

UNITED STATES POWER SQUADRONS®
EDUCATIONAL DEPARTMENT

USPS Educational Policy for Instructor Certification and Recertification

THE NEED:

United States Power Squadrons (USPS) is a highly regarded organization in the recreational boating community, dedicated to boating education. It is committed to further boating safety by offering the USPS/ABC introductory boating course, currently titled *America's Boating Course Third Edition* (ABC3), that when passed can result in a State Operator Certificate or License in states that require them. The content and instructional requirements for this course are approved by National Association of State Boating Law Administrators (NASBLA) and their respective states. Many state members of NASBLA require that USPS use certified instructors.

The certification program outlined below is based on the USPS Instructor Development course and is designed to satisfy the requirements of NASBLA and its member states and territories and to meet USPS expectations.

INITIAL CERTIFICATION:

Certification is required for all instructors who teach the USPS/ABC introductory boating safety course (ABC3) and all who teach in the Boat Operator Certificate Program (BOC). Certification is encouraged for all instructors teaching other USPS/ABC courses and seminars, particularly if students under 18 years of age are involved.

Certification can be obtained in one of two ways, participating in the USPS Instructor Development (ID) course, or in certain circumstances through a waiver.

Successful completion of the ID Course will result in the issuance of a USPS Instructor's Certificate valid for four (4) years from the date of ID Course completion.

INITIAL CERTIFICATION WAIVER

Instructor certification may be granted to a member who has not completed the ID Course, provided the member participates in an Instructor Recertification seminar, meets one or more of the four provisions listed below, and obtains the requisite waiver approvals.

- The member has active, current teaching credentials from an accredited teaching organization, relevant to the USPS educational program.
- The member has taught for at least three years within the last five calendar years in an adult education community program or as a college instructor.
- The member has received training through the USCG (Aux) instructor training program.
- The member has demonstrated exceptional relevant instructional ability through professional endeavors.

This certification will be valid for up to four (4) years from the date of the member's participation in the Instructor Recertification seminar.

To request a waiver, the Squadron Educational Officer (SEO) must submit the "Waiver Request for Initial Instructor Certification" form to the District Educational Officer (DEO) for endorsement, who will then send it to the National Educational Officer (NEO) for approval by the NEO or the NEO's designee. If the request is based on prior educational endeavors, appropriate documentation must be included. The form is available on USPS's instructor Development web page.

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Instructors who receive certification as a result of a waiver do not receive credit for having passed the ID Course and must successfully complete the Recertification Seminar for the waiver to be effective.

RECERTIFICATION:

Recertification of all instructors requires completion of the USPS two-hour recertification seminar.

Instructors whose certification has expired as a result of four (4) years passage since receiving initial certification or recertification shall no longer teach classes requiring certified instructors until they have successfully completed the current recertification seminar.

Certified instructors who successfully complete the recertification seminar will be recertified for a new four-year term from the date of completion of the seminar. Responsibility for offering the recertification seminar will rest with the DEO, SEO and the Squadron ID Chair.

SPECIFIC BOATING COURSE RECOMMENDATION:

DEOs are responsible for defining and implementing district educational policies that provide for the certification and recertification of all instructors who teach the USPS/ABC introductory boating safety course.

ADMINISTRATION:

- Records of USPS instructor certification will be filed and maintained at USPS Headquarters.
- DEOs and SEOs are to maintain and monitor records of certified instructors within their areas of responsibility.
- A listing of certified instructors may be found using the "Locate Certified Instructors" function from the SEO/DEO Tools page, or directly at:
<http://www.usps.org/cgi-bin-nat/eddept/pages.cgi?tools/SEO/instructors:Y>
- The Instructor Development Committee will provide, and post on the USPS Educational Department web site, forms and written procedures needed for adherence to this policy.

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WAIVER REQUEST FOR INITIAL INSTRUCTOR CERTIFICATION

This form is for Squadron use to request a waiver for members who have not completed the Instructor Development course but have satisfied one or more of the following alternative qualifications for Initial Instructor Certification:

Rationale **Rationale description**

- A. The member holds active, current teaching credentials from an accredited teaching organization relevant to the USPS educational program.
- B. The member has taught for at least three years within the last five calendar years in an adult education community program or as a college instructor.
- C. The member has received training through the USCG (Auxiliary) instructor training program.
- D. The member has demonstrated exceptional relevant instructional ability through professional endeavors

This form should be prepared by the Squadron Educational Officer (SEO); and a copy of the supporting documentation or certificate must accompany the form with the request.

Once signed by the SEO, a copy of the signed form is sent to the District Educational Officer (DEO) for endorsement. Once signed by the DEO, a copy is sent to the National Educational Officer (NEO) for approval. Upon approval by the NEO (or the NEO's designee), the SEO and DEO will be notified and the chair of the Instructor Development Committee advised so USPS systems can be updated to reflect that the member's initial instructor certification has been approved.

As SEO of _____ Squadron of District _____, I certify that the member listed below has met the requirements for initial four-year Instructor Certification pursuant to waiver provisions stated in the USPS Educational Policy for Instructor Certification

Certificate #	Name	Qualification Rationale (Note A, B, C, and/or D and comment.)

Squadron Educational Officer: _____ Date: _____

ENDORSEMENTS:

District Educational Officer: _____ Date: _____

APPROVAL:

National Educational Officer: _____ Date: _____
(or the NEO's designee)