



# Application Checklist

## Motorcycle Skills Certification

**Include this checklist with your motorcycle skills certification application package and ensure the following items are included in your submission.**

<b>Forms</b>	✓
Motorcycle Skills Certification Agreement — signed and dated (keep a copy)	
Personnel List (DTC305) — completed and signed	
Office and Classroom List (DTC308) — completed and signed	
Course Outline — completed	
<b>Lesson Plans</b>	✓
<p>A complete set of detailed lesson plans for classroom and practical training that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> are type-written</li> <li><input type="checkbox"/> have pages numbered</li> <li><input type="checkbox"/> have lesson titles</li> <li><input type="checkbox"/> have times for each lesson</li> <li><input type="checkbox"/> list materials required for each lesson</li> <li><input type="checkbox"/> include learning objectives (By the end of the lesson, the student will be able to...)</li> <li><input type="checkbox"/> describe instructional techniques used and activities planned (step-by-step)</li> <li><input type="checkbox"/> include detailed subject content — may be within the lesson plan or reference handouts, manuals, PowerPoint, and so on</li> <li><input type="checkbox"/> include specific exercise layout diagrams</li> <li><input type="checkbox"/> ensure that all topics and learning tasks in the Agreement are clearly indicated</li> <li><input type="checkbox"/> include assessment methods to check for understanding</li> </ul>	
<b>Support Materials</b>	✓
Course schedule(s) — showing the order and length of the classroom and practical sessions (include all schedules offered)	
List of resources used — i.e., manuals, list of videos (title and time) — on one page	
Copies of handouts, PowerPoint slides, videos (or links to videos) and so on	
Written tests, if used (include answer keys)	
Student record forms used to assess and record student progress and performance	
Location of each practical training area	
Sketch of the training area showing dimensions, obstructions, buildings, and so on	