

SO YOU WANT TO BE A SPONSOR

Below are the steps to become a Florida Rider Training Program Sponsor.

1. Locate a suitable area for a range. Area needed is between 102' x 202' to 200' X 300' unobstructed.
 2. Obtain a letter of understanding from the property owner stating you have permission to use the property to conduct motorcycle safety courses. .
 3. From the FRTP website home page, click on "[Forms](#)" and download the following forms:
 - Becoming a Rider Training Provider Application Checklist
 - Rider Education Recognition Program (RERP) Application
 - Rider Education Recognition Program (RERP) Agreement (State Entity or Military)
 - Rider Course Range Information Form
 - Guidelines for Range Photographs
 - Guidelines for Adding an Additional Range to an Existing RERP
 - Curricular Offerings - Requirements for RERP Sponsors
 4. Complete the above forms and contact the regional coordinator for your area::
 - Panhandle -- Jay Harrison 850-274-6551 JayHarrison@flhsmv.gov
 - North Central FL -- Dave Childers 850-544-6638 DaveChilders@flhsmv.gov
 - Northeast FL -- Glenn Picklesimer 850-631-0967 GlennPicklesimer@flhsmv.gov
 - Central East Coast -- Louie Kyler 407-719-5022 LouieKyler@flhsmv.gov
 - Central West Coast -- Ray Zurenda 727-365-9950 RayZurenda@flhsmv.gov
 - South FL -- To be determined
 5. The regional coordinator will verify the range area and all forms will be sent to the FRTP program manager. The regional coordinator will verify the range area and all forms will be sent to the FRTP program manager who will sign and forward them to the Motorcycle Safety Foundation for approval.
 6. The Motorcycle Safety Foundation will send a letter of acceptance to you with a copy to the FRTP program manager.
 7. Once FRTP receives the MSF letter of acceptance we will send you a copy of the administrative rule that regulates the sponsor schools, [Chapter 15A-12](#), Florida Administrative Code, along with a Letter of Authorization and instructions regarding additional required documentation.
 8. In addition to #7, above, once FRTP receives the MSF letter of acceptance, your range will need to be painted and then viewed and approved by FRTP prior to any classes being held.
 9. You will need to carefully review [Chapter 15A-12](#), FAC, and if you agree with the rule as implemented (January 2011), you will need to sign the Letter of Authorization and submit the original, signed document, along with the required documentation to the FRTP Administrative Offices at:

Florida Rider Training Program
Bureau of Motorist Compliance
2900 Apalachee Parkway, MS#88
Tallahassee, FL 32399
 10. Once the original, signed Letter of Authorization is received, a countersigned copy will be sent to you, which will keep your site/school active for a period of 5 fiscal years. (The fiscal year for the State of Florida runs from July 1st through June 30th).
- **IMPORTANT NOTE: Only when you receive the MSF approval and counter-signed Letter of Authorization, will you be able to start classes.**