



# PA FISH & BOAT COMMISSION

## BOATING SAFETY EDUCATION CERTIFICATE

### INSTRUCTIONS FOR COURSE PROVIDERS

#### Application for Boating Safety Education Certificate

- a. Instructors should administer the examination after teaching their boating course. Power Squadron and Coast Guard Auxiliary instructors should use their own course exam. Power Squadron and Auxiliary instructors may request the *PA Legal Requirements* outline from the Commission for use in their courses. Power Squadron instructors may also request a ten-question PA specific test.
- b. The lead course instructor should complete the top portion of the application and include their printed name, instructor number, type of course, date of course and signature. The application should then be returned to the student after removing the answer sheet portion.
- c. The instructor is responsible to ensure that Applications for Boating Safety Certificate forms are completed and legible before students submit them via mail to the PA Fish and Boat Commission, Bureau of Policy, Planning and Communications. Instructors should **never** collect the \$10.00 certificate fee from the student. Fee submission is the student's responsibility.
- d. Instructors should advise students to mail their applications immediately after the course to avoid a delay in receiving their certificates.
- e. The applications are data entered in Harrisburg. Students will receive their Boating Safety Education Certificate via mail (approximately 30 days after receipt at our Harrisburg Headquarters).

#### Boating Education Course Summary Sheet

- a. The course summary sheet must be completed by the head-instructor for the course. Side A and Side B must be completed.
- b. The course summary sheet must then be mailed to the PA Fish and Boat Commission, Bureau of Policy, Planning & Communications. The sheet will document the course and result in instructors maintaining their certification.
- c. For Commission courses only, the name and instructor numbers of all instructors should be included.
- d. Student names should be listed in the spaces provided on Side B of the form. The names should be legibly printed and not written. Use additional copies of the form for large classes.
- e. Summary sheets will be used to cross-reference applications received by students.

#### Temporary Boating Safety Certificates

- a. Some students in your class may need certification to operate a personal watercraft (PWC), motorboat greater than 25 horsepower or boat in a state that has mandatory boating education requirements. Pennsylvania Boating Safety Education Certificates are recognized by all states.
- b. The instructor should only issue a Temporary Boating Safety Certificate to students that successfully complete the course and also require a certificate before going boating.
- c. The Temporary Boating Safety Certificate is good for 60 days from the date of issue. It is not necessary for the instructor to keep a copy, or to send a copy to the Commission.

#### Certification Supplies

- a. Applications for Boating Safety Certificates, the Boating Education Course Summary Cover Sheet, Temporary Boating Safety Certificates, PA Boating Handbooks and all other supplies and forms are available from the Pennsylvania Fish and Boat Commission's Bureau of Policy, Planning & Communications.
- b. Instructors can obtain the supplies by completing and submitting the Requisition for Boating Publications and Materials form. The form and other course materials are available at this page on the Commission's website: <http://www.fish.state.pa.us/boatcrs.htm>
- c. The requisition form can be mailed or faxed to the Bureau of Policy, Planning & Communications. Supply order requests cannot be accepted via telephone.

PA Fish & Boat Commission  
Bureau of Policy, Planning & Communications  
P.O. Box 67000, Harrisburg, PA 17106  
Phone: 717-705-7833  
Fax: 717-705-7831  
E-mail: [ra-be@state.pa.us](mailto:ra-be@state.pa.us)

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