



## WTCS Motorcycle Rider Education (MRE) Course Guidance

The following guidance specifies policy and procedural information pertaining to Systemwide WTCS Motorcycle Rider Education (MRE) programs and courses. It includes information compiled from the [WTCS Motorcycle Rider Course Fees Memo](#), [WTCS Course Approval Manual](#), [Educational Services Manual \(ESM\)](#), [WTCS Aid Code Definitions resource](#) and [WTCS Course Requirements and Expectations resource](#).

Additional resources are available on the [myWTCS Motorcycle Rider Education website](#).

### WTCS MRE Program Contacts

#### WTCS MRE Programs

- **Danika Woods, Education Director** | [danika.woods@wtcsystem.edu](mailto:danika.woods@wtcsystem.edu)
- **WTCS Motorcycle Rider Education Committee Teams Group**  
*Access to this Team must be requested; access limited to current WTCS MRE program coordinators, administrators, faculty (RiderCoaches) and support staff at WTCS colleges, and WisDOT WMSP managers and staff. Team administrator: Danika Woods.*
- **WTCS MRE College Coordinator Contact List 2024**

#### WisDOT Wisconsin Motorcycle Safety Program

- **General Inquiries:** [WSMP@dot.wi.gov](mailto:WSMP@dot.wi.gov)
- **Sarah Langlois, WMSP Manager** | [sarah.langlois@dot.wi.gov](mailto:sarah.langlois@dot.wi.gov)
- **Les Mlsna, WMSP Operations Associate, RiderCoach** | [les.mlsna@dot.wi.gov](mailto:les.mlsna@dot.wi.gov)

#### Wisconsin Motorcycle Safety Advisory Council (MoSAC)

- MoSAC Inquiries: [MotorcycleSafety@dot.wi.gov](mailto:MotorcycleSafety@dot.wi.gov)

### WTCS Course Definition

The Wisconsin Technical College System (WTCS) defines a course as a titled, formal learning experience with prescribed outcomes (competencies), a plan for learning the outcomes and a method to assess student learning.

WTCS identifies courses by an 8-digit number: 2-digit aid code, 3-digit instructional area and 3-digit sequence. Aid codes and instructional areas are defined by WTCS while sequence is established locally at each college (except for System-wide aligned courses).

Aligned courses contain standardized components across participating WTCS colleges including course number, title, description, credits, competencies and learning outcomes.

### WTCS MRE Course Fees

WTCS and the Wisconsin Department of Transportation (WisDOT) jointly establish the course fees for motorcycle rider education courses offered at WTCS Colleges. These outside authority

#### **WTCS Motorcycle Rider Education (MRE) Course Guidance Document**

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Page 1 of 8



fees (course fees) are in lieu of program fees but do not include material fees which must also be included in the total course cost charged to students. These fees are outlined in the [WTCS Motorcycle Rider Course Fees Memo](#) (attached as an [appendix](#) to this document).

The motorcycle course fee structure is set according to a 1-credit model as outlined in the fees memo tables. Fees for courses offered at credit values other than those listed in the fee **tables can be calculated as a percentage of the 1.0 credit course fees.**

**Note about MSF eCourse link college cost reimbursement:** *The MSF eCourse modules (access link/coupon purchases) are allowable expenses under the WMSP grant program. As an allowable, reimbursable grant expense, MSF eCourse costs must not be charged to or passed on to WTCS motorcycle rider course takers (students).*

## **Wisconsin Motorcycle Safety Program (WMSP) Grants**

WisDOT administers statewide WMSP programs, including grants, that support education provider operating costs associated with offering MRE courses. Contact WMSP manager [Sarah Langlois](#) (WisDOT Bureau of Transportation Safety [BOTS]) for specifics on WMSP grant guidelines, allowable expenses, e-applications, etc.

## **WTCS MRE Course Outcomes and Learning Objectives**

WisDOT is the authority for statewide MRE courses. WisDOT has adopted the Motorcycle Safety Foundation (MSF) course curricula, outcomes, instructional resources (printed booklets, e- Course learning modules), best practices and guidance as the standard for Wisconsin motorcycle rider education.

WTCS MRE courses must follow any requirements set forth by WisDOT and MSF. The following MRE courses have specific course outcomes provided by MSF:

- Basic RiderCourse (BRC1)
- Basic RiderCourse 2 (BRC2)
- Advanced RiderCourse
- Three-Wheel Basic RiderCourse (3WBRC1)
- Scooter Basic RiderCourse (SBRC)

All WTCS MRE courses must also follow basic WTCS course construction rules as outlined in the following sections and in the above-mentioned WTCS manuals and resources.

