



PA Fish & Boat Commission

BOATING SAFETY EDUCATION CERTIFICATE

INSTRUCTIONS FOR COURSE PROVIDERS

Application for Boating Safety Education Certificate

- a. After teaching the course, giving the examination, and grading the answer sheet part of the application, the instructor **prints his name, instructor number** (assigned by the Commission in Harrisburg) and **signs each application** for students who passed the examination. The instructor fills in the **type of course and date(s) of the course** and returns the application to the student.
- b. The instructor is responsible for making certain that Applications for Boating Safety Certificates are properly completed and legible before students submit them via mail to the PA Fish & Boat Commission, Bureau of Outreach, Education & Marketing in Harrisburg. Instructors should **never** collect the \$10.00 certificate fee from the student. This is the student's responsibility.
- c. Students should be advised to mail completed applications immediately after the completion of the course to avoid a delay in receiving their certificates.
- d. The applications are data entered in Harrisburg. Students will receive a Boating Safety Education Certificate in the mail (approximately 30-45 days after receipt in Harrisburg).

Boating Education Course Summary Report

- a. Must be completed by the lead instructor for the course - Side A and Side B must be completed.
- b. Must be mailed to the PA Fish & Boat Commission, Bureau of Outreach, Education & Marketing in Harrisburg. This will document the course and result in instructors maintaining their certification.
- c. All Commission certified instructors that taught part of the course, including their instructor numbers, must be listed.
- d. The names of students who pass the course should be listed in the spaces provided on the back of the form - Side B. 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), a motorboat of 26 horsepower or more in Pennsylvania, or a boat in a state that has mandatory boating education requirements. Pennsylvania certification is recognized by all states.
- b. If there is a student in the class who needs a certificate to go boating before he/she receives certification from the Commission, the instructor **may** issue a Temporary Boating Safety Education Certificate to those students who successfully pass the examination.
- c. The Temporary Boating Safety Education Certificate is good for 60 days from the date of issuance. It is not necessary for the instructor to keep a copy or to send a copy to the Commission.

Certification Supplies - Applications for Boating Safety Education Certificate, the Boating Education Course Summary Reports, Temporary Boating Safety Education Certificates, PA Boating Handbooks, and all other mentioned supplies and forms are available from the Pennsylvania Fish & Boat Commission's Bureau of Outreach, Education & Marketing upon written request. Use the Requisition for Educational Publications form. Many of the forms can be downloaded from the Commission website at: www.fishandboat.com

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