



New York State
Parks, Recreation and
Historic Preservation

5th edition

New York Safe Boating



A Course on the Safe Operation of Boats and Personal Watercraft

INSTRUCTOR GUIDE

A New York safe boating certificate may be obtained by completing the New York Safe Boating Course. The course is designed as a comprehensive boating course, teaching the fundamentals of safe boating operation.

This course requires a minimum of eight (8) hours of classroom instruction.



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TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION.....	4
SECTION II - CERTIFIED INSTRUCTORS	8
SECTION III – COMMERCIAL ORGANIZATION.....	19
SECTION IV - STUDENTS	22
SECTION V - LESSON PLANS.....	25
SECTION VI - PREPARATION AND PLANNING.....	26
SECTION VII- TEACHING THE COURSE	31
SECTION VIII - COMPLETION OF THE COURSE.....	34
SECTION IX - THE LEARNING PROCESS.....	36
SECTION X - A FINAL NOTE.....	42

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FORWARD

Welcome aboard and thanks for joining the team. The scope of the program is to provide basic boating knowledge to all boaters. This program was developed because there is clear evidence that boating safety education will reduce boating accidents. Since this program is based upon guidelines established by the National Association of State Boating Law Administrators (NASBLA) it also satisfies the requirements of other states that require boaters to take a boating safety course.

We thank you for joining us in expanding our efforts to make New York's waterways safer. Please take some time to thoroughly review this instructor guide which outlines your responsibilities as an instructor. This guide represents an improvement that is continually evolving. Your ideas and feedback are an important part of the process. As you present this course, please write us about your experiences, both negative and positive, along with any suggestions you have to make it better.

Who is required to carry a safe boating certificate in New York State:

- All operators of personal watercraft
- Starting in 2025, all operators of motorized vessels will be required to obtain a boating safety certificate under a new law known as Brianna's Law.

How to use this guide:

This guide provides details on many aspects of the program including instructor certification, instructor conduct and responsibilities, student expectations, instruction course delivery, and required paperwork. It is imperative that you read and understand these procedures before teaching this course.

The lesson plans are the core of the eight-hour program. They are your map to presenting a successful course. The objectives at the beginning of each lesson state what the student is expected to learn. The final examination questions are based on these objectives.

Good luck with the course and remember that we are here to support your efforts.

SECTION I - GENERAL INFORMATION

Introduction:

The New York Safe Boating Course (NYSBC) is an introductory level course in boating safety. It is designed to be presented in a minimum of eight hours and provides the boater with very basic information. Because it is only an introduction, students should be encouraged to further their education by taking additional courses offered by the U.S. Coast Guard Auxiliary, the U.S. Power Squadrons or a commercial provider.

Communications:

For questions regarding the NYSBC, contact OPRHP, Bureau of Marine Services at 518-474-0445 or 518-486-5691. The bureau will make every effort to help. Instructors may also email sbinstructor@parks.ny.gov or write to:

Attention: Boating Education
 New York State Parks
 Bureau of Marine Services
 ALBANY NY 12238

Program Authority and Administration:

Authority for this course is derived from sections 49, 75, 76, 77, 78 and 79 of the New York State Navigation Law. The Bureau of Marine Services of the Office of Parks, Recreation & Historic Preservation (OPRHP), is charged with the responsibility for boating safety and education within New York State. This includes responsibility for the administration and oversight of this course. The administration of the course is under the direct supervision of the director of the Bureau of Marine Services and their staff. The boating education course relies heavily on its certified instructors, without whom there would be no course. To accomplish the goals of this boating education program, the bureau will:

1. Establish certification standards for instructors and recruit instructors to teach the course.
2. Evaluate the quality of the boating education course on a continual basis.
3. Provide instructional materials that include Student Record Forms, Course Attendance Sheets, textbooks, postage paid return envelopes, NYS exam questions, a Power Point presentation and answer templates.
4. Maintain current files on all certified instructors.
5. Establish and maintain a database of available courses.

6. Arrange for the issuance of permanent certificates to those who successfully complete the course
7. Arrange for collection of all applicable fees.
8. Maintain files on all students who successfully completed the course.
9. Coordinate and schedule instructor seminars, workshops and information updates in order to ensure that instructors are aware of changes to the Navigation Law and the policies governing this program. When necessary, this may be accomplished through the newsletters, email, or bulletins on the New York State Parks Website.

Non-discrimination Policy and Americans with Disabilities Act:

OPRHP courses and facilities are available to all persons. No instructor may refuse to enroll or otherwise discriminate against a course participant on the basis of race, religion, color, national origin, sex, gender identity, or age if meeting the course requirements.

The NYSBC is a state sanctioned course and as such instructors must make every effort to comply with the Americans with Disabilities Act by providing a reasonable accommodation to any physically challenged individual who wishes to enroll in their course provided, they are given adequate notice in advance of the course. The individual should notify the instructor as soon as possible prior to the start of the course so that adequate arrangements may be made. The Bureau of Marine Services can help you find resources to accommodate the student. However, the Bureau of Marine Services does not provide financial assistance to accommodate a student. If you have a student requiring accommodation, please contact our office so that we can assist you in meeting their needs.

You cannot deny someone entrance to your course because of time constraints. You must make every effort to accommodate the person. **Requests to the bureau for assistance should be made at least four weeks in advance of the class.** Any difficulties encountered in accommodating any such individual should be brought to the attention of the Bureau of Marine Services as soon as possible at 518-474-0445 or 518-486-5691.

Alternate Acceptable Boating Safety Courses and Exemptions:

A person is not required to take the New York Safe Boating Course if they hold at least one of the following valid certifications, licenses, memberships, or status. Proof must be carried by the operator and produced upon request of a law enforcement or judicial officer:

1. Safe boating instructor certification issued by OPRHP.
2. Membership in good standing of the United States Power Squadron or a safe boating certification issued by the United States Power Squadron.
3. Membership in good standing of the United States Coast Guard Auxiliary or a safe boating certification issued by the United States Coast Guard Auxiliary.

4. Valid public vessel license issued under section 64 of the Navigation Law.
5. Valid operator's license issued by the United States Coast Guard or the Canadian Coast Guard.
6. Police officer, peace officer, firefighter, emergency rescue personnel or lifeguard acting within the scope of their official duties.
7. Non-resident or New York resident who has received comparable safe boating instruction and is holding a valid comparable certificate issued by the state or country where they presently reside or recently resided.
 - a. A New York resident holding a valid comparable certificate issued by a former state or country of residence must apply for a boating safety certificate and complete the course within a one-year grace period after moving into the State
 - b. The agency retains the discretion to review any out-of-state instruction to determine whether it is equivalent to the New York course. If the agency finds the out-of-state course is not equivalent it may require a nonresident to apply for a boating safety certificate and complete the course requirements or may require a new resident of New York to apply for the boating safety certificate and complete the course requirements prior to expiration of the one-year grace period.

Temporary Boating Safety certificates may only be issued by New York Certified instructors to persons who successfully complete the New York Safe Boating Course. The US Coast Guard Auxiliary and the US Power Squadron and New York State Safe Boating Program are independent of each other and may not be combined.

Course Content:

The New York Safe Boating Course is an eight-hour, classroom-based boating education program. The course is approved by the National Association of Boating Law Administrators (NASBLA) and is acceptable wherever boating education is required.

Fees:

Commercial instructors set the cost of the course that they teach. OPRHP does not regulate fees. Volunteer instructors may collect a nominal proportional custodial or room use charge from the student that may be assessed by the host training facility or may collect a nominal discretionary donation from a student who voluntarily wishes to contribute to the not-for-profit organization that is sponsoring the course or may collect both a charge and a donation. The agency may require an entity to submit documents that evidence its status as a training facility or not-for-profit organization.

The commercial instructor or commercial organization must provide a receipt to the student for any fee collected. The volunteer instructor must provide a receipt to the student for any charge or donation collected. All instructors must maintain copies of these receipts for five years after issuance and make them available to the agency when requested. Alternatively, commercial instructors' receipts may be maintained for five years by their affiliated commercial organization.

Instructors must be aware that OPRHP collects a \$10.00 fee for issuance of the permanent boating safety certificate to anyone age eighteen or older. These students must submit the ten-dollar fee (check or money order; no cash will be accepted) to the bureau before a permanent Boating Safety Certificate will be issued. **Instructors must not collect this processing fee.**

[*Lost New York Safe Boating Certificates can be replaced. Please direct students to the Parks website for instruction on how to request a new certificate.](#)

SECTION II - CERTIFIED INSTRUCTORS

NOTE: As of January 1st, 2011, the term “for profit instructor” has been replaced. Under the new rules and regulations, the terms “commercial organization”, “commercial instructor” and “volunteer instructor” are now used. Please refer to the following definitions to determine your instructor type.