MSF guidance and instructional resources can be found on the MSF website and in a limited capacity on the WTCS Motorcycle Rider Education Teams Group.



## **WTCS Course Aid Codes and Instructional Areas**

As continuing education courses, WTCS MRE courses follow WTCS business rules surrounding continuing education course construction.

**The 8-digit course numbers for MRE courses are generally coded as 42-816-XXX or 47-816-XXX** (2-digit aid code, 3-digit instructional area and 3-digit sequence). Aid codes 42 and 47 are defined below.

**All MRE courses must use instructional area 816 Motorcycle/Moped Driver Ed.**

**Allowable aid codes for instructional area 816 Motorcycle/Moped Driver Ed include 10, 11, 20, 30, 31, 32, 42, 47, 50 and 60.**

Continuing Education (Aid Code 42, 47, 60) courses are not allowed in a curriculum (except for Aid Code 47 courses use in Aid Code 50 – Apprenticeship programs). These courses cannot be submitted with a Curriculum Exception Code (see ESM for further information).

### **Aid Code Definitions – Continuing Education: General Adult & Occupational Adult**

#### **Aid Code 42: General Adult: Non-Credit Development and Exploration**

This aid code applies to general adult educational offerings that contribute to basic education, citizenship and community safety for the general public. Aid code 42 is also used for courses that provide career exploration and self-enrichment that is related to an occupation, but not directly related to employment. Aid Code 42 includes courses only.

Examples include: basic education, career exploration, camps and programs for independence (Learning for Independence, Occupational Aide Readiness (OAR), etc.)

#### **Aid Code 47: Occupational Adult: Non-Credit Professional Development**

This aid code applies to educational offerings with a definite vocational/technical objective designed to either provide future employment or upgrade individuals in their present occupations.

Aid code 47 is used for courses which provide professional development directly applicable to a person's occupational goal. These courses are typically designed for individuals already on the path to the occupation, to up-skill individuals in their present occupations, or for development toward promotional opportunities. Aid Code 47 includes courses only. Examples include: occupational training, exam preparation (not testing), conferences, workshops, pre-apprenticeship courses and Continuing Education Units (CEUs).



## WTCS Course Credit Computation Rules

Credit computation rules are developed by aid code. The maximum number of course credits is five (5). Courses are comprised of various Types: A Hours, B Hours, C Hours, D Hours, and/or E Hours.

The calculation of course credits for aid code 42, 47 and 60 courses is based on hours. Refer to the table that follows for calculating course credits:

### Continuing Education Course Credit Computation – Aid Codes 42, 47 and 60

Hours	Credits	Hours	Credits
0-2	.05	21-22	.55
3-4	.10	23-24	.60
5-6	.15	25-26	.65
7-8	.20	27-28	.70
9-10	.25	29-30	.75
11-12	.30	31-32	.80
13-14	.35	33-34	.85
15-16	.40	35-36	.90
17-18	.45	37-38	.95
19-20	.50	39-40	1.00

## WTCS A-E Type Course Hour Definitions

For complete definitions and use of A-E Hours, please see the ESM. The information below has been truncated for ease of understanding its applicability to WTCS MRE courses.

**A Type Hours:** Instructor-delivered content via multiple learning environments including face-to-face and through a variety of distance education modalities.

- Content includes lectures, presentations, discussions, and other teaching methods.
- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- A Type Hours exclude clinical, independent, and individualized study, laboratory, occupational (internships/externships), practicum, scenario, simulation, and work-based learning per B-E Hour definitions.

**B Type Hours:** Hands-on and experiential learning via laboratory, scenario, simulation, shop, or other non-work-based learning experience.

- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- Instructor delivers content via multiple learning environments including face-to-face and



through a variety of distance education modalities.

**C Type Hours:** Independent and individualized study, instructor-led work-based learning, extended lab OR instructor-led clinicals:

- Course outcomes and learning objectives and performance assessment criteria are specified.
- Instructors manage learning, create objectives, and remotely direct.
- Instructor/student interaction schedule is set by the instructor appropriate to the learning objectives and performance objectives.
- May include hours spent in lab or shop settings where students are engaged in independent and self-directed work.

