

Classroom Boating Safety Education Course Criteria

Criteria for Boating Safety Education Classroom Course

Section 5103(e)(1) of the Fish and Boat Code, 30 Pa.C.S. § 5103(e)(1), requires that the Pennsylvania Fish and Boat Commission (PFBC) promulgate regulations that establish criteria for courses of instruction in boating safety education. The following criteria will be used to approve classroom boating safety education courses for the purpose of issuance of Pennsylvania boating safety education certificates to Pennsylvania boat operators.

Overview

The boating education classroom course (classroom course) is an instructor-based course that allows students to study boating and boating safety and take a certification examination. The classroom course will consist of a complete educational curriculum covering the basics of boating safety, regulations and accepted best practices. The course will be presented in lesson format with in-depth coverage of the various topics listed in following sections. The classroom course is supported by a video and/or DVD and is taught by one or more instructors to one or more students. Once instruction of the course is complete, students take a proctored certification examination in a classroom environment.

The classroom course includes:

1. A lesson plan for instructors
2. A printed boating education student manual.
3. Boating education video(s) or DVD(s) that support the lecture parts of the course.
4. A proctored certification examination to take at the course location or at another monitored location.

Providers

Classroom courses shall be offered by providers that meet the requirements of the PFBC. Individuals or organizations that desire to provide a classroom course that is approved for Pennsylvania boaters shall be willing to enter into an agreement with the PFBC containing the Commonwealth's standard terms and conditions and the additional terms set forth in Exhibit A. This does not apply to the U.S. Coast Guard Auxiliary or to the U.S. Power Squadrons who are excluded from this requirement. Prior to entering into an agreement with the PFBC, providers shall submit a request in writing to the PFBC's Director of Boating and shall demonstrate to the PFBC's satisfaction that the provider is capable of performing its obligations under the

agreement. Providers shall demonstrate their capability by submitting the following documentation along with their request to the PFBC's Boating Director:

1. A description of the company and its capabilities including a description of type and number of staff and their responsibilities.
2. Proof that its course(s) have been approved by NASBLA.
3. The web address (if any) for their classroom course.
4. A complete copy of the lesson plan, including the certification examination for teaching the classroom course.
5. A sample of the video/DVD or PowerPoint presentation used to support the course.
6. A sample of the student manual or textbook used to teach the course.

Course Content

1. The course must be approved by the National Association of State Boating Law Administrators (NASBLA). Information on NASBLA approval is available on the NASBLA web site at <http://www.nasbla.org/> or by calling the NASBLA office at 859-225-9487
2. In addition to NASBLA requirements, course content will include:
 - o A description of boating in Pennsylvania.
 - o PFBC regulatory responsibilities.
 - o Types of boats, boat motors, and boat hulls.
 - o Boat terminology including, but not limited, to: hull, bow, forward, aft, stern, port, starboard, transom, keel, freeboard, draft, beam, gunwale, bilge, waterline.
 - o Long distance communication on the water.
 - o Boat handling.
 - o Process for passage through river locks.

Student Manual

Overview

The printed student manual will be a four-color student text, tailored to the Commonwealth of Pennsylvania, covering all of the Pennsylvania state-specific boating laws and regulations, navigational rules and aids, risk management, and responsibilities of boat operators.

Pennsylvania state-specific information may, as an option, be provided in a separate text such as the [PA Boating Handbook](#).

Course provider will:

1. Write all text used in the student manual.
2. Provide all graphics used in the student manual.

3. Procure any photographs needed for the student manual.
4. Design the cover and page layout of the student manual.
5. Make any and all revisions requested by the PFBC to any state-specific pages (if applicable) of the student manual.
6. Provide a complete color proof of the student manual to the PFBC for approval prior to teaching the classroom course.
7. Update the student manual to reflect changes in Federal and Pennsylvania laws and information.

Text quality and content

1. Text will be written in a clear, reader-friendly, and consistent style.
2. Boating terms will be defined.
3. The student manual will include chapter review exercises to aid students in retention of the material.

Graphics quality

1. The student manual will contain graphics to illustrate important information. All graphics will be full-color and realistic.
2. The student manual will, in addition, contain photographs to illustrate important information. All photographs will be high-resolution color photographs showing only current model boats.
3. All graphics and photographs illustrating persons in boats will show the persons properly wearing U.S. Coast Guard approved PFDs, unless the graphic or photograph is marked clearly as a prohibited situation.