Volunteer Instructor:

Volunteer instructors teach the course, but do not charge the student a fee. The volunteer instructor may collect a nominal proportional custodial or room use charge from the student that may be assessed by the host training facility or may collect a nominal discretionary donation from a student who voluntarily wishes to contribute to the non-profit organization that is sponsoring the course or may collect both a charge and a donation. The volunteer instructor must provide a receipt to the student for any room charge or donation collected. The agency may require an entity to submit documents that provide evidence of its status as a training facility or non-profit organization.

Commercial Instructor:

Commercial instructors teach the course and charge the student a fee or are affiliated with a commercial organization that charges the student a fee. The commercial instructor or commercial organization must provide the student a receipt for the fee collected.

Commercial Organization:

Commercial organization refers to an organization that is affiliated with more than one commercial instructor and has received a certification from the agency to coordinate instruction in the New York Safe Boating Course. The commercial organization must have an owner or manager who is responsible for charging a fee to students, managing recordkeeping, registering students for classes, transacting business with the agency on behalf of the organization’s affiliated instructors and ensuring that its instructors implement the course requirements, the Navigation Law, the NYCRR, and that they comply with the New York Safe Boating Instructor Guide.

General Instructor Requirements:

1. All OPRHP policies and procedures in this manual must be adhered to by the instructor.
2. All Instructors are certified through OPRHP and the individual instructor is responsible for ensuring that the proper forms are adequately completed.

3. All Instructors will use lesson plans, textbook, Student Record Forms, Course Attendance Sheets, exams, and course registration forms provided by the agency. **Modifications to materials must have approval from the bureau before they are to be used.**
4. Instructors will not distribute boating safety materials to other instructors within the New York Safe Boating Program. Instructors are strongly cautioned about using NY Safe Boating material or content in programs other than the New York Safe Boating Program.
5. **Volunteer and commercial classes cannot be mixed;** i.e., charge a fee to certain students and not to others in the same class.
6. While teaching, volunteer instructors are considered volunteers of the state and are covered by Worker's Compensation coverage. They are also covered under Section 17 of the Public Officer's Law which provides for their defense and indemnification to the extent provided under the law. If injured, volunteer instructors must notify OPRHP promptly. **Volunteer instructors must have a volunteer service agreement on file with the bureau.**
7. At the time of enrollment, whether you are a volunteer or a commercial instructor you must inform anyone age eighteen or older that they must submit a ten-dollar fee to the Bureau of Marine Services for processing before a permanent Boating Safety Certificate will be issued. This is in addition to any fee you may charge to provide the course. **Instructors must not collect this processing fee from a student at any time.**
8. Students in commercial courses must be made aware of all charges for the course in which they are enrolled. This must be done at the beginning of the course and in any advertising. [This includes indicating that you charge a course fee on your course listing submitted through the online registration system.](#) The students must be provided the opportunity for disenrollment if they do not accept the terms and charges for the course.
9. Instructors cannot replace lost student certificates. [Student can be directed to our website where they will find instructions for obtaining a duplicate certificate.](#)

Duties and Responsibilities:

1. Identify and secure a suitable training facility for the class.

- a. Training facility means a room that is:
 - i. Located in a school, library, office, or portion of a building that is used for commercial, public, educational, charitable and non-residential activities.
 - ii. Clean, adequately lighted, heated and ventilated and free from any visual or audible distractions.
 - iii. Provided with adequate toilet facilities for all students, including persons with disabilities.
 - iv. Capable of seating all enrolled students at desks or tables
 - v. Equipped with adequate chalkboards, whiteboards or flipcharts that are clearly visible from all seating areas and with all other facilities necessary for adequate presentation of course materials.
 - vi. Accessible to persons with disabilities.

2. Register the course using the register-ed website at least two weeks before a course is scheduled to begin. The instructor or the commercial organization shall register the course by providing the following information: dates, times, name of training facility and its location, name of lead instructor and names of any additional instructors that are scheduled to teach the course, number of classroom sessions, age restrictions (if any), class sizes, total maximum enrollment, instructional fees charged to students (if any) and any other information required by the agency on the online form provided.

- a. Affiliated Commercial Instructors register courses and receive materials from the commercial organization that they are affiliated with. Managers of the organization are responsible for registering courses on register-ed and distributing materials to their instructors.

3. Arrange for publicity (if applicable) and pre-register students.

4. The instructor must ensure that the student fills out the Student Record Form completely prior to taking the final examination.

5. Provide each student at the start of the program with the New York Safe Boating textbook for their own individual use.

6. Provide instruction to students utilizing the textbook, lesson plans and materials provided, in accordance with the policies contained in this guide.

7. Administer the New York Safe Boating Course exam and issue temporary certificates to those meeting all course completion requirements. Please ensure that all parts of the Student Record Form are filled out and signed.

8. Submit completed Student Record Forms (Pink) for all students to the Bureau of Marine Services within 7 business days of the conclusion of the class. Payment instructions for students are on the back of the temporary certificate. Any student 18 years or older direct them to go to www.ilostmycard.com to buy a permanent certificate. Alternatively, an instructor affiliated with a commercial organization may send the forms to the manager of the affiliated commercial organization within seven days of the course's conclusion. The manager in turn must send the completed course forms to the agency within 21 days of the course's conclusion.
9. The instructor or manager of the commercial organization must maintain and account for the Student Record Forms. The instructor or manager must immediately notify the agency of the loss, destruction, or mutilation of a Student Record Form.
10. Each year the bureau will send out an end of the year audit for each instructor. Instructors should check this audit for accuracy. Instructors must have these forms returned to the bureau by March 15 of each year. If the audit is not received by this deadline, classes will not be registered or processed. The audit contains at a minimum:
 - a. A list of unaccounted for Student Record Forms
 - b. A list of all classes taught by that instructor in the past two years
11. Provide feedback on course improvement.
12. Be a positive role model for safe boating.

Instructor Recordkeeping:

1. The agency will provide the required materials to each instructor or commercial organization for those courses that the instructor registers with the agency. Materials should be requested using the Microsoft Forms link on the Instructor only webpage, or by accessing that link here:
https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-c03xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVPNIhISEJMR1o5My4u
2. The instructor must ensure that the student fills out the Student Record Form completely prior to taking the final examination.
3. The instructor or manager of the commercial organization must maintain and account for all Student Record Forms. The instructor or commercial organization must immediately notify the agency of the loss, destruction or mutilation of a Student Record Form. The agency may decline to issue a boating safety certificate to a student whose Student Record Form is missing, mutilated, destroyed, or fraudulently completed.
4. The instructor must submit the completed Student Record Forms to the agency within **seven days** of the course's conclusion. Alternatively, an instructor affiliated with a commercial organization may send the forms to the manager of the affiliated

commercial organization within seven days of the course's conclusion. The manager in turn must send the completed course forms to the agency within 21 days of the course's conclusion. [Student results must be submitted through the register-ed platform within 5 days of course completion.](#)

5. Student Record Forms not accounted for [on the register-ed online roster](#) may be rejected by the agency and the agency may not issue a boating safety certificate to the student.
6. If the instructor's certification is suspended or revoked or if an instructor ceases teaching, the instructor must return the completed, partially-completed or unused Student Record Forms and surrender the instructor's certification to the agency.

An instructor who was affiliated with a commercial organization may transfer all completed or unused Student Record Forms to the manager of the commercial organization. The manager must provide an accounting of the forms to the agency and may:

- a. Provide another affiliated instructor to teach a course that is in progress.
 - b. Immediately return the unused forms to the agency; or
 - c. Re-distribute the unused Student Record Forms to other instructors affiliated with that commercial organization.
7. The instructor or manager of a commercial organization shall maintain a record of all experts who teach a class during a course. Each record shall indicate the name, address, qualifications of the expert and lecture date.

Conduct:

The certified instructor's actions and interactions with their students should always reflect mature, ethical, and responsible behavior.

1. The use of alcoholic beverages and illegal drugs before or during class is strictly prohibited.
2. The classroom will be smoke free. Smoking is limited to a designated area during regular break times.
3. A professional appearance and demeanor must always be maintained when students are present. This includes refraining from actions or speech that could be construed as offensive, inappropriate, hateful, profane, racist, sexist or bigoted.
4. A certified instructor shall be present in the classroom whenever students are present.
5. The NYSBC Instructor will follow the course lesson plan to the fullest extent possible while accurately covering the course content.