**Instructor facilitated work-based learning:**

- Includes on-campus work-based learning (excluding internships)
- Instructor interaction is varied and occurs as needed
- Students provide services to live clients or customers (paid or unpaid) as in salon, culinary, automotive, and others
- May include simulated work environments where instructor serves in the role as an instructor as well as an "employer"

**Instructor-led clinicals:**

- Includes instructor-led clinicals, instructor-led practicums, and simulations in lieu of clinicals. Instructor directs the learning and provides direct oversight of program standards.
- Instructor provides frequent or periodic supervision.
- Content includes planned learning experiences based on identified objectives.
- Course outcomes, learning objectives, performance assessment criteria, sequencing, and student progress reporting expectations are identified and documented by faculty.
- Instructor evaluates student progress through precepted clinical on a regular/consistent basis.

**Extended Lab:**

- Hands-on and experiential learning via laboratory, scenario, simulation, shop, or other non-work-based learning experience where student outside effort is not required, practical or possible.
- Course outcomes, learning objectives and performance assessment criteria are specified.
- Instructor interaction is frequent or continuous.
- Instructor delivers content via multiple learning environments including face-to-face and through a variety of distance education modalities.



**D Type Hours:** Work-based learning including internship, externship, job shadowing, and clinicals\* or practicums not specified for C or E hours. **Not likely to be used in WTCS MRE courses.**

**E Type Hours:** Work-based experience (*E hours are used infrequently and require Education Director pre-approval*). **Not likely to be used in WTCS MRE courses.**

**Table of Documentation Requirements and Recommendations by Continuing Education Aid Code for 42, 47 and Contract Training Courses**

Aid Code	Required documentation of intended course competencies & outcomes	Recommended documentation of intended course competencies & outcomes	Suggested methods to assess student learning & outcomes
42, 47	Detailed course description	Course outcome summary, clear learning plan; syllabus for course longer than 24 hours	Established methods to assess student learning reflective of the length and rigor of each course, in- class feedback
<b>Contract training courses</b>	Detailed course description	Contract explanation of instructional services provided	In-class feedback, pre- and post- service surveys

## Proposed Alignment of WTCS MRE Courses

As of July 2024, WTCS MRE courses are not aligned across the System, meaning each college may locally determine course numbers, titles, hours and credits while maintaining any external requirements. For proposed implementation by 2026, the System Office is evaluating alignment of some of the WTCS MRE courses. Should any MRE courses become aligned, the adoption period for such courses would be one to two years from the Systemwide alignment date to allow colleges ample transition time. Colleges could also elect to adopt aligned courses sooner than the all-in date.

**Objective:** Create Systemwide alignment of core motorcycle rider education courses to align with Wisconsin Department of Transportation (WisDOT) standards, Motorcycle Safety Foundation (MSF) guidance and Wisconsin Technical College System (WTCS) college best practices. WTCS System-wide aligned courses share the same course numbers, titles and credits. In the case of these MRE courses, course hour types are also aligned.

Proposed course list follows on page 7.



## Proposed WTCS MRE Aligned Course List

### Motorcycle Basic RiderCourse BRC1

- **Course Title:** Motorcycle Basic RiderCourse BRC1
- **Course Number:** 42-816-XXX (course sequence number TBD)
- **Course Hours:** 5 classroom hours (WTCS type A course hours) and 10 lab hours (WTCS type B course hours)
- **Curriculum:** Use MSF e-module OR MSF booklet
- **WisDOT Course Description:** Course completers gain basic two-wheel motorcycle operation skills and obtain a waiver of the road test when applying for a Wisconsin motorcycle (Class M) license at the Wisconsin Department of Motor Vehicles (DMV).

### Motorcycle Basic RiderCourse BRC2

- **Course Title:** Motorcycle Basic RiderCourse BRC2
- **Course Number:** 42-816-XXX (course sequence number TBD)
- **Course Hours:** 3 classroom hours (WTCS type A course hours) and 5 lab hours (WTCS type B course hours)
- **Curriculum:** Use MSF e-module OR MSF booklet
- **WisDOT Course Description:** This course is for riders who already possess basic riding skills and are either returning to riding or are seeking a refresher course to practice and renew basic riding skills. This course may also be used to waive the road test when applying for a Wisconsin motorcycle (Class M) license at the Wisconsin Department of Motor Vehicles (DMV) as long as the student also completes an MSF eCourse.

