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SPONSOR NEW EMPLOYEE PACKET

Please follow the directions below whenever there is a change in a representative for your Sponsorship.

1. Sponsor to submit to Regional Training Officer:
    - Sponsor Personnel Listing Form to note the change in personnel and their role in the business. This form must be completed by Owner or someone in a position higher than the position that is changing.
    - Personal Information Fact Sheet completed by new personnel.
    - Sponsor Texas Rules of Professional Conduct signed by new personnel.

2. New personnel to submit to Sponsor:
    - Personal Information Fact Sheet.
    - Sponsor Texas Rules of Professional Conduct.
    - If employee does not hold a current Texas license or has not held a Texas license for at least three years, driving record for previous three years from state of license held must be submitted directly to Regional Training Officer.

    Note: Submit fingerprints using Directions to complete Background Check document. Agency# (MS-) will be Sponsor's RERP#.

Texas Department of Public Safety
Motorcycle Safety Unit

Sponsor Personnel Listing Form

Any person with program responsibilities must meet the qualification requirements as stated in Texas Administrative Code 31.2

READ BEFORE COMPLETING FORM:

* All four personnel positions must be selected. One person can hold all positions if neccesary. More than one person can hold the same position as long as it's noted who the primary contact is for that position. Submit two pages if needed.
* Each person listed must complete a Personal Information Fact Sheet, Texas Sponsor Rules of Professional Conduct and F.A.S.T. Pass form. Documents can be found in Sponsor New Employee Packet in password protected area.
* At least one person must be selected as authorized by Owner as DPS signatory to sign contract/license. If someone other than Owner is selected as signatory to sign DPS contracts, Owner must submit letter of authorization.

Company Name _____ **RERP#** _____

Completed By (Owner) _____ **Date** _____

☐ DPS signatory ☐ **Owner** ☐ **General Manager** ☐ **Program Manager** ☐ **Reporting**

Name _____ **Title** _____

Phone _____ **Email Address** _____

DPS use only: ☐ *PIFS* ☐ *RPC* ☐ *DL* _____ ☐ *CH* _____

☐ DPS signatory ☐ **Owner** ☐ **General Manager** ☐ **Program Manager** ☐ **Reporting**

Name _____ **Title** _____

Phone _____ **Email Address** _____

DPS use only: ☐ *PIFS* ☐ *RPC* ☐ *DL* _____ ☐ *CH* _____

☐ DPS signatory ☐ **Owner** ☐ **General Manager** ☐ **Program Manager** ☐ **Reporting**

Name _____ **Title** _____

Phone _____ **Email Address** _____

DPS use only: ☐ *PIFS* ☐ *RPC* ☐ *DL* _____ ☐ *CH* _____

☐ DPS signatory ☐ **Owner** ☐ **General Manager** ☐ **Program Manager** ☐ **Reporting**

Name _____ **Title** _____

Phone _____ **Email Address** _____

DPS use only: ☐ *PIFS* ☐ *RPC* ☐ *DL* _____ ☐ *CH* _____

Records Location Address _____

City _____ **State** _____ **Zip+4** _____

Shipping Address _____

City _____ **State** _____ **Zip+4** _____

Residential address? ☐ Yes ☐ No **Approved to request materials:** _____

Working titles may vary from positions listed above, see below for examples.

Owner: Dean, CFO, etc (***Unless otherwise noted above, this person will be the only person authorized to sign DPS documents***)

General Manager: Co-Owner, Partner, etc

Program Manager: Assistant Manager, Coordinator, etc (***Unless otherwise noted above, this person will be the Point of Contact for DPS***)

Reporting: Program Manager, Assistant Manager, Coordinator, Admin/Secretary, etc

PERSONAL INFORMATION FACT SHEET (PIFS)

The following information is required of each person with program responsibilities. **A separate Personal Information Fact Sheet (PIFS) and Texas Sponsor Rules of Professional Conduct (RPC) must be submitted for each individual (make additional copies as necessary).**

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

DOB: _____ DL #: _____ State: _____ Expires: _____

Organization Name: _____ Title: _____

Have you ever been arrested, convicted or placed on probation, deferred adjudication, deferred prosecution, withheld adjudication or community supervision for:

a. a felony Yes ☐ No ☐

b. any offense involving moral turpitude Yes ☐ No ☐

c. tampering with governmental records, driving while intoxicated or under the influence of drugs, or an offense committed as a result of criminally negligent operation of a motor vehicle Yes ☐ No ☐

If yes, please give a detailed explanation of the facts including all dates and outcomes (use the back of the page if necessary). _____

_____

I certify that the personal information given is true and correct and I authorize the Texas Department of Public Safety Motorcycle Safety Unit (MSU) to access my Texas driving record and Texas and Federal criminal history record information.

