

**Education and
Examination Regulations
(DMSB-APO)**

**for
Officials of the
Deutscher Motor Sport Bund
e.V.**

DMSB
academy

Education and Examination Regulations for Officials of the Deutscher Motor Sport Bund e.V. (DMSB-APO)

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In addition to the scheduled in-class lectures, parts of the education and/or training may be completed “online”, based on the principles of “Blended Learning”¹. It is moreover possible to pass the entrance test and the examination “online”.

The terms used for the officials or trainees in the following text automatically include female and male persons.

In case of dispute, only the German regulation text is binding in respect of the Education and Examination Regulations (DMSB-APO).

I. Trainees for Officials with Licence Grade C

The trainee periods for officials as specified in Tables 1 and 2 are mandatory. For all other functions as in Table 3, these provisions apply correspondingly.

1. Education

- (1) The support associations of the DMSB, the recognized regional motor sport associations or any other DMSB member association are responsible for the education of trainees for officials.

2. Admission Requirements

- (1) The admission requirements for trainees for officials with licence grade C are stipulated in the corresponding Training Guidelines for DMSB Officials.
- (2) The bodies responsible for the education and examination, i.e. the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or any other DMSB member association, shall decide on the admission as trainees for officials.

II. Officials with Licence Grade B

The licence Grade B is mandatory for the officials specified in Tables 1 and 2 above. For all other functions as in Table 3, these provisions apply correspondingly.

1. Education and Training

- (1) The support associations of the DMSB, the recognized regional motor sport associations or any other DMSB member association **and the DMSB Academy** are responsible for the education of trainees for officials ~~and their preparation to the examination for Licence Grade B as well as for their regular training. These bodies should coordinate their cooperation so that the education and training can be organised conjointly in the case of low numbers of participants.~~

¹ „Blended Learning“ is an integrated learning concept which uses the currently available internet- or intranet-based networking possibilities in combination with ‘classical’ learning methods and media to provide the optimum appropriate training structure. It enables learning, communication, information and the management of knowledge free from time and venue constraints, in combination with experience sharing, role plays and person-to-person contacts through classic presence training.” – Sauter: Sauter und Bender. 2004, p. 68

~~(2) Education and training courses are organised by the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or any other DMSB member association.~~

~~In cases where the education and training courses are organised by the DMSB support associations, the recognized regional motor sport associations or any other DMSB member association, the following provisions must be respected:~~

- ~~• Registration of the local officials' seminars with the DMSB Academy for approval, with the involvement of the Academy Board, on the form provided for that purpose and including the timetable and schedule in compliance with the applicable Training Guidelines, with specification of the contents and the instructors, until four weeks before the seminar at the latest to be received by the DMSB Academy.~~
- ~~• Documentation on the verification of the admission requirements, including the copies of the participation confirmations as trainee, until one week before the seminar to be received by the DMSB Academy at the latest.~~
- ~~• Data input in the area "Seminar Participant Administration" on mein.dmsb.de as well as submission of a copy of the signed lists of participants including licence numbers, contact data and, where applicable, examination results on the form provided for that purpose until one week after the seminar to be received by the DMSB Academy at the latest.~~

2. Admission Requirements

(1) The admission requirements for the examination of *officials' trainees with* Licence Grade **BC** are specified in the applicable Training guidelines for DMSB officials.

(2) The bodies responsible for the education and examination, i.e. the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or any other DMSB member association shall decide on the admission *as officials' trainee* ~~to the examination for Licence Grade B candidates, in cooperation with the corresponding Chairman of the examination committee.~~

~~(3) The application for admission to the examination must be submitted in writing on the registration form or per online registration. The application must be accompanied by the supporting documents of the relevant admission requirements as specified in the corresponding Training Guidelines.~~

~~The time limit for lodging objections to the (non-)acknowledgement of the evidence provided with regard to the trainee participations expires two weeks after the notification of the (non-)admission to the training course with examination. With the issue of the licence, the trainee participations are accepted; the documents provided will be destroyed after one year.~~

~~The admission may be refused stating the reasons. The admission may be withdrawn if false statements have been made or if falsified documents have been submitted.~~

3. Examinations

~~(1) Examinations for officials with Licence Grade B are conducted by the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or other DMSB member associations. Attendance at a training course organised before the examination is mandatory. More details are specified in the corresponding Training Guidelines.~~

II. Officials with Licence Grade B

Licence Grade B is mandatory for all officials specified in Tables 1 and 2. For all other functions as in Table 3, these provisions apply correspondingly.