6. The instructor must not discriminate in their class because of race, religion, national origin, sex, gender identity or age. Classes can be designated for 10–18-year-olds and/or adults or other publicly advertised limit. (i.e. 10 -12 yr. old's or 14to 18 yr. old's)
7. While participating in the program, boating safety instructors will not:
 - a. Make a false statement or any other comment that would degrade the boating education program, other personnel, or the State of New York.
 - b. Engage in any conduct that would discredit the boating education program, other personnel, or the State of New York.
 - c. Perform any act or demonstration, or request such a demonstration, or act in any manner that would place any student in an unsafe or uncomfortable situation.
 - d. In correspondence, print advertising or any other media, an instructor must not:
 1. Publish, advertise, or intimate that a prospective student or student is guaranteed receipt of a boating safety certificate issued by the agency.
 2. Publish, advertise or intimate that a boating safety certificate is a boating license.
 3. State or imply that completing the course will reduce insurance rates unless the claim is substantiated and documented to be consistent with the requirements of section 78-a of the Navigation Law.
 4. Use or allow the use of any advertisement which would reasonably have the effect of leading people to believe that the instructor or commercial organization is an agent, representative or employee of the agency;
 5. Use the New York State Symbol, or the New York State Office of Parks, Recreation and Historic Preservation's logo; and
 6. Make any false or misleading claims or statements in any of its advertising or use advertising that includes any unsubstantiated data or claims.
8. The lead instructor may invite qualified individuals to teach or assist in teaching a specific section of the boating course. The lead instructor will be responsible for the material taught and the performance of the guest instructor. **A certified instructor must always be present in the classroom.**

Instructor Certification:

Certified instructors are those persons who have been evaluated by the bureau and are determined to possess the boating knowledge and experience, the ability to teach, and the personal qualities necessary to be an effective instructor. Anyone interested in becoming a certified instructor with this program must complete an instructor application form. This form may be requested by calling the Bureau of Marine Services at 518-474-0445, 518-486-5691 or by emailing a request to Boating@parks.ny.gov. It can also be found on our website at <https://parks.ny.gov/recreation/boating/education.aspx>

The basic requirements to qualify as a certified boating instructor are listed below:

1. 18 years of age or older.
2. Of sound mind and good moral character.
3. Pass a criminal background check conducted by the agency.
4. In possession of a New York Safe Boating Certificate or a graduate of the New York State Marine Law Enforcement Course.
5. Familiar with safe boating practices, the Navigation Law and demonstrates that knowledge by passing an examination that may be written or oral at the discretion of the agency.
6. In possession of course lesson plans and the New York Safe Boating Instructor Guide and has mastered the material. This material is provided at the Introduction to New York Safe Boating Course.
7. Attend a seminar entitled "Introduction to the New York Safe Boating Course," to be [offered in person or virtually at the discretion of the Bureau](#).
8. Trained as an instructor and competent to teach the course as determined by the agency. In determining competency, the agency may accept one or more of the following documents:
 - a. A certified written recommendation from the supervising certified instructor on a form provided by the agency. This recommendation must indicate the applicant has assisted in teaching classes to the supervising instructor's satisfaction during at least four courses and as outlined in the New York Safe Boating Instructor's Guide.
 - b. Copy of a teaching license issued by the New York Board of Regents or equivalent teaching license issued by another state or province.

- c. Copy of an instructor development certification or other evidence of police officer, peace officer, firefighter, or emergency medical personnel instructor training.
 - d. Copy of current instructor certification issued by the United States Coast Guard Auxiliary or the United States Power Squadron;
 - e. Any other evidence acceptable to the agency that demonstrates the applicant has equivalent instructor training.
9. **Instructor applications will be kept active for one year.** After that time prospective instructors may be required to re-apply.

Instructor Certification Process:

1. The prospective instructor will contact the Bureau of Marine Services. The bureau will mail, e-mail, or fax the application forms to the instructor with the contact information provided.
2. The prospective instructor will complete the forms and include all documentation required. Submitting an incomplete application will result in delay in obtaining certification.
3. Once the initial application has been received by the bureau, and is complete, the Bureau of Marine Services will conduct a background check of the prospective instructor.
4. Upon successful completion of the background check the prospective instructor will be given a video link detailing the register-ed website and the process of registering a course.
5. At the conclusion of the video, the prospective instructor must pass with at least a 90%, the Instructor Knowledge Exam. It is a 50-question multiple choice exam covering basic boating safety, navigation law, and administrative policy and procedures for conducting the New York Safe Boating Course.
6. Instructors who meet one of the teaching qualifications outlined above will be issued their instructor certification by mail. Once they receive their instructor card they may begin to register and teach courses.
7. Prospective instructors who do not meet any of the qualifications outlined above may begin their four evaluations. Once the Bureau of Marine Services receives four satisfactory evaluations, their instructor certification will be issued by mail. Once they receive their instructor card they may begin to register and teach courses.

Instructor Recertification:

An instructor's certification is issued for two years. Instructors must apply for renewal prior to expiration of their certification. To qualify for automatic renewal upon request, during the previous two years the instructor shall have:

1. Taught or assisted teaching at least one course.
2. Attended any required instructor seminars.
3. Received a satisfactory evaluation if a course audit was conducted since the instructor's last certification.
4. Completed and returned the annual end of the year audit provided by the bureau by March 15th of that year.

Alternatively, if an instructor applies for renewal of an expired certification within one year after the expiration date, the agency may require the instructor to do one or more of the following before renewing the certification:

1. Take the New York Safe Boating Course again.
2. Attend a seminar entitled "Introduction to the New York Safe Boating Course".
3. Teach at least one course.

Any application submitted more than one year after the certification expired may be reissued only at the agency's discretion and must comply with the requirements for initial instructor certification.

Instructor Probation and Agency's Audit:

The Bureau of Marine Services staff will review the application and evaluate the instructor candidate's credentials for satisfaction of the above requirements.

The instructor in receipt of an initial instructor certification is subject to probation that ends after the initial two years or sooner if agency staff or the agency's designee issues a satisfactory evaluation after auditing the instructor's classroom teaching performance.

OPRHP by virtue of granting instructor certification will oversee and monitor quality of instruction, course content, and accuracy of information about course requirements, the integrity and security of the final examination, and the processing of the paperwork leading to the issuance of a permanent boating safety certificate pursuant to the laws of New York State.

Removal/Denial of Instructor Certification:

The Bureau of Marine Services may deny an application for initial instructor certification or a renewal or re-issuance if the applicant conceals relevant information or knowingly makes a partial or false entry on any part of the initial, renewal or re-issuance application, or if the applicant fails to disclose a prior boating safety certificate or instructor certification suspension or revocation, or if the applicant has been convicted of a violation of the law except a minor traffic infraction.

Immediate suspension:

The agency may immediately suspend or revoke an instructor's certification if the instructor:

1. Violates any section of 9 NYCRR 451;
2. Refuses to permit agency staff or the agency's designee to audit a class;
3. Receives two unsatisfactory evaluations;
4. Displays poor judgment or inappropriate behavior in interacting with students.
5. Has been convicted of a violation of the law, except a minor traffic infraction.
6. Engages in any fraudulent practice; or
7. Harasses, threatens, assaults, or otherwise disparages any other instructors, prospective students, students, or agency representatives.

The agency may immediately suspend an instructor's certification on written notice for a period not to exceed 90 days when it has reasonable cause to believe that the health or safety of the public would be jeopardized by allowing an individual to continue to be certified as an instructor.

The agency shall provide written notice of the immediate suspension by having it served in person by the agency staff or by an agent or by certified mail return receipt requested to the instructor's address on the application forms. The notice shall include a brief explanation of the reason for the immediate suspension. The instructor may within 10 days of receipt of the immediate suspension send a request for a hearing in writing, return receipt requested.

Alternative Suspension or Revocation:

The agency shall provide written notice of intent to suspend or revoke an instructor certification on a certain future date by certified mail return receipt requested to the instructor's address on the application forms. The notice shall include a brief explanation of the basis for the suspension or revocation.

Appeal Process for Instructors and Instructor Candidates:

The instructor may within 10 days of receipt of the notice send a request for a hearing on the suspension or revocation to the commissioner by certified mail. If the instructor does not request a hearing, the suspension or revocation shall be final on the date in the agency's notice.

The address for a hearing request is :

New York State Parks
Bureau of Marine Services
Albany, NY 12238

Any hearing under this Part may be held by the commissioner's designee in Albany or in one of the Agency's Park regional headquarters, at the commissioner's discretion.

Instructor Records:

Address changes are a fact of life. You must advise the Bureau of Marine Services of any changes in your address, email address or telephone number to ensure you remain on the active instructor list. Please help us keep in contact with you. [You can do this by updating your instructor profile on the register-ed website](#). If for any reason you wish to become inactive or resign or wish to change your commercial status to volunteer instructor or vice versa, please notify the Bureau of Marine Services in writing.

