

The Professional standards for WMSP examiners and instructors were created to ensure that motorcycle rider education and endorsement/permit tests are presented and conducted in a consistent, effective, and professional manner according to DOL standards outlined here.

Read these standards, then sign by typing your name and date, save this document, and email to:
motorcycle@dol.wa.gov

If you have questions call (360) 902-3674.

Examiners and instructors for DOL shall:

Proficiency

- Meet the proficiency standards set by DOL.
- Conduct testing and training following DOL protocols.

Scope of Practice

- Not counsel, refer, give advice, or express personal opinions to individuals they are testing or training.
- Not engage in any other activities that may be construed to constitute a service other than providing DOL services during testing and training.

Non-discrimination

- Always be neutral, impartial, and unbiased.
- Not deny or exclude any person from any program, activity, or facility based on race, color, national origin, sex, age, disability, income level, or English proficiency level.
- Contact WMSP immediately for further guidance if unable to ethically perform in any situation.

Compensation

- Not receive any gifts, compensation, or benefits from customers for services rendered, except as allowed under the provisions of contract.
- Not use DOL's influence, equipment, facilities, or supplies for the gain or advantage of themselves or others.
- Not use, or attempt to use, their position to secure privileges or exemptions from DOL.

Professional Development

- Maintain awareness of updates related to testing and training standards, laws, rights, and confidentiality.

Impartiality/Conflict of Interest

- Disclose any real or perceived conflict of interest which could/would affect objectivity.
- Not administer testing or training to family members or close personal friends, which violates the test taker's rights to confidentiality and creates a conflict of interest.

Professional Demeanor

- Maintain professional behavior, written and verbal language, and interaction with others.
- Treat all Students and Participants as DOL customers when conducting License Endorsement Training and Testing services.
- Will communicate and interact with others in a manner that is free of intimidation, harassment or threat, and is consistent with the interests of DOL and testing/instructing safety.

Integrity

- Report any fraudulent activities to WMSP.
- Ensure document integrity and security by limiting access to tests and forms.
- Use only approved and most current versions of DOL license endorsement tests and forms.
- Ensure collection of all tests and forms when testing is complete.

Examiners will specifically:

- Verify each test taker by photo identification.
- Ensure test takers did not view the test prior to taking.
- Maintain a positive and secured test environment:
 - Temperature, ventilation, lighting, non-testing interference or traffic, etc.
- Ensure that test takers are seated and positioned to limit view of other's test answers.
- Ensure that all books, notes and study materials, phones, cameras, bags and purses, etc. are secured or removed from testing area.
 - Take appropriate steps to prevent knowledge test compromise or loss.
 - Not allowing tests, answer sheets, or graded score sheets to be taken or photographed.
 - Immediately notify the Contractor and WMSP if a test is lost, taken, or photographed.
- Ensure test takers are monitored at all times by being in the same room.
- Administer tests to DOL standards in accordance with WMSP policies and procedures.
- Offer verbal tests for customers who have trouble communicating or reading such as illiteracy, dyslexia, or other reasons.
- Ensure interpreters are observed.
- Ensure test results are scored and documented accurately to DOL standards in accordance with WMSP policies and procedures and Contractor protocols.
- Debrief results, options, and appropriate license endorsement/permit requirements.

Instructors will specifically:

- Teach the minimum required courses per year as required by [RCW 46.81A.020](#).
- Maintain a current and valid driver license, motorcycle endorsement, and satisfactory driving record as required by DOL.
- Maintain certification in at least one WMSP approved curriculum.
- Maintain current First Aid certification, which will be kept on file by sponsoring contractor.

I agree to abide by the Examiner and Instructor Professional Standards of the Washington Motorcycle Safety Program.

Date

TYPE Your name