1. Education and Training

- (1) *The education and preparation of the officials to the examination licence grade B as well as their regular training is under the responsibility of the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations and the DMSB Academy. These bodies shall organise a close cooperation in order to proceed to common education and training courses in the case of low numbers of participants.*
- (2) *The education and/or training seminars are centrally organised through the DMSB Academy or through the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations.*

The following provisions must be respected of the education and training courses are organised by the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations:

- * Registration of the local officials' seminar for approval by the DMSB Academy with the support of the Academy Board, using the form provided for that purpose and including the schedule and programme in accordance with the applicable training guidelines, with specification of the contents and presenters, to be received by the DMSB Academy at the latest four weeks before the seminar.*
- * Documentation of the verification of the admission requirements including copies of the trainees' participation confirmations to be received by the DMSB Academy at the latest one week before the seminar.*
- * Data entry in the section "Administration of Seminar Participants" on mein.dmsb.de as well as sending of a copy of the signed list of participants with licence numbers, contact data and, where applicable, examination results, using the form provided for that purpose, to be received by the DMSB Academy at the latest one week after the seminar.*

2. Admission Requirements

- (1) *The admission requirements for the examination licence grade B are stipulated in the corresponding Training Guidelines for DMSB Officials.*
- (2) *It is the responsibility of body responsible for the education and examination, i.e. the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations to decide on the admission to the examination for licence grade B candidates, in cooperation with the corresponding Chairman of the examination committee.*
- (3) *The application for admission to the examination must be filed in writing using the official application form or be submitted online. The application must be accompanied by the supporting documents of the relevant admission requirements as specified in the corresponding Training Guidelines.*

The time limit for lodging objections to the (non-)acknowledgement of the evidence provided with regard to the trainee participations expires two weeks after the notification of

the (non-)admission to the training course with examination. With the issue of the licence, the trainee participations are accepted; the documents provided will be destroyed after one year.

The admission may be refused stating the reasons. The admission may be withdrawn if false statements have been made or if falsified documents have been submitted.

3. Examinations

- (1) Examinations for officials with licence grade B are conducted by the DMSB Academy or the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations. Attendance at a training course before the examination is mandatory. More details are specified in the corresponding training guidelines.*

III. Officials with Licence Grade A

Licence Grade A is mandatory for all officials specified in Tables 1 and 2. For all other functions as in Table 3, these provisions apply correspondingly.

1. Education and Training

- (1) The education and preparation of the officials to the examination licence grade A as well as their regular training is under the responsibility of the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations and the DMSB Academy.
- (2) The education and/or training seminars are centrally organised through the DMSB Academy. In the case of regional requests, the organisation of regional seminars in cooperation with the DMSB support associations, the recognized regional motor sport associations or the other DMSB member associations is also possible.

2. Admission Requirements

- (1) The admission requirements for the examination licence grade A are stipulated in the corresponding Training Guidelines for DMSB Officials.
- (2) It is the responsibility of the DMSB Academy to decide on the admission to the examination for licence grade A candidates, in cooperation with the corresponding Chairman of the examination committee.
- (3) The application for admission to the examination must be filed in writing using the official application form or be submitted online. The application must be accompanied by the supporting documents of the relevant admission requirements as specified in the corresponding Training Guidelines.

The time limit for lodging objections to the (non-)acknowledgement of the evidence provided with regard to the trainee participations expires two weeks after the notification of the (non-)admission to the training course with examination. With the issue of the licence, the trainee participations are accepted; the documents provided will be destroyed after one year.

The admission may be refused stating the reasons. The admission may be withdrawn if false statements have been made or if falsified documents have been submitted.

3. Examinations

- (1) Examinations for officials with licence grade A are conducted by the DMSB Academy. Attendance at a training course before the examination is mandatory. More details are specified in the corresponding training guidelines.

IV. Examination Rules

1. Objectives of the Examination

- (1) The objective of the examination is to establish whether the target of the training has been achieved. The examinee shall demonstrate that he has acquired the required expert knowledge and that he is able to apply this knowledge in praxis.

2. Nomination of Examination Committees

- (1) The examination committees' members for the examinations of licence grade B candidates are nominated by the DMSB support associations, the recognized regional motor sport associations or other DMSB member associations.
In case that the DMSB Academy conducts the examination for licence grade B candidates, the examination committee shall be nominated by the Academy Board, in cooperation with the specialised commissions in charge of the corresponding discipline and the DMSB Academy.
- (2) The examination committees for the examinations of licence grade A candidates are nominated by the Academy Board, in cooperation with the specialised commissions in charge of the corresponding discipline and the DMSB Academy.
- (3) As the members of the examination committee are normally also acting as instructors in the preparatory training courses, special attention in their selection shall also be paid on their methodological and didactical competence. A DMSB instructors certificate or a DOSB instructor certificate is desirable. (Note: For instructors, the DMSB instructors certificate and for training facilitators, the DOSB instructor certificate will become mandatory as from the year 2022.)