Recruitment of New Instructors:

The Bureau of Marine Services knows that some of our best instructors were once students in a boating safety class. Feel free to mention to your students that we are always looking for new instructors.

Services the Bureau of Marine Services Provides:

The Bureau of Marine Services will provide textbooks, lesson plans, Student Record Forms, Course Attendance Sheets, exams and postage paid envelopes to return your class records. Visual aids and answer templates are a one-time service provided to all instructors at the time of certification.

The Bureau of Marine Services always looks forward to answering boating safety questions from instructors. From time to time a student will ask a question that you may not know. If you find yourself in that type of situation, call or email this office and we will either give you the answer or if we do not know, we will research it and get back to you.

Instructor Course Policies:

OPRHP will not regulate the business practices of instructors or commercial organizations. However, OPRHP suggests that instructors examine several areas where, in order to best

serve the boating safety students, you may want to have fair and consistent written policies to facilitate handling situations that may arise. These policies in no way may contradict or supersede OPRHP Policies & Procedures or Rules and Regulations.

The following situations are examples of areas you may want to address:

1. Exam Failure and Re-Test Policy
 - a. Re-testing is left up to the discretion of the instructor. Instructors should state their re-test policy at the beginning of the course. We suggest that re-tests be given later allowing the student time to review the material. **At no time should a student be allowed to keep the exam questions or transcripts thereof.**
2. Dealing with a student ineligible to take the course
 - a. This policy must not contradict OPRHP policies or legal age requirements. (No one less than 10 yrs.)
3. No shows, dropouts or absence in multi-session courses
4. Refund policy
5. Lost paperwork

OPRHP will not seek remediation on behalf of a student in any of these areas. It is the responsibility of each instructor or commercial organization to resolve these and other business-related issues to their customer's satisfaction.

SECTION III – COMMERCIAL ORGANIZATION

Commercial organization means an organization that is affiliated with more than one commercial instructor and has received a certification from the agency to coordinate instruction in the New York Safe Boating Course. The commercial organization must have a owner or manager who is responsible for charging a fee to students, managing recordkeeping, registering students for classes, transacting business with the agency on behalf of the commercial organization's affiliated instructors and ensuring that its instructors implement the course requirements, the Navigation Law and NYCRR, and that they comply with the New York Safe Boating Instructor Guide.

Initial Application:

The manager of a commercial organization that intends to provide the course for a fee to the public through an affiliation with more than one instructor must apply to the agency on forms provided by the agency to obtain a commercial organization certification. The application must be filled in completely. These forms can be found on the instructor resource page <https://parks.ny.gov/recreation/boating/instructors.aspx> or by contacting the bureau directly.

Renewals:

A renewal application must be submitted prior to the expiration date of the commercial organization certification that is being renewed but not more than 60 days prior. Failure to file a renewal application within this period may delay. The agency shall not accept a renewal application after December 31, which is the expiration date of the commercial organization certification, and the applicant must apply for an initial commercial organization certification.

Certification:

The agency may issue a commercial organization certification and renewal certifications upon satisfactory completion of the application. A commercial organization certification must be held solely by the commercial organization to which it is issued and shall not be transferred to another commercial organization.

1. It must be prominently displayed in the principal place of business or the training facility.

The commercial organization must:

1. Not knowingly affiliate with or employ any instructor who has been convicted of a violation of the law (except a minor traffic infraction) unless prior approval to employ or affiliate with this person is granted by the agency, upon a sworn and notarized affidavit or other proof of the facts as the agency shall require from that

instructor or the owner, manager, partner, officer, agent or employee of the commercial organization;

2. Not use an instructor whose certification has been suspended or revoked by the agency under this Part;
3. Ensure that affiliated instructors maintain the standards set forth in this Part and in the New York Safe Boating Instructor Guide;
4. Use another instructor to evaluate each instructor's class performance and recordkeeping at least once per year and provide the results of the evaluation to the agency on the provided forms. These evaluations should be provided with the commercial organization's renewal.
5. Ensure that the training facility used by an affiliated instructor meets the definition in this Part.

Additional Recordkeeping Requirements For a Commercial Organization:

The agency may issue Student Record Forms to a commercial organization in batches of up to 250 forms for pre-registered courses. All outstanding forms in one batch must be accounted for by the manager of the commercial organization before the agency may issue a new batch. This accounting shall include:

1. Tracking each Student Record Form on a schedule form provided by the agency and making the schedule available upon the agency's request;
2. Disbursing only the required number of Student Record Forms to affiliated instructors on a monthly basis;
3. Notifying the agency within seven days of receiving mutilated or destroyed Student Record Forms or within seven days of learning that forms may be missing; and
4. Keeping copies of all records required to be submitted under this Part for five years and making them available to the agency for inspection when requested.
5. Each year the bureau will send out an end of the year audit for each instructor. Commercial organizations should check this report for accuracy. Commercial organizations must have this form returned to the bureau by March 15 of each year. If the audit is not received by this deadline classes will not be registered or processed. This report contains at a minimum:
 - a. A list of unaccounted for Student Record Forms
 - b. A list of all classes taught by that instructor

Commercial Organization Roster Changes:

As a commercial organization, the owner or manager is responsible for maintaining a list of all active instructors currently affiliated with the organization. OPRHP will not interfere in agreements between instructors and the organization. Instructors and commercial organizations must remember that certification comes from OPRHP and not the organization that they are affiliated with. As instructors join or leave an organization there are a few required forms that need to be completed.

- a. New Instructor joins the organization:
 - i. The commercial organization will submit an updated instructor roster (page 4 of the commercial organization packet) as well as an instructor affiliation form (page 5 of the commercial organization packet).
- b. Instructor Leaves the Organization:
 - i. The instructor must send a letter notifying the commercial organization of their intent to leave the organization and send a copy to the Bureau of Marine Services. The commercial organization must submit an updated instructor roster (page 4 of the commercial organization packet)

SECTION IV - STUDENTS

Course Completion Requirements:

In order to be eligible for a Boating Safety Certificate, a student must:

1. Attend all classroom sessions (minimum of eight hours).
2. Complete all course requirements.
3. Pass the final examination with a minimum grade of 76%.
4. Be at least ten years old at the time of the first class.

Student Behavior:

Students are responsible for their individual behavior and for the consequences of any misbehavior. Ensure that your students understand their responsibilities and what is expected of them. Establish ground rules up front. Some suggested ground rules include:

1. Cell phone and texting during class
2. Food and drink during class
3. Talking during class
4. Course attendance
5. Time of breaks
6. Students with learning disabilities

If you must dismiss a student from a class as a result of their inappropriate or disruptive behavior, make a notation on their application and notify the bureau. It is best to speak privately with any potential problem individual before you and your classes are disrupted to the point of dismissing the student.

Denial of Course Completion Certificate:

An instructor may withhold or deny a completion certificate to any student who has not completed all course requirements. The instructor may also dismiss or deny a certificate to any student who exhibits a significant lack of responsible behavior or judgment during the course of instruction. Any instructor who dismisses a student or denies a certificate should call the Bureau of Marine Services no later than the five business days following the incident at 518-474-0445 or 518-486-5691 and provide all pertinent details. A written statement may also be required. A student dismissed from a class, has the right to appeal to the Bureau of Marine Services. Student needs to be informed of this right at the time of dismissal and provided contact information for the bureau.

Appeals by Students Who Do Not Receive a Course Completion Certificate:

Any student, who is denied a course completion certificate, may request that the decision be reviewed by the Bureau of Marine Services. The request must be made in writing to the director of the bureau within 10 working days. The director will assign a staff member to investigate the complaint. The staff member has 30 days in which to investigate the complaint and may take written and verbal statements from the instructor, the student or other people who witnessed the alleged behavior. The bureau staff member will present the evidence to the director for consideration. All decisions by the director are final. Students will be notified by certified mail return receipt of the decision. All requests for appeal should be sent via certified mail to the address below.

New York State Parks
Bureau of Marine Services
Albany, NY 12238

Students with Learning Disabilities:

An instructor cannot deny a student with a learning disability the opportunity to participate in a New York Safe Boating course. You must make reasonable accommodations to allow for their full participation and successful completion.

If you know at the time the student registers that they have a special need, you can talk with the parent or individual to determine what the student's needs are.

During your introductory remarks when you are outlining the requirements a student must meet in order to be issued a boating safety certificate, you should add a statement asking if any students need assistance reading the exam or any other kind of help. They should speak with you at break or at the end of the first day's class. You want to identify those who may need an accommodation before they take and possibly fail the exam. At the same time, instructors need to be aware that this is often a sensitive issue with students and thus they should not be put in a position of saying publicly that they will need accommodations.