### Motorcycle 3-Wheel Basic Rider 3BRC1

- **Course Title:** Motorcycle 3-Wheel Basic RiderCourse 3BRC1
- **Course Number:** 42-816-XXX (course sequence number TBD)
- **Course Hours:** 5 classroom hours (WTCS type A course hours) and 10 lab hours (WTCS type B course hours)
- **Curriculum:** Use MSF e-module OR MSF booklet
- **WisDOT Course Description:** The Basic Rider Course may be completed on a three-wheel motorcycle, but course completers using a three-wheel motorcycle to obtain their Class M license will be restricted to the operation of three-wheeled motorcycles. To lift



the three-wheel restriction, a two-wheel motorcycle road test or Basic Rider Course completion operating a two-wheel motorcycle would be required.

### **Additional WTCS MRE Courses to Consider for Alignment**

- **Motorcycle Advanced Rider**
- **Scooter Basic Rider**
- **Motorcycle RiderCoach Prep**
- **Bike Bonding RiderCourse (or similar)**
- **Motorcycle Street RiderCourse 1 (or similar)**
- **Motorcycle Street RiderCourse 2 (or similar)**
- **Dirt Bike (or similar)**

### **WTCS Non-Aligned MRE Courses**

WTCS colleges may continue to offer customized continuing education courses in motorcycle rider education in addition to the above-listed aligned MRE courses. Such non-aligned courses should follow WTCS business rules surrounding continuing education course creation and offering as well as any guidance or rules issued by MSF and WisDOT.





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APPENDIX

# Memorandum

DATE: March 20, 2024

TO: WTCS Coordinators/Supervisors of Motorcycle Rider Training

FROM: Danika Woods, Education Director  
Wisconsin Technical College System

RE: FY 2024-25 Motorcycle Rider Training Fees

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The System Office and the Wisconsin Department of Transportation (WisDOT) jointly establish the course fees for motorcycle rider education courses offered at WTCS Colleges. These outside authority fees (course fees) are in lieu of program fees but do not include material fees which must also be included in the total course cost charged to students.

Motorcycle rider education courses are not aligned across the System, meaning they may be offered with same or similar course titles but with varying course numbers - including aid code and course type hours - and/or varying course credits. Colleges may also locally offer motorcycle rider education courses with unique titles, credits and outcomes that do not mirror the WisDOT "standardized list" of [motorcycle rider education courses](#); such unique courses, however, would likely not be reimbursable by the WisDOT motorcycle safety grant.

## **Total course cost calculation:**

- Course fee + Materials fee = Total course cost
  - See examples on page 2

## **Course Fees**

- The tables on page 2 list fees established for each course based on the number of credits.
  - Note that there are two Course Fee tables for courses with:
    - College provided motorcycles
    - Student provided motorcycles
      - See table on page 3 for details of which type of fee applies to each course
- Fees for courses offered at credit values other than those listed in the tables can be calculated as a percentage of the 1.0 credit course fees

## **Materials Fee**

- The material fee for all courses assigned as "Category 4" has been set at \$15.00 per credit with a \$5.00 minimum charge (see table on page 2)

**Course Fees - College Provided Motorcycles**

<b>Number of Credits</b>	<b>Operational Direct</b>	<b>Operational Indirect</b>	<b>Range Capital</b>	<b>Range Maintenance</b>	<b>Motorcycle Fee</b>	<b>Course Fee</b>
1.00 Credit	\$352.33	\$117.45	\$37.26	\$33.03	\$110.15	\$650.22
0.55 Credit	\$193.78	\$64.60	\$20.49	\$18.17	\$60.58	\$357.62
0.50 Credit	\$176.17	\$58.72	\$18.63	\$16.52	\$55.07	\$325.11
0.45 Credit	\$158.55	\$52.85	\$16.77	\$14.86	\$49.57	\$292.60
0.40 Credit	\$140.94	\$46.98	\$14.90	\$13.21	\$44.06	\$260.09
0.30 Credit	\$105.70	\$35.24	\$11.18	\$9.91	\$33.04	\$195.07
0.20 Credit	\$70.46	\$23.49	\$7.45	\$6.61	\$22.03	\$130.04
0.15 Credit	\$52.85	\$17.62	\$5.59	\$4.95	\$16.52	\$97.53
0.10 Credit	\$35.23	\$11.75	\$3.73	\$3.30	\$11.01	\$65.02
0.05 Credit	\$17.62	\$5.87	\$1.86	\$1.65	\$5.51	\$32.51

