

# Practical On-the-Water Training Program Update

Boat Operator Certification Committee

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# Change in POTW Policy

At the 2016 Annual Meeting, the Board of Directors approved a new policy for the Practical On-the-Water Training (POTW) program:

- **Reimbursement of Training Costs** - The BOC Committee will reimburse squadrons and districts their expenses for teaching Practical On-the-Water Training to dues-paying USPS members.
- **Cost Reduction** - student materials will be lowered from \$136 to \$40. The materials will be optional for USPS members taking the training

# What This Means for You

- You can now teach POTW for FREE to dues-paying members
- Any USCG license requirement for instructors is eliminated
- POTW becomes a strong membership incentive and valuable recruiting tool
- Squadrons benefit from increased dues and member involvement

If you currently teach POTW to the public, and USCG licensing is not an issue, you can continue your current program and take advantage of the reduced materials cost.

# Can I Still Teach to the Public?

Q: My squadron currently teaches POTW to the public, and we charge money for the program. Can we continue to do this?

A: Yes. If USCG licensing is not an issue, you can continue teaching POTW to the public. You can take advantage of the reduced price of materials, but you will not be reimbursed for teaching the course. You must cover your own expenses. Note that when teaching non-members, every student must receive a student kit. That's the only means we have of covering the cost of operations and insurance.

# Can I Teach a Mixed Class?

Q: My squadron currently teaches POTW to the public. Can we teach members in the same class?

A: Yes. However, we will treat this just like a public class. You will not be eligible for reimbursement of training expenses. You will need to charge enough to cover your costs. You will also need to manage communications with the students so that any difference in price is not an issue.

# To Qualify for Reimbursement

- You must offer the course for free to USPS dues-paying members (not trial members)
- Student materials are optional, so the student is not required to pay a fee to participate
- Plan your training and register the event in HQ800
- Prior to the event, submit an estimate of expenses to the BOC Committee for pre-approval
- Recruit new members and enroll your students
- Conduct your training
- Submit actual expenses and receipts to the BOC Committee for reimbursement

See the On the Water Training Reimbursement form on the BOC Website for more details

# What Expenses are Reimbursable?

The BOC Committee will reimburse the following:

- Fuel, Launch fees, and docking fees
- Boat rental and Facility rental
- Buoy kits
- Marketing Materials
- Travel and lodging for certifiers

These expenses will not be reimbursed:

- Meals
- Classroom Supplies
- Student or instructor kits

All expenses must be pre-approved by the BOC Committee



# Using HQ800

It's important that our BOC and POTW training courses be registered in HQ800.

- It allows students to search for courses online
- It is the only means we have of tracking training activities at the squadron level
- We need it to give proper credit to the students for taking the training
- We need it to give proper credit to our certifiers for conducting the training
- It is essential for reporting statistics for our grants back to the USCG

# HQ800 for Free POTW Courses

Follow these procedures when setting up a free POTW course in HQ800:

- Enter the basic course information
- Do not check the “Allow Online Registration” box
- Set the cost of the seminar at \$0
- Check the box “Not a Public Offering”
- Provide additional information in the notes section about contacting the instructor for enrollment. You can also note the cost of the optional student material.
- The instructor will register the students as they enroll
- The instructor will record participation after the event

# HQ800 for Public POTW Courses

Follow these procedures when setting up a public POTW course in HQ800:

- Enter the basic course information
- “Allow Online Registration” is optional. If checked, the public can register directly and receive materials from HQ. If not checked, the instructor must enroll the students and provide the student materials.
- Set the cost of the seminar for members and non-members as desired
- Leave the box “Not a Public Offering” unchecked.
- Provide information in the additional notes about the training event
- Students can enroll directly, or the instructor can register the students as they enroll
- The instructor will record participation after the event

# Do I Need a Certifier?

Q: Is a certifier required to teach POTW?

A: Yes. POTW is a credentialed program, part of the Boat Operator Certification program. For the student to receive credit for the training, the on-the-water component must be taught by a BOC-IN or POTW Certifier.

# Where Can I Find a Certifier?

Q: Our squadron doesn't have a certifier. Where can I find one that can teach my course?

A: See the Regional Director or Assistant Regional Director in your area. They can direct you to certifiers in your area that can assist.

You can also inquire about Certifier Training for members of your squadron.

The BOC Regional Directors can be found here:

[http://www.usps.org/x/x.pl/x/x.cgi?eddept/boc/files/\\_regional\\_directors.pdf](http