3. Examination Committee

- (1) The examination shall be taken before an examination committee. Any examination committee shall comprise at least three members, including a Chairman and the committee members.
- (2) The members must be competent and experienced in relation to the subject matter. It is a formal requirement for the Chairman of the examination committee to be holder an officials' licence of the highest grade in the corresponding function and the other members must be holders of licences of the grade of the corresponding function. It is recommended to use instructors from the instructors' pool of the DMSB Academy. Provided that the DMSB Academy keeps a mentor list for the corresponding function/ discipline, it is mandatory to appoint a mentor as facilitator of the training course. The members are independent with regard to their audit activities.
- (3) A member of the examination committee who declares a conflict of interest may be released from his duties by the corresponding examination committee.

- (4) An examination committee has a quorum if at least two members participate. If a member withdraws or is prevented from participating in the examination, a deputy / representative may be appointed for the corresponding examination.

Decisions shall be taken by simple majority. In the event of a tie, the Chairman shall have the casting vote. Voting shall be conducted in camera. Secrecy must be maintained toward third parties.

- (5) The participation in an examination committee is a voluntary service, travel costs and expenses are reimbursed in compliance with the DMSB Travel Expense Policy. The deliberations of the examination committee are not public. Members of the DMSB Board, the DMSB Executive Committee, the Academy Board as well as staff members of the DMSB Offices and the DMSB Academy may attend the examination. The examinations are not public.

4. Performance of the Examination

- (1) The examination comprises one or several written part/s and an oral part, if applicable. A part of the examination may also be completed “online” on the Blended Learning Platform, video analysis may also be part of the examination. The subjects of the examination are specified in the corresponding training guidelines.
- (2) If provided for in the corresponding training guidelines, an entrance test shall be conducted before the beginning of the training course. The result of this entrance test may be incorporated in the overall examination result. The aptitude test may also be completed “online” on the Blended Learning Platform. In any such case, the Chairmen of the examination committees are responsible to inform the candidates accordingly in due time.
- (3) The candidate may withdraw before the beginning of the examination. In this case, the examination is considered not taken. Fees are not refunded.
- (4) If the candidate withdraws after the beginning of the examination, he will be deemed to have failed the examination. Fees are not refunded.
- (5) If a candidate commits a fraudulent act, the examination committee may exclude him by majority decision from the further participation in the examination. Fees are not refunded.
- (6) If a candidate is definitely excluded, he will be deemed to have failed the examination. In the case of a later discovery of fraudulent acts within one year, counted from the date of the conclusion of the examination, the examination committee may declare a passed examination null and void.

5. Written Examination

- (1) The examination committee is in charge of defining the questions for the written examination as well as the means eligible for use during the examination.
- (2) A time frame must be defined for each part of the examination.
- (3) The Chairman of the examination committee shall appoint the person in charge of the supervision.
- (4) The supervisor shall record any irregularity and the time of submission of the examination papers. After the conclusion of the examination, he shall submit the examination papers to the Chairman of the body or to the member of the examination committee appointed for this purpose.

- (5) The examination questions shall be prepared jointly by the members of the examination committee and under their own responsibility.

6. Evaluation of the Written Examination Results

- (1) The examination results shall be evaluated by at least two members of the examination committee.
- (2) The nature of the rationale given, the clarity of the representations made and the ability to express oneself in writing shall also be considered in the evaluation.
- (3) For all disciplines, written examinations shall be evaluated as follows:
 - Minimum of 65.0 % of the maximum points achieved: Examination passed.
 - Between 60.0 % and 64.9 % of the maximum points achieved: Participation in the oral examination.
 - Less than 60.0 % of the maximum points achieved: Examination failed.

7. Oral Examination

- (1) In the oral examination, the candidates having achieved between 60.0 % and 64.9 % of the maximum points shall be provided with the opportunity to compensate deficits from the written examination in order to be able to pass the overall examination.
- (2) The Chairman of the examination committee shall conduct the oral examination.
- (3) The candidates shall undergo the oral examination individually. The average duration for each candidate shall not exceed 15 minutes.

8. Evaluation of the Oral Examination Performance

- (1) The examination committee shall prepare a written list of 10 questions for the oral examination.
- (2) These 10 questions shall be asked to each participant in the oral examination (see V.6.(3)). If at least six of these questions are answered correctly, the candidate is deemed to have passed the overall examination with a result of 65.0 %.

