



**Parks, Recreation
and Historic
Preservation**

**Andrew M.
Cuomo**
Governor

Rose Harvey
Commissioner

Dear Prospective Instructor,

Thank you for your interest in becoming an instructor with the New York Safe Boating Program. The course was originally established in 1959 as the “Make Sure Make Shore” Young Boater’s Safety Program to teach youthful operators. In 2000 with the passage of mandatory education for personal watercraft operators, it was expanded to include adults and renamed New York Safe Boating Program. The course consists of 8 hours of classroom instruction with a 50 question closed book proctored exam.

The attached notice outlines the requirements that must be met to become a certified instructor.

To begin the certification process, complete the Instructor Application and have it notarized. Attach a copy of your New York State Safe Boating Certificate (temporary certificates are acceptable), a copy of your driver’s license (or other government issued identification showing proof of age), and teaching certification/credentials.

Please note that only a NYS Parks New York Safe Boating Certificate from a classroom course is accepted for the educational requirement. Online certificates are NOT accepted. We recognize that you may have earned a boating safety certificate from the U.S. Power Squadron, or U.S. Coast Guard Auxiliary, or hold a U.S. Coast Guard License, but we specifically require that all of our prospective instructors have attended a classroom course and received a NYS Parks issued New York Safe Boating Certificate. Courses can be found at <http://nysparks.com/recreation/boating/safety-courses.aspx>

Upon acceptance of your completed application and a background check conducted by NYS Parks, you will receive by email the schedule for the “Introduction to the New York Safe Boating Course”. The 3 hour seminar on policy, procedures, and paperwork is offered once a month and on request in Albany and occasionally in other areas of the state. You will be notified by email when additional courses are scheduled.

If you have any questions related to the program or certification process please contact the Marine Service Bureau at 518-474-0445.

Sincerely,

Marine Services Bureau

**Instructor Certification Process Notice
(9NYCRR Section 451.10)**

In order to become a New York State Certified Instructor the applicant must provide all requested information on the Instructor Application provided by NYS Office of Parks, Recreation, and Historic Preservation (OPRHP). An applicant must demonstrate to the agency's satisfaction that he or she is:

- (1) 18 years of age or older;
- (2) Of sound mind and good moral character;
- (3) In possession of a New York Safe Boating Certificate or a graduate of the New York State Marine Law Enforcement Course. *Note: The New York Safe Boating Certificate is a very specific requirement for certification to teach the New York Safe Boating Course. USCG Auxiliary, US Power Squadron, USCG Licenses or any other forms of boating safety education are not accepted.*
- (4) 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:
 - (i) 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 Instruction Guide;
 - (ii) Copy of a teaching license issued by the New York Board of Regents or equivalent teaching license issued by another state or province;
 - (iii) Copy of an instructor development certification or other evidence of police officer, peace officer, firefighter or emergency medical personnel instructor training;
 - (iv) Copy of current instructor certification issued by the United States Coast Guard Auxiliary or the United States Power Squadron;
 - (v) Any other evidence acceptable to the agency that demonstrates to the agency's satisfaction the applicant has equivalent instructor training.
- (5) Attend a three hour seminar entitled "Introduction to the New York Safe Boating Safety Course" which will be given upon request at least once a month at the Marine Services Bureau office in Albany and at other times throughout the state as scheduled by Marine Services;
- (6) Be familiar with safe boating practices and the Navigation Law and demonstrates that knowledge by passing an examination that may be written or oral at the discretion of the agency. A written exam is given at the conclusion of the three hour seminar.



New York Safe Boating Instructor Application

Name: _____

Date of Birth: _____

Address: _____

Day Phone: _____ Cell Phone: _____

Evening Phone: _____

Fax: _____

Email: _____

I am applying to teach as a:

- Volunteer Instructor
- Individual Commercial Instructor
- Affiliated Instructor of a Commercial Organization

Organization: _____

Except for minor traffic violations have you ever been convicted of a violation of the law? (A yes answer does not necessarily preclude you from instructor certification with this agency.) No Yes

If you answered yes, please provide the following information:
List ALL violations(s) or crime(s) of which you were convicted and date(s) of the convictions below: (attach additional sheet of paper if more space is needed)

Are you currently on parole or probation? If Yes, please explain: No Yes

Are you currently awaiting trial on any criminal charge? If Yes, please explain: No Yes

Are you currently on deferred adjudication? If Yes, please explain: No Yes

Applicant's Name: _____ Date: _____

Applicant's Name: _____

By signing below I am requesting that the Office of Parks, Recreation and Historic Preservation review my instructor application. I recognize that the requirements set forth in 9 NYCRR Part 451.10 must be met prior to my instructor certification being issued. I affirm under penalty of perjury that all statements made on this application are true. I understand that all statements made by me in connection with this application are subject to investigation and verification which may include checking any and all public records to verify the accuracy of information provided. An omission, material misstatement or fraudulent representation may disqualify me from instructor certification and/or lead to revocation of my instructor certification.

Applicant's Signature: _____ Date: _____

ACKNOWLEDGEMENT

STATE OF NEW YORK

COUNTY OF _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument

NOTARY PUBLIC

- Enclosed is copy of my NYS Parks New York Safe Boating Certificate from a classroom course
- Enclosed is copy of my Driver's License or other government-issued ID with a photo
- Enclosed is documentation on my qualification to teach **OR**
- I plan to assist a certified instructor with 4 courses after completing the INYSBC

Please Return to:
NYS Parks
Marine Services Bureau, Instructor Certification
Albany NY, 12238