An Individualized Education Program (IEP) is a written agreement between the parents and the school about what the child needs and what will be done to address those needs. In accordance with the Individuals with Disabilities Education Act (IDEA, formerly PL 94-142), IEP's are drawn up by the educational team for the exceptional child and must include the following:

1. The student's present levels of academic performance.
2. Annual goals for the student.
3. Short- term instructional objectives related to the annual goals.
4. The special education and related services that will be provided and the extent to which the child will participate in regular education programs.
5. Plans for starting the services and the anticipated duration of services.

6. Appropriate plans for evaluating, at least annually, whether the goals and objectives are being achieved.
7. Transition planning for older students.

If a child has an IEP, they have been identified by the school as a child who has special needs. The IEP identifies the kind of help needed. In many cases a student will need the exam read aloud to them. In this case, you will need to recruit a volunteer to read the exam to the student. Consider using a separate room so as not to disturb other students. No assistance may be rendered in selecting correct answers to exam questions. **Do not allow the child's parent or another student to read for them.**

You must understand that the IEP is between the child and the school district. You are not bound to fulfill the needs of the IEP but you must take the IEP as a recommended guideline to assist the child in getting a New York Safe Boating Certificate.

Students with learning disabilities must still meet all the course requirements to be issued a New York Safe Boating Certificate.

If you have questions pertaining to teaching students with learning disabilities or making accommodations, call the Bureau of Marine Services.

Students with Limited English Language Proficiency (LEP):

Students who speak English as a second language may have difficulty reading the exam. With advanced notice, the Bureau of Marine Services may be able to assist with accommodations for LEP students. The final examination is available in Spanish and can be requested at any time. At a minimum, LEP students should be offered the opportunity to request reading assistance. No assistance may be rendered in selecting correct answers to exam questions.

If you receive requests for course materials in other languages, please let us know by calling the Bureau of Marine Services at 518-474-0445, 518-486-5691 or by emailing Boating@parks.ny.gov.

Lost Certificates:

As an instructor you cannot replace a lost boating safety certificate. To replace a lost or destroyed Boating Safety Certificate the student must request a replacement. [Instructions](#) can be found at: <https://parks.ny.gov/recreation/boating/education.aspx>

SECTION V - LESSON PLANS

Lesson Plans:

A lesson plan is the instructor's "blueprint" for the lesson. It provides a logical and methodical, step-by-step presentation of the lesson for the instructor to follow and serves as insurance against the omission of important elements of the lesson. It should allow for questions and "feedback" by students, which is very important. Remember that students must be brought into active participation. It gives every instructor confidence in presenting the lesson whether the instructor is new or an experienced instructor. Each lesson plan contains the following elements:

1. Title of the lesson.
2. Objectives of the lesson.
3. Duration of the lesson.
4. Introduction.
5. Presentation (Outline).
6. Reading references, if applicable.
7. Training aids.
8. Method used to check for understanding.
9. Summary/review of lesson objectives.

Always use the lesson plans. The objectives state what the student is expected to know at the conclusion of the lesson. The objectives and lesson plan contents are written to fulfill the National Association of State Boating Law Administrators Standards for a boating safety course. The instructor may teach the information in the lesson plans with a variety of methods. See Section IX – The Learning Process for suggestions. Space is given in the lesson plans for the instructor to note additional information.

SECTION VI - PREPARATION AND PLANNING

Scheduling a Course:

One of the biggest advantages an NYSBC instructor has is the flexibility of teaching the course at convenient times and locations. Schedule the course, when possible, to reflect community needs such as a class offered for those who work odd shifts. Although the course may be taught in one full day, it is strongly recommended that the course be scheduled in two or more sessions, if possible, especially courses for youths. This will allow students ample time to complete reading assignments and review for the final exam. Evenings and weekends normally work best. Regardless of how the course is scheduled, the eight-hour minimum requirement must be met. The course is classroom based with no on-the-water activities incorporated into the curriculum.

Finding a Suitable Location for the Course:

A comfortable learning environment is critical to quality instruction. Distractions in the classroom will have a negative impact on student's attention span and retention of the material presented. Keep the following points in mind when deciding on a suitable location for your course:

1. The room must be located in a school, library, office, or portion of a building that is used for commercial, public, educational, charitable and non-residential activities.
2. Check the room from the student's point of view. All students should be able to view your presentation regardless of their location in the room.
3. Does the room have climate control? Is the room too warm or cold?
4. Is there a table or lectern for your lesson plan?
5. Ensure the room is capable of seating all enrolled students at desks or tables.
6. Is audio-visual equipment available or must you provide your own? Are there adequate outlets in the room for the equipment? Is the room equipped with adequate chalkboards, whiteboards or flipcharts that are clearly visible from all seating areas?
7. Ensure there are adequate toilet facilities, including facilities accessible to persons with disabilities.
8. Check for adequate parking.
9. Verify that the facility is accessible by the physically challenged.
10. Is there a fee for the use of the facilities?

There are many local organizations that may be willing to sponsor/host boating safety courses. These include law enforcement agencies, municipal governments, parks and recreation departments, schools, cooperative extensions, civic organizations, marine dealers, marinas, yacht clubs, armed forces reserve centers, and state armories to name just a few. These sponsors are often willing to provide classroom facilities at no charge or for a nominal custodial fee. They may also be willing to assist in providing audiovisual equipment and publicity for the course.

We encourage basic boating programs in the public schools. Professional teachers with an interest in boating safety and education are invited to become approved instructors. Local community colleges are hosting boating safety classes through noncredit offerings. Some school districts now offer boating courses as part of their technology curriculum or as an extracurricular activity. Teaching boating safety courses may also be a welcome addition to a local school district's adult education program.

Class Composition:

This course satisfies the boating and personal watercraft education requirements for both children and adults. It is the instructor's discretion as to whether the course is taught solely to children or adults, or to a mixed class.

The attention span and level of comprehension differs greatly between adults and children. Instructors and students alike must realize that an eight-hour, 1-day course, can be a long and exhausting experience. One day courses and late-night sessions may be difficult for younger children to handle.

We encourage instructors to develop their own guidelines for who they teach (children and/or adults) and how they schedule the eight hours of learning.

Class Size:

An instructor may not teach a course with less than 6 pre-registered students. If an instructor pre-registers 6 students and at least 2 students attend, the instructor may, nevertheless, teach the class. Documentation should be provided with the completed course paperwork indicating why the course was taught. A maximum student to teacher ratio of 30 students to 1 instructor is required.

Class Size: Student/ Instructor Ratio

Class Size (Number of Students)	Required Number of Instructors
6 to 30	1
31 to 60	2
61 to 90	3
91 to 120	4
121 to 150	5
Etc...	Etc...

The team-teaching concept is strongly recommended regardless of class size. If the course is offered in class sessions running longer than three hours in length, it is advisable to have a minimum of two instructors teaching the course. Team teaching provides variety in teaching methods and styles, which will better hold the interest of the students. In addition, by working as a team, instructors not actively teaching can deal with any problems or questions that occur in the classroom. Additional instructors can remind the teaching instructor of any topics that may be overlooked, key off what the other person is saying to give additional information, operate audio visual equipment, distribute materials, and grade tests.

How to Publicize and Register Your Course:

The number of students who attend your course will depend heavily on how well you publicize it. In addition to having your course placed on the [register-ed](#) website you should contact local newspapers, radio stations, television stations or cable providers. Many of these organizations will usually advertise safety courses as a public service announcement (PSA). Your local Cooperative Extension may also be able to help you in this area. Posters are available that may be distributed to various public locations, marinas, boat dealers, schools, and businesses for display. As stated earlier, the organization that is sponsoring your course may be willing to assist in advertising it.

Instructors and commercial organizations are required to register a course before it is advertised and at least two weeks before a course is scheduled to begin. The instructor or the commercial organization should register the course using the [register-ed website](#):

Customer service support is provided by Kalkomey for instructors registering courses on the [register-ed website](#). They can be reached at 844-525-5603 or by email at agency-support@kalkomey.com

During normal business hours (Monday – Friday, 8:00 am – 4:00 pm), you can also reach out to the Bureau for support by emailing sbinstructor@parks.ny.gov or calling the instructor only number.

We encourage all instructors to allow us to post their courses on the [Register-ed Website](#). It is the master list of all publicly offered NY Safe Boating courses and is updated weekly. This

is a great way to reach prospective students. The Bureau of Marine Services receives numerous calls every day from people looking to attend courses who are then referred to the website. The website also contains general information helpful to boaters.

Instructors can post their entire season of scheduled courses.

When advertising a course, instructors must let individuals with special needs know that if they need special accommodations we need at least (4) weeks advance notice in order to assist you in making reasonable arrangements.

