice for training performed
- authorized expenses (with receipts) for reimbursement

Note: No Trainer will receive payment until the proper forms have been submitted and all candidates' registration fees are received.

Any **pre-approved** expenses incurred by the SC will be reimbursed upon submission of an itemization with attached receipts by the SC. This reimbursement is also contingent upon submission of all required paperwork by the Trainer and fees by the candidates.

Successful candidates will receive their LCI numbers and certificates from League Education staff within two to three weeks, along with instructions on ordering materials and information on other benefits of LCI status such as the LCI listserv and the interactive LCI database for advertising classes.

Objectives of your seminar

The seminar will be at least 20 hours in length, and will utilize primarily the Road I material in the Bike Ed manual as a vehicle for qualifying the LCI candidates so that they will be able to:

1. Demonstrate competence in principles and skills of the BikeEd program, including vehicular cycling, bicycle equipment, bike maintenance, specialized handling maneuvers and nutrition;
2. Understand basic teaching principles and techniques as they apply to both children and adults, and demonstrate them through practice teaching during the seminar;
3. Be familiar with specific BikeEd materials and existing courses and how cyclists will benefit from BikeEd classes;
4. Be able to evaluate the skills of others and to offer constructive criticism;

5. Possess an understanding of the organization, structure and mission of the League of American Bicyclists;
6. Be able to plan and organize classes, including required equipment and supplies, audio-visual aids, course marking and the logistics of ordering materials and insurance;
7. Develop an understanding of the “need to know” principles and how they can be incorporated in customized presentations;
8. Know how to market classes, including using partners and marketing materials.

Memorandum of Understanding Regarding Site Coordinators and Trainers for League Cycling Instructor Certification Seminars

I have read “Steps to a Successful LCI Certification Seminar (LCICS)” including the list of objectives above. I understand and agree to perform the responsibilities as _____ (SC or Trainer) for the LCIC Seminar scheduled to be held at _____ (address, City, State) on _____ (date).

Additionally, I understand that:

Trainers are paid a standard fee of \$750 to complete a training and that Site Coordinators are not paid by the League, but that certain approved expenses may be reimbursed.

Signed: _____ on _____