Page layout quality

Layout of the student manual's text pages will be consistent throughout and have an attractive, easy-to-read, and contemporary look.

Boating Education Video and/or DVD

Overview

The boating education video and/or DVD must support the information being taught in the classroom course and may not conflict with the information being taught by the course instructors from the lesson plan, or the content of the student manual.

Video quality

1. Will be contemporary and professionally presented.
2. Audio and video tracks on the boater education video will be of good quality.

Certification Examination

1. The classroom course will include a comprehensive certification examination written to NASBLA Education Standard 9. The PFBC may choose 10 state-specific questions from the pool of at least 20 such questions developed by course provider and written to NASBLA Education Standard 9.
2. Classroom course examination will be designed to meet NASBLA requirements for examination security.
3. Course provider will provide grading of the certification examination and notify students of their scores.
4. All answers to the examination will be written on the Application for Boating Safety Certificate (available on written request from the PFBC).
5. Students with reading problems may have the test read to them at their request. This option should be explained well in advance of starting the testing procedure to allow for preparation.
6. The classroom course provider is responsible for maintaining the integrity of the certification examination. The course provider must take special care to prevent examination fraud or cheating.
7. Upon completion of the exam, each student's Application for Boating Safety Certificate is collected and graded by the course provider. Students are advised by the instructor of their grade.

Application for Boating Safety Education Certification

1. After grading the answer sheet part of the application, the course provider prints their name, instructor number (assigned by the PFBC in Harrisburg), signs each sheet of the application form, and returns the application to the students. The course provider must not allow the student to retain the completed answer sheet of the application form or any blank Application for Boating Safety Education Certificate forms.
2. The course provider is responsible to make certain that Applications for Boating Safety Certificate forms are properly completed and legible before students submit them via mail to the PFBC using the provided envelope. Course providers should never collect the certificate fee from the student.
3. Students should be advised to mail the completed applications immediately after the completion of the course to avoid a delay in receiving their certificates.
4. The applications are data entered at the PFBC in Harrisburg. Students will receive a Boating Safety Education Certificate in the mail (within 30 days after receipt in Harrisburg).
5. Students passing the course certification examination with a minimum grade of 80% may be issued a temporary boating safety education certificate (available on written request from the PFBC) by the course provider.

6. The temporary boating safety certificate expires 60 days after the date of issue. The temporary boating safety certificate used by the provider must be approved by the PFBC and will contain the following information: date of issue, date of expiration, name and address, type of course, hair color, eye color, sex, date of birth, NASBLA approval, signature of instructor and date, signature of student and date, instructions on how to obtain a permanent boating safety education certificate at a later date.

Boating Education Course Summary Sheet

1. Classroom courses must be documented to the PFBC using a boating education course summary sheet form (available on written request from the PFBC). Both sides (A and B) must be completed by the course provider.
2. At the completion of the course, the summary sheet must be mailed by the course provider to the PFBC in Harrisburg. The summary sheet documents the course to the PFBC and is used to cross-reference applications received by students..
3. The answer sheet part of the Application for Boating Safety Education Certification is not mailed to the PFBC. It is to be retained as part of the course provider's record and must not be returned to the student.
4. The instructor number for the course provider must be listed.
5. Student names must be listed in the spaces provided on the back of the form. Additional copies of the form may be used for large classes.

Exhibit A

Classroom Course Promotion and Advertising

All promotion of the classroom course will be done ethically and honestly and will not mislead the public in any way.

General Course Provider Tasks and Qualifications

The course provider will:

1. Be responsible for the ethical conduct of the classroom course instructor(s).
2. Be responsible for all development required for the classroom course.
3. Update the classroom course to reflect changes in Federal or State boating regulations or laws.
4. Issue temporary boating safety education certificates approved by the PFBC to students successfully completing the classroom course.
5. Respond to PFBC and public queries promptly.
6. Answer all technical questions related to using the classroom course, and any questions related to boating safety, laws, or other information that can be answered from the course material.
7. Forward any questions that cannot be answered with confidence to a designated PFBC contact.
8. Document to the PFBC using a boating education course summary sheet form.

Course Fees

Course providers may charge users a reasonable fee (not to exceed \$60.00) to take the classroom course.