9. Overall Result

- (1) It is at the discretion of the examination committee to define a) which parts of the examination shall be included in the examination overall result, b) which emphasis shall be placed on the single parts of the examination and c) which parts of the examination shall be defined as mandatory parts which have to be passed.
- (2) After the conclusion of the examination, the examination committee shall establish the overall result of the examination.
- (3) Unless otherwise stipulated, the final evaluation of the examination results shall be established according to the following grades:
 - Passed
 - Passed with the condition to complete additional commitments as trainee with licence grade C or, in the case of the examination of a candidate licence grade A, additional commitments as official with licence grade B.
 - Failed

- (4) The examination committee may impose additional commitments to a candidate even if he has passed the examination successfully. This may apply in particular if a candidate had to pass the additional oral examination and if a lack of knowledge in particular areas has become apparent during the examination.

If additional commitments have been imposed on a successful candidate, the licence will not be issued before evidence on the completion of all such commitments has been provided. The candidate must submit such evidence to the corresponding Chairman of the examination committee who will then forward these documents to the DMSB Academy along with the note that the licence may be issued.

- (5) Subsequent to the decisions taken by the examination committee, the examination results shall be communicated to the candidates.

Within a period of 14 days from the communication of the examination results, objections may be raised in writing to the body that has conducted the examination.

~~(6)~~(6) In case of any objections against examination results in connection with licence grade B, the support association of the DMSB, the recognized regional motor sport association or the other DMSB member association, whoever has conducted the examination, shall take a final decision on the objections raised.

If the examination was conducted by the DMSB Academy, the latter shall take a final decision on the objections raised.

~~(7)~~(6) In case of any objections against the examination results in connection with licence grade A, the DMSB Academy shall take a final decision on the objections raised.

~~(8)~~(7) Access to the DMSB jurisdiction and to ordinary courts are excluded.

10. Record in Writing

- (1) The examinations results must be recorded in writing, including the examination results and the conditions, if any. These documents must be signed by the members of the examination committee. The document and the examination papers must be kept by the DMSB Academy for the duration of three years.

11. Re-examination

- (1) A failed examination may be repeated upon application. In case that not all of the mandatory participations as trainee had been completed at the moment of the registration for the initial examination, evidence on the completion of all participations as trainee must be provided together with the application to be admitted for the re-examination.
- (2) The provisions for the registration and admission are correspondingly applicable. Date and time of the previous examination must be communicated together with the registration. The examination must be repeated in its entirety.

12. Validity of the Licences

- (1) Pursuant to the licence regulations and for the purpose of maintaining the qualification for the licence, holders of a DMSB official's licences are obliged to take part in a refresher course within a period of maximum 3 years after the examination or after the last participation in a refresher course for the discipline concerned.
- (2) This 3 years obligation may be exceeded by one year without special justification but only once throughout the complete duration of the validity of a licence. In any such case,

the official must inform the DMSB in writing at the latest together with the application for the issue of his licence for the corresponding year.

The Academy Board will then issue a waiver for the corresponding year without any further examination and the licence will be issued by the DMSB. The waiver is associated with the obligation to attend a refresher course for the discipline concerned at the latest in the following year. In the case of non-respect, the licence expires definitely and a new examination must be passed, if required.

- (3) A second waiver may be granted by the DMSB Academy, where required, in cooperation with the Academy Board but only in well-founded exceptional cases, e.g. in case of an illness with written evidence, indispensability for professional reasons or for family reasons. These reasons shall be submitted to the Academy Board for decision **before** the corresponding refresher course. In this case, too, the waiver is associated with the obligation to attend a refresher course for the discipline concerned at the latest in the following year. In the case of non-respect, the licence expires definitely and a new examination must be passed, if required.

13. Renewal of a licence

- (1) If the previous holder of a DMSB official's licence did not possess a licence for a longer period, the renewal of the licence is subject to the following provisions:

- Application for renewal in the 4th calendar year after the examination or after the last participation in a refresher course (including the year of the examination or the year of his participation in a refresher course):

Participation in a refresher course in the corresponding discipline, followed by a written test (30 minutes). If the applicant fails to pass the test, he must participate in a new training course with examination. The admission requirements specified in the training guidelines do not apply in this case. The licence will not be issued before all of the aforementioned conditions are fulfilled.

- Application for renewal in the 5th calendar year or later after the examination or after the last participation in a refresher course (including the year of the examination or the year of his participation in a refresher course):

Participation in a training course with examination in the corresponding discipline. The admission requirements specified in the training guidelines do not apply in this case. The licence will not be issued before all of the aforementioned conditions are fulfilled.