Recommended Time Line for Planning a Course:

1. Six weeks (or earlier) prior to course:
 - a. Determine the number of sessions and set the dates for the classes.
 - b. Find a suitable classroom location that is available on the dates desired and discuss with the host site any help they may be willing to provide as a sponsoring organization.
 - c. Determine your desired class size.
 - d. Register your [course\(s\) on the register-ed website. https://my.register-ed.com/login/login](https://my.register-ed.com/login/login)
2. Course materials are provided by the Bureau of Marine Services.
 - a. Volunteer instructors and individual commercial instructors [order their materials through Microsoft Forms, linked on the Instructor only website, and here: https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVPNIhISEJMR1o5My4u](https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVPNIhISEJMR1o5My4u)
 - b. Instructors affiliated with a commercial organization will receive course materials from the commercial organization.
3. Four weeks prior to the course
 - a. Publicize the course. Be sure to include:
 - i. Dates and times for all sessions.
 - ii. Location.
 - iii. Registration information with point of contact and phone number.
 - iv. Class size and composition (i.e. adults, children).
 - v. Any fees that may be required.

- vi. Mention the sponsor, if applicable.
- vii. If team teaching:
 - 1. Select the team members.
 - 2. Plan the course as a team.
 - 3. Discuss responsibilities, teaching assignments and sequence of events.
 - 4. Lesson plan material should be studied and reviewed.
- 4. One week before the course:
 - a. Contact team members to make sure they are on track.
 - b. Contact sponsor to review details and identify any problems.
- 5. The first day of the course:
 - a. Arrive early.
 - b. Ensure everything is ready to go:
 - i. Classroom.
 - ii. Student materials.
 - iii. Audio-Visual equipment.
 - iv. Students can find the classroom.
 - v. You and your team.

SECTION VII- TEACHING THE COURSE

The actual presentation of this course is left largely to the discretion of the instructor. The instructor should present the course in a way that is comfortable to them bearing in mind that the goal is to ensure the student understands the material. The sections that follow are provided as guidance to the instructor.

Dress/Uniforms:

As an instructor you will be participating in a New York State sanctioned program. It is expected that your appearance will be neat, and that you will wear appropriate clothing while conducting your classes. Appropriate clothing may include uniforms of the U.S. Coast Guard Auxiliary, U.S. Power Squadrons or other boating organizations if you are a member in good standing. It may also include the uniform of any law enforcement agency if the course is being taught as part of your official duties.

Course Introduction:

During the first-class session the instructor should conduct a course introduction using the lesson plan provided in this instructor guide. This should include the following:

1. Greet the class and introduce all instructors that are present.
2. Note location of restrooms and emergency evacuation information.
3. Present a course overview and structure of breaks.
4. Provide the dates, times and locations of remaining class sessions.
5. Identify the course requirements:
 - a. Minimum requirements to earn a certificate.
 - b. Course rules of conduct.
 - c. Clearly explain all charges and fees*.**
6. Have each student complete and turn in the Student Record Form.
 - a. Instruct students to use a pen and bear down on the Student Record Form to ensure the last copy (hard file copy) is legible.
 - b. Instruct students to fill in all information completely and legibly.
 - c. Do not allow the student to take this form home.
7. Hand out student course materials. Each student shall receive a student textbook that they are to complete.
8. Complete the student information on the Course Attendance Sheet.

* You must inform anyone age eighteen or older that they must submit a ten-dollar fee, in addition to your fee (if applicable), to the Bureau of Marine Services before a permanent Boating Safety Certificate will be issued. This is done by going to www.ilostmycard.com. Advise that it may take up to eight weeks to receive permanent certificate.

Breaks During Lessons:

During a teaching session, the ability of the student to concentrate and to learn drops sharply after a certain sustained period of time. Use of a fifty-minute instruction period with a ten-minute break for coffee, exercise, or just plain relaxation is invaluable in sustaining peak ability to absorb and retain the material presented. During an all-day session three ten-minute breaks may be combined to provide a thirty-minute meal break. It is imperative that an instructor or their monitor breaks especially if there are students under the age of 18 present.

Audio-visual Materials:

The course may be supplemented with overheads, handouts, videos and other visual aids as provided or approved by the Bureau of Marine Services. The use of an authorized film, video, slides-or overhead projections can be positive learning tools if used correctly. However, the use of audio-visual aids to replace instruction is inconsistent with good teaching methods. Therefore, all audio-visual aids used must be germane to the topic under discussion and should be used to supplement or clarify your instruction.

The Bureau of Marine Services has also created a PowerPoint Presentation that follows the lesson plans. These are available for your use. The Power Point Presentation is there to meet the needs of the class; it has also been submitted as part of the NASBLA Course Approval. Altering the Power Point Presentation is not allowed without Marine Services approval. If you have suggestions, we would be more than happy to review them and, if possible, add them at the next revision of the Power Point.

Teaching so that Students are Successful on the Exam:

The intent of the program is to help students become safer and more aware boaters. The instructor helps to facilitate learning in a motivated student. Students are generally motivated to learn because they have purchased a new PWC, or boat; want boating education; or are a youth hoping to operate a motorboat on their own.

Lessons cover Navigation Law and good boating practices in safety, courtesy and responsibility. Many students, especially young boaters are unfamiliar with boating and have very limited initial knowledge. Other students may have extensive experience handling boats but need to refresh themselves on Navigation Law and basic safety practices.

The lesson plans, supplemental power point presentation, and student textbook partner together to present a seamless learning experience. Instructors are encouraged to introduce each lesson with the objectives which are found at the beginning of each lesson plan. This lets the students know what you are going to teach them. Then teach the lesson. Follow up with the review questions at the end of the chapter. This lets the students know what you have taught them and gives you an opportunity to not only reinforce information, but correct misconceptions. The review questions are drawn from the objectives and the exam questions are drawn from the objectives.

By teaching from the objectives and using the review questions, the instructor will have covered the material necessary for the student to pass the exam and will also have covered and reinforced additional information important to know though not covered in the 50 questions of the exam.

Instructors are encouraged to be familiar with the exam questions so as you teach you cover the material and are familiar with the terms used in the questions.

However, at no time should an instructor use the actual exam questions for review or tell the students what exact material is covered in the questions.

By telling students what you are going to tell them (objectives), telling them (teaching the lesson), then telling them what you told them (have the class answer the review questions),

the instructor has thoroughly covered the lesson; letting the student hear the important information at least three times.

SECTION VIII - COMPLETION OF THE COURSE

Final Examination:

The New York Safe Boating Course final examination will be administered and graded upon completion of all classroom instruction. In order to provide each student with a standardized examination, only the OPRHP final examination will be used in all Boating Safety Courses where a New York Safe Boating Certificate is issued.

This is a “closed book” examination and the required minimum passing score is 76%. If there are students in your course who have difficulty in reading comprehension, you may read the examination to them but may not assist in answering the questions. Instructors should ask students at the first class if they anticipate that they will need assistance so that the instructor can ensure that assistance is available.

Students must be at least 10 years of age at the time of the first class. OPRHP will not issue permanent certificates to students who are under the age of 10 at the time of the course.

Student absence in multi-session courses is a reason not to administer the test. If you allow a student to take the exam you are acknowledging that they have completed all classroom material.

After grading the exam, students should be given the opportunity to review their answers. Be sure that all exams and Student Record Forms are returned prior to leaving the classroom. Instructors should destroy and discard used exams. Do not return them to the Bureau of Marine Services. Students who pass the test and have met all other course requirements are issued a temporary certificate in accordance with the procedures outlined below. Please contact the bureau if you need assistance or have any questions on the final examination.

Filing the Course Completion Paperwork:

As with most things in life, the course isn't complete until the paperwork is done. In order for your students to get their permanent Boating Safety Certificates and for you to get credit for teaching the course, you must finish the paperwork and return it to the Bureau of Marine Services.

In order for the student to utilize their certificate right after completing the New York Safe Boating Course, certified instructors are authorized to provide their students with a temporary boating safety certificate which is valid for 90 days.

1. Under no circumstance is an instructor to allow a student to take a certificate home

without completing the course.

2. Under no circumstance should an instructor sign a student record form prior to course completion and grading of the exam.
3. In no circumstance shall an instructor pass on their blank Student Record Forms to other instructors.
4. Further, under no circumstance is an instructor allowed to issue a temporary certificate to a person who is not currently in a class.
5. Nor is an instructor to issue a temporary certificate to a student who has lost their copy.
6. The instructor must ensure that the certificate is complete prior to mailing to OPRHP. A marine law enforcement officer may not accept an incompletely filled out temporary certificate. [Instructors must also enter student results on the registered website before mailing the paperwork back to OPRHP.](#)

Mailing the Paperwork to OPRHP:

OPRHP provides prepaid mailers for the instructor to forward all course paperwork. It is up to each instructor to file the completed paperwork within seven days of course completion. A permanent boating safety certificate will not be issued to a student unless the Student Record Form is received along with the top copy of the class roster. Instructors are not to submit the Application for a New York State Boating Safety Certificate (yellow) for students over the age of eighteen.