_____ _____

Signature Date

To review driving and criminal history criteria:

Driving offenses: No more than 9 points DRIVING RECORD EVALUATION

Criminal offenses involving moral turpitude: MORAL TURPITUDE

Texas Department of Public Safety
Motorcycle Operator Training Program
Texas Sponsor Rules of Professional Conduct

Sponsors must adhere to all Department-approved standards and guidelines to maintain approval for teaching which can be found in the Administrative Guide. All Sponsors are required to:

1) Abide by Motorcycle Safety Foundation Rider Education Recognition Program Agreement and/or other approved curriculum operation agreement.

2) Will cooperate fully with all Department inquiries and/or investigations.

3) Maintain standards of both classroom and riding area as required by Texas; Administrative Guide, Section II – 31.2.

4) Any person with program responsibilities must meet and maintain the same qualification requirements as a Sponsor. This includes but is not limited to all owners, partners regardless if considered a silent partner and stockholders of sponsoring entity.
   a) Maintain a driving record using evaluation standards established by the DPS for school bus drivers pursuant to Texas Transportation Code 521.022; Administrative Guide, Section II – 31.3 (1d). In the event of any changes in the driving record, Sponsor is responsible to notify the Motorcycle Safety Unit.
   b) Maintain a clean criminal record; Administrative Guide, Section II - 31.2 (2-4). In the event of any changes in the criminal record, Sponsor is responsible to notify the Motorcycle Safety Unit.
   c) Must be of good reputation, character, and moral conduct and deal honestly with members of the public; Administrative Guide, Section II – 31.2 (2i). The department has adopted the moral turpitude standards of the Texas State Board of Public Accountancy; Texas Administrative Code Title 22, Part 22, Chapter 519, Subchapter A, Rule 519.7.

5) Require all participants and Instructors to wear full protective equipment whenever participating in the on-cycle portion; Administrative Guide, Section II - 31.6 (4).

6) Project a professional appearance and attitude whenever before the public representing motorcycle operator training. This includes the motorcycle operator training course, during recreational riding, visiting motorcycle dealerships or meeting with motorcycle organization members.

7) Report all incidents, no matter how minor, to the department. An incidents is any instance where anything other than the tires or side stand touches the ground or other object. Incident report forms must be completely and accurately filled out.

8) Maintain contact with and submit Information Change form to the Motorcycle Safety Unit whenever there has been a change in personnel, address, phone number or email address.

9) MSF specific curriculum:
   a) Abide by department's approved MSF Basic RiderCourse schedules.
   b) Schedule Instructors to teach no more than six students alone until approved by the department to teach eight students alone; Administrative Guide, Section II – 31.6 (3b,c).

I agree to abide by the Texas Sponsor Rules of Professional Conduct. Non-compliance of any rule by any Sponsor representative is cause for suspension of Texas Sponsor approval.

Printed Name	Company Name
Signature	Date

DPS – Motorcycle & ATV Safety Training Unit

The general process for electronic fingerprinting is:

1. Contact the Motorcycle Safety Unit at (512) 424-2021 to request your **Agency Number** (formerly the F.A.S.T. Applicant ID number). You will be prompted for this number when making your fingerprint appointment. The Agency Number is preceded by the letters **MS-**
2. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their IdentoGo enrollment centers.
    - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
        a. **You may begin the process now by simply clicking on this link: https://uenroll.identogo.com/servicecode/11BS38**
        b. Provide all required pre-enrollment data and select a convenient date and time for your appointment
    - If you prefer to schedule over the telephone, you must:
        a. Have your Agency Number (MS-) and Service Code ready (**11BS38**), then call **888.467.2080**;
        b. MorhphoTrust will prompt you for the Service Code (**11BS38**) and Agency Number.
        c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
3. Arrive at your scheduled appointment with your photo identification and fee
    - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: http://www.l1enrollment.com/state/forms/tx/55fc619a7f7aa.doc
    - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
    - Please note that personal checks and cash are **not accepted**.
4. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
5. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an IdentoGo receipt stating that you were fingerprinted.
    - Do not throw away the receipt;
    - You may check status on your submission by clicking on this link: **https://uenroll.identogo.com/servicecode/11BS38** and then;
    - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.