

## 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) and the WTCS Aid Code Definitions resource.

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

### WTCS MRE Program Contacts

#### WTCS Board – System Office

**Danika Woods**, Director – Transportation

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[Send a Virtual Meeting Request to Danika Woods, WTCS Director](#)

#### Wisconsin Motorcycle Safety Program (WMSP) – WisDOT Bureau of Transportation Safety (BOTS)

For questions regarding the WMSP and WMSP grant, please refer to the following contacts:

Name	Title/Role	Email
<b>WisDOT WMSP</b>	Program inbox, general	<a href="mailto:wmsp@dot.wi.gov">wmsp@dot.wi.gov</a>
<b>Tina Bondurant</b>	Program & Policy Chief, BOTS	<a href="mailto:tina.bondurant@dot.wi.gov">tina.bondurant@dot.wi.gov</a>
<b>Julie Fisher</b>	Traffic Safety Grants Supervisor	<a href="mailto:julie.fisher@dot.wi.gov">julie.fisher@dot.wi.gov</a>
<b>Sarah Langlois</b>	Motorcycle Safety Program Manager	<a href="mailto:sarah.langlois@dot.wi.gov">sarah.langlois@dot.wi.gov</a>

#### 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.

#### 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 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](#).

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 defines standardized types of [motorcycle rider education courses](#) for the state of Wisconsin through its Wisconsin Motorcycle Safety Program (WMSP). All MRE course hours must meet WisDOT-established minimum requirements as outlined in the Motorcycle Safety Foundation (MSF) educational standards. WTCS colleges must also meet WTCS minimum requirements for MRE courses where applicable.

## 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.

### 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

## Offering WTCS MRE Courses

WTCS colleges may offer MRE courses as follows:

- **Use same/similar course titles as the standardized, WisDOT-defined MRE courses.** WTCS MRE courses may use varying course numbers (including aid code and course type hours, such as A or B) and/or varying course credits across the System, though semi-alignment of specific courses is in progress (see Course Alignment below).
- **Use unique titles, credits and outcomes that do not mirror the standardized WisDOT-defined MRE courses.** Special considerations for unique MRE courses:
  - Confirm whether the proposed unique course would be substantively similar to any MSF course and need to follow MSF course outcomes as defined by WisDOT.
  - Unique courses would likely not be reimbursable by the WisDOT Wisconsin Motorcycle Safety Program (WMSP) grant. Confirm with the WMSP grant manager if such courses would be eligible for grant funding if desired.

### System-wide MRE Courses and Semi-Alignment

WTCS is establishing a list of System-wide MRE courses to unify course titles, numbers, minimum hours and/or credits of basic rider courses. ***Colleges are not required to adopt the below MRE course titles and numbers for FY2026-27 but may elect to do so.*** Ample time will be provided for colleges to transition to the semi-aligned course formats after WTCS finalizes the System-wide course list and announces an all-in date for adoption. WTCS minimum course hours, designated course hour types (A and B) and course credits for these courses will still allow flexibility for colleges to offer basic rider courses in configurations that mirror WisDOT and/or MSF standards. Semi-alignment is intended to provide consistency across colleges while allowing local flexibility.

Course Title	Course Number
Motorcycle Basic Rider Course BRC1	42-816-401
Motorcycle Basic Rider Course BRC2	42-816-402
Motorcycle 3-Wheel Basic Rider Course 3BRC1	42-816-403

### WTCS RiderCoach Education and Other WTCS “Train-the-Trainer” Instructor Education Motorcycle Safety Courses

***MRE instructor education courses do not follow the outside authority course fee schedule established in this memo, which applies only to motorcycle rider education courses.***

WTCS courses that provide “train-the-trainer” motorcycle instructor education – RiderCoach preparation, recertification 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 CCP System Course Manual](#) (see Chapter 4 Course Credit Computation Rules).