Information for Students:

Temporary Certificates are valid for 90 days. This gives OPRHP time to issue permanent certificates. During the peak teaching season from May until September, it may take up to 10-12 weeks from the completion date of the class until a permanent certificate is issued.

Certificates are issued in completion date order.

For students 18 years old and older, there is a \$10 fee payable directly to NYS Parks. There are 2 ways to pay online with a credit card: If the student registered online and provided an email address,

they will be notified by Kalkomey (event manager system) that their certificate is ready for purchase. There will be a link in the email that directs them to www.ilostmycard.com.

Students who did not register online can still go to www.ilostmycard.com to purchase their card.

We no longer accept personal checks. If a student needs to pay with a money order, they need to follow the directions on the back of their temporary certificate.

IMPORTANT NOTE: A student's record will not show up on www.ilostmycard.com, nor will any checks be transacted, until the hard copy course paperwork is received by our office and verified in the system.

Business reply mail (prepaid envelopes provided by NYS Parks) can take upwards of 4 weeks to arrive in our office. Instructors should mail their paperwork as soon as they can after a class ends.

As such, it will be a minimum of 4 weeks before a student is able to order their card online.

Under no circumstances should any funds be sent to OPRHP via the instructor.

SECTION IX - THE LEARNING PROCESS

As you begin to prepare to teach your course, consider the physical teaching environment, the attitude you bring to the course, and needs of the students.

Effective courses are enhanced by experienced, well-informed and prepared instructors in a classroom which is comfortable, well-lighted and provides tables and chairs for all students. In addition, the instructor should choose to supplement the learning experience with the use of the New York Safe Boating Power Point Presentation, flip charts, white boards, boating equipment, and/or boating safety posters. By providing appropriate visual aids along with lecturing, the instructor meets the needs of the students that learn either visually or auditorily.

The Environment:

1. Time of day: evening vs. full day courses; multiple sessions vs. one session
2. Location: public, commercial, educational, charitable, and non-residential, handicapped accessible, clean, safe, with adequate parking
3. Size of class: minimum of 1 instructor to 30 students, adequate tables, and chairs
4. Class setting: adequate lighting, good acoustics, and temperature control
5. Free of distracters or interruptions: noise, weather, other activities in the building or vicinity

The Student:

The instructor should recognize that students differ in age, experience, and have different learning styles and responses to various teaching techniques. The physical stamina of the student can also affect their learning. Long classes and late nights for young and old students alike can have an adverse effect on the learning process and successful testing ability.

Four Critical Elements of Learning:

1. Motivation – the student can see a reward (Boating Safety Certificate)
2. Reinforcement – instructor provides positive feedback for correct answers to questions
3. Retention – the amount of information a student maintains is directly affected by the amount of original learning
4. Transference – is the ability to use the information taught

Learning Styles:

1. Visual – student learns from looking at pictures, or graphics
2. Auditory – student learns through listening to the lecture or spoken word
3. Tactile/Kinesthetic – student learns through taking notes, or highlighting the textbook, handling objects.

The Instructor:

Qualities of a Good Instructor:

1. Enthusiastic – upbeat
2. A good role model – supports good safety practices
3. Professional – treats all students fairly
4. Professional in appearance – dresses neatly and appropriately; dresses so as to be identifiable as an instructor; dresses a cut above students
5. Practices patience – answers all questions, explains so that a student can understand
6. Accepting of student's values and opinions – nonjudgmental
7. Smiles – engages the class and helps put students at ease
8. Prepared – has all teaching materials, set up ahead of time
9. Begins and ends on time; remembers to include breaks
10. Efficient – finishes all course paperwork and mails it off within seven days of the course's completion
11. Stays current with boating safety information
12. Not afraid to say you don't know something, but will find out the answer
13. Does not lecture constantly – asks student questions, creates opportunities for appropriate discussion
14. Pronounces boating terms correctly
15. Speaks loud enough for all to hear, varies the delivery to hold student's attention
16. When telling a story is brief and timely, and uses it to illustrate a point in the lesson or create a moment of relaxation to refocus the classes attention
17. Enjoys teaching, and cares about their students

Methods of Teaching Boating Safety:

There are many methods for teaching. Each method has its advantages and disadvantages. In the New York Safe Boating course, you are encouraged to use a variety of techniques to keep your students engaged and to address the various learning styles of your students.

1. Lecture – instructors have a one-way interaction with the students as they listen

Advantages – good for large groups, presenting lots of information in a limited time, allows instructors greater control over the teaching situation

Limitations – no student involvement, difficult to retain info, lecturer does not know whether the student has learned or not

2. Demonstrating or Modeling – instructor demonstrates a skill and then guides students through practice, visual learning

Advantages – excellent for teaching skills, involves the learner's senses, can be shown to a large group before breaking them down into smaller practice groups

Limitations – can take a lot of time, must have adequate materials, often easier with smaller groups

3. Questioning – instructor asks key questions, after the student responds, the instructor

can add additional pertinent information not included in the student response and emphasize key points

Advantages – promotes independent thinking, decision making, and judgment skills. Identifies key points (i.e. objectives) for the student and can be used as a follow up to lecturing

Limitation – can take a large amount of time, instructor must plan questions and ensure that all students have an opportunity to participate

4. Role Playing – students can act out real-life situations, can be useful in teaching Navigation and Rules of the Road, the role play is then followed by a discussion or debriefing

Advantages – dramatic presentation of concept, actively involves students, allows for unique learning of difficult tasks without real-life danger

Limitations – may not be effective for a large group, instructor must be careful to maintain control, some students may be uncomfortable acting in front of the class

5. Discussion – two-way communication between instructor and students

Advantages – good for small groups, sharing ideas, and reviewing topics

Limitations – not good for large groups, need good instructor management skills, need to be careful that accurate information is presented

Other Classroom Strategies:

Classroom Configuration - room arrangement can influence the learning experience.

1. Circular Style - good for interaction and allows everyone to be part of the learning experience, good for smaller groups, instructor is integrated into the group
2. Horseshoe Style – similar to circular, but open to include the instructor at the head, good for viewing power point presentation or white board, allows everyone to see each other
3. V-shaped Style – tables are arranged in a V pattern with a central aisle, good for medium sized groups, allows participants a view of each other, can enhance small group discussions
4. Classroom Style – traditional rows of tables and chairs, good for viewing PowerPoint presentations, for lecturing, fits the most people into a room

Non-Verbal Communication – it is not only important what you say in your class, but how you say it and what your body position and gestures say to your students.

Ways to Improve your Non-Verbal Communications:

1. Eye Contact – regulates the flow of information, signals interest in others, opens the flow of information and conveys warmth and credibility
2. Facial Expressions – if you smile frequently, you are likely to be perceived as

likable, caring, and approachable; smiling is contagious, and students will react favorably and learn more

3. Gestures – a lively animated teaching style captures students’ attention, nodding your head communicates positive reinforcement and indicates along with eye contact that you are listening
4. Posture and Body Orientation – standing erect and leaning slightly forward communicates to students that you are approachable and involved in their learning experience; speaking with your back turned or looking at the floor communicates disinterest
5. Proximity – a comfortable distance between students and instructor fosters interaction; in a large classroom, often there can be too much distance, the instructor can increase interaction by moving around the classroom
6. Paralinguistic - non-verbal communication in vocal elements such as tone, pitch, rhythm, loudness, and inflection; varying your voice and avoiding a monotone helps students avoid becoming bored, losing interest and thus learning less

Dealing with Difficult Behaviors:

1. Talkativeness – commenting on everything, dominating when the instructor asks questions

Possible Responses:

- acknowledge the comment made
- give limited time to express viewpoints or feelings, then move on to another person
- make eye contact with another student and move toward that person
- give the student individual attention during breaks
- say “that’s an interesting point, now let’s see what other people think”

2. Sharpshooting – tries to correct or trip up the instructor, the class “expert”

Possible Responses:

- admit that you do not know the answer and offer to find out and get back to them, or someone else in the class may have the answer
- acknowledge that this is a joint learning experience
- ignore the behavior

3. Side Conversations – may be related to the subject or personal, distracts the students and the instructor

Possible Responses:

- casually move toward talkers and make eye contact
- stop teaching, your silence may redirect the group’s attention

- ask the talkers if they would like to share their ideas
- as a last resort, ask them to stop

4. Gripping – could be legitimate complaining

Possible Responses:

- point out that we can't change policy here
- validate their point
- indicate that you'll discuss the problem privately at break time
- indicate time pressure to move on