**Course Fees - Student Provided Motorcycles**

<b>Number of Credits</b>	<b>Operational Direct</b>	<b>Operational Indirect</b>	<b>Range Capital</b>	<b>Range Maintenance</b>	<b>Course Fee</b>
1.00 Credit	\$352.33	\$117.45	\$37.26	\$33.03	\$540.07
0.55 Credit	\$193.78	\$64.60	\$20.49	\$18.17	\$297.04
0.50 Credit	\$176.17	\$58.72	\$18.63	\$16.52	\$270.04
0.45 Credit	\$158.55	\$52.85	\$16.77	\$14.86	\$243.03
0.40 Credit	\$140.94	\$46.98	\$14.90	\$13.21	\$216.03
0.30 Credit	\$105.70	\$35.24	\$11.18	\$9.91	\$162.03
0.20 Credit	\$70.46	\$23.49	\$7.45	\$6.61	\$108.01
0.15 Credit	\$52.85	\$17.62	\$5.59	\$4.95	\$81.01
0.10 Credit	\$35.23	\$11.75	\$3.73	\$3.30	\$54.01
0.05 Credit	\$17.62	\$5.87	\$1.86	\$1.65	\$27.00

**Materials Fee**

<b>Number of Credits</b>	<b>Materials Fee</b>
1.0 Credit	\$15.00
0.55 Credit	\$8.25
0.50 Credit	\$7.50
0.45 Credit	\$6.75
0.40 Credit	\$6.00
0.30 Credit	\$5.00
0.20 Credit	\$5.00
0.15 Credit	\$5.00
0.10 Credit	\$5.00
0.05 Credit	\$5.00

**Total Course Cost Calculation Examples**

<b>Course</b>	<b>Credits</b>	<b>Course Fee</b>	<b>Material Fee</b>	<b>Total Cost</b>
Introductory Motorcycle Experience (IME)	0.05	\$32.51	\$5.00	\$37.51
3 Wheel Basic RiderCourse (3WBRC) – <b>College Motorcycle</b>	0.40	\$260.09	\$6.00	\$266.09
3 Wheel Basic RiderCourse (3WBRC) – <b>Student Motorcycle</b>	0.40	\$216.03	\$6.00	\$222.03

**College vs Student Provided Motorcycle Course List**

<b>Course</b>	<b>College Provided Motorcycles?</b>
Introductory Motorcycle Experience (IME)	Yes
Basic RiderCourse (BRC)	Yes
3-Wheel Basic RiderCourse (3WBRC)	College Choice
Basic RiderCourse2 (BRC2)	No
Advanced RiderCourse (ARC)	No
Ultimate Bike-Bonding RiderCourse Plus (UBBRC-PLUS)	No

**Course Fee Accounting**

While districts are not required to separately account for the capital portion of the course fees, it is expected that reasonable funds will be made available to the motorcycle rider training program to fund the capital expenditures needed to conduct the program.

The amount in the Course Fee column of the tables is composed of operational and capital components (see table on page 2). For accounting purposes, districts have two options:

- 1) Record the entire amount from the Course Fee column in the General Fund or Special Revenue Fund under revenue classification 4540 (refunds under classification 4541), or
- 2) Record the operational component (direct and indirect) in the General Fund or Special Revenue Fund and the capital component (range capital, range maintenance, and motorcycles) in the Capital Projects Fund. If this option is used, only the Operational portion of the Course Fee amount from the table on page 2 is to be recorded in revenue classification 4540 in the General Fund or Special Revenue Fund. The capital portion is to be recorded in classification 4799 in the Capital Projects Fund.

**Material Fee Accounting**

The amount in the Material Fees column in the basic and experienced rider courses tables and related Material Fee refunds are to be recorded in the General Fund or Special Revenue Fund in revenue classification range 4440 – 4449.

**WTCS RiderCoach Education and Other WTCS “Train-the-Trainer” Teacher Education  
Motorcycle Safety Courses**

WTCS courses that provide “train-the-trainer” motorcycle teacher education – RiderCoach preparation or similar – fall under the standard course creation guidelines outlined in the [WTCS Educational Services Manual \(ESM\)](#) (see Chapter 7 Course Standards) and in the [WTCS Course Approval Manual](#) (see Chapter 4 Course Credit Computation Rules). These courses do not follow the above-outlined outside authority course fee schedule that applies only to motorcycle *rider* education courses.

For questions regarding the DOT grant, please contact Sarah Langlois at 608-867-3117 or [sarah.langlois@dot.wi.gov](mailto:sarah.langlois@dot.wi.gov)

For all other questions you may contact me at 608-266-1599 or [danika.woods@wtcsystem.edu](mailto:danika.woods@wtcsystem.edu)