5. Grandstanding – getting caught up in one's own agenda, thoughts, or stories to the detriment of other students

Possible Responses:

- say "you are entitled to your belief or feelings, but now it is time to move on"
- say "time is limited..." and redirect the story to the question or pertinent comment that is being addressed

6. Heckling/Arguing/Overt Hostility – angry, belligerent, combative, or disruptive behavior; disrespectful to the course, students, or instructor

Possible Responses:

- remain calm and polite
- keep your temper in check
- don't disagree, but build on or around what has been said
- validate their feelings
- move closer and make eye contact with the person
- ignore the behavior
- talk with the student privately at a break
- as a last resort, privately ask the student to leave the class (in the event of this drastic response be sure to contact the Bureau of Marine Services at the conclusion of the course)

Instructor Self Evaluation:

1. Did I check the physical aspects of the classroom?

- Lighting
- Heat
- Ventilation
- Equipment
- Classroom configuration

2. Was I punctual and did I expect punctuality?

- Started & ended class on time
- Kept breaks to the 10-minute limit

3. Did I cover important information in my introduction?

- Introduced myself and co-instructors
- Wrote names on the white board
- Covered “housekeeping information” – breaks, restroom location, emergency procedures, smoking areas
- Student introductions and boating experience

4. Did I set a good example?

- Dressed neat and clean “a cut above the students”
- Good personal grooming

5. Did I address the class effectively?

- Talked and made eye contact to everyone, including the backrow
- Avoided distracting personal mannerisms

6. Did I judge my own effectiveness by observing reactions of the student?

- Defined and explained all boating terms and jargon
- Explained the meaning of acronyms such as PWC, PFD, VDS
- Encouraged questions
- Answered all questions thoroughly
- Used questions to check on the understanding of the students

7. Did I follow the NYSBC lesson plan?

- Used the objectives to introduce each lesson
- Used review questions to assess learning
- Used various methods of teaching
- Followed all procedures for presenting a class

8. Did I follow all Student Record Form and exam procedures?

- Allowed students to review their exam before leaving the classroom
- Reviewed all SRFs for legibility and accuracy
- Confirmed all students (and any voided SRFs) are on the Course Attendance Sheet
- Each student has a completed SRF and successful students have received the appropriate portions
- Collected all exams from students; shredded or destroyed them to maintain exam integrity
- Completed course paperwork, mailed to NYS Parks or Commercial Organization within seven days

SECTION X - A FINAL NOTE

On behalf of the Governor and the Commissioner, the Bureau of Marine Services staff would like to extend our most sincere thanks for your time and dedication to this program. Your commitment to boating education does make a difference and will positively impact the safety of our waterways for generations. We are proud to consider you our partners in boating safety.

The Bureau of Marine Services staff is here to support you in your efforts. If you encounter any problems in conducting a course or have questions regarding the program, please call us at 518- 474-0445 or 518-486-5691. Any suggestions for improvements in any aspect of this program are welcomed and appreciated. In order to ensure your comments, get the attention they deserve, we ask that any suggestions be made in writing and that they include your name and instructor number. See you on the water.

Appendix 1 – Important Links and Contact Information

NYS OPRHP

- Boating website (public): <https://parks.ny.gov/recreation/boating/>
- Instructor only website: <https://parks.ny.gov/recreation/boating/instructors.aspx>
- Course Materials Request Microsoft Form (on the instructor only website)
https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVFPNlhISEJMR1o5My4u
- Email: sbinstructor@parks.ny.gov
- Main Phone #: (518) 474-0445
- Education Specialist's line: (518) 486-5691

Kalkomey (register-ed)

- Course listings (public, also linked on OPRHP Boating website): https://register-ed.uat.kalkomey.com/programs/new_york/252-new-york-safe-boating-course
- Register-ed (instructor log-in to register courses and submit class results) <https://my.register-ed.com/login/login>
- Customer support email: agencysupport@kalkomey.com
- Customer support phone: (844)-525-5603



Instructor Cheat Sheet

Before Your Course

☐ **Secure course location**

- Course location must be in a public location and meet the requirements outlined on page 8-9 of your instructor guide (found on your flash drive or the instructor only website)
- If this is your first time using this location in conjunction with the register-ed website, you will need to create the location in the system before you can register a course there.

☐ **Register your course on the register-ed website at least 14 days before the course start date**

- The URL to the register-ed website is: <https://my.register-ed.com/login/login>
- You can also find this on the instructor only website
- Designate your course as **public** if you want it visible on the website for anyone to attend
- Designate your course as **private** if you have a known list of individuals for whom the course will be privately held. This will allow you to send invitations to register to these individuals.
- Designate the course as **unlisted** if the course is for a select group of people, but you do not know the individual participants. This will generate a link that can be distributed. Anyone with the link can register for the course.

☐ **Request Materials (course rosters, textbooks, student record forms, exams, return envelopes, Spanish language materials)**

- Use the Microsoft Forms link to request materials:
https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVVUE9QVVFpNIhISEJMR1o5My4u
- You can also find this on the instructor only website.

☐ **Advertise your course**

- Consider networking with local businesses or community organizations to advertise your course. Libraries, City/Town/County Parks and Rec departments, Chambers of Commerce, Tourism agencies, Campgrounds and Farms Markets all have potential. Not only can these locations serve as good host sites for your courses, but they may have member listservs or newsletters that they may advertise your courses in.
- Course must be registered on register-ed before advertising.



Instructor Cheat Sheet

During Your Course

- ☐ **Remember that the NY Safe Boating course is a minimum of 8 hours, including one 10-minute break every hour and exam time.**
 - If teaching a multi-session course, be sure to mark student attendance at each session on the course roster
 - Students must attend all 8 hours of course instruction to be eligible to take the exam.

- ☐ **All students must be at least 10 years of age at the start of the course -no exceptions!**

- ☐ **A NYS Parks instructor must always be in the room**

- ☐ **At the end of the course, students who have attended all 8 hours of instruction take the exam**
 - Exam is closed book and proctored
 - Passing grade is 76%.
 - Students requiring special testing accommodations, such as having the exam read to them, should be accommodated to the best of your ability.
 - Any student who fails the exam should discuss retest options with the instructor.
 - Students may not leave the class with the exam, transcripts of exam questions, or any part of the 3-part student record form.



Instructor Cheat Sheet

After Your Course/ Student Record Form

- ☐ **Instructors must make sure the student has completely and legibly filled out all information in the 2-part student record form.**
 - If listed on your form, gender field is the only field that does not need to be filled out.
- ☐ **Every student who passes the final exam takes home the **WHITE** copy of the student record form.**
 - This is their Temporary Certificate and is valid for 90 days.
 - Instructors must be sure to sign the bottom of the temporary certificate
 - For students 18 years old and older, there is a \$10 fee payable directly to NYS Parks. There are 2 ways to pay online with a credit card: If the student registered online and provided an email address, they will be notified by Kalkomey (event manager system) that their certificate is ready for purchase. There will be a link in the email that directs them to www.ilostmycard.com.
 - Students who did not register online can still go to www.ilostmycard.com to purchase their card.
- ☐ We no longer accept personal checks. If a student needs to pay with a money order, they need to follow the directions on the back of their temporary certificate.
- ☐ **IMPORTANT NOTE**: A student's record will not show up on www.ilostmycard.com, nor will any checks be transacted, until the hard copy course paperwork is received by our office and verified in the system. Business reply mail (prepaid envelopes provided by NYS Parks) can take upwards of 4 weeks to arrive in our office. Instructors should mail their paperwork as soon as they can after a class ends.
- ☐ **PINK** copies of the student record form should **NOT** be sent home with any student, under any circumstance.
 - ☐ Instructors must be sure that the student signs the attestation on the side of the pink form before they leave the class.

When in doubt, look at the bottom of each part of the student record form – the small text at the bottom tells you what to do with each of the 3 copies.

- ☐ **Enter student results on your roster on register-ed within 5 days of completing the course.**
 - Before submitting results, manually add in information from the student record form for

walk-in students.

- Enter the certificate number, course result (pass, fail, etc) and grade for each student on your roster.
- Be sure assisting instructors are noted before submitting results.



Instructor Cheat Sheet

Mailing back your Paperwork

☐ **What to mail back to Parks (within 7 days of course completion, 21 days for commercial organizations)**

- **PINK** copies of the student record form for **ALL** students in your class including the Class Attendance Sheet.
- **ALL** parts of the student record form for students who failed the exam

☐ **DO NOT Mail the following items back to Parks**

- Payment for permanent certificates on behalf of students. Instructors must never collect this fee (instructor guide, page 9)
- Yellow copy of the Class Roster/Attendance Sheet. Keep this for your records.
- Any unused/extra student record forms, exams, textbooks etc. Please hold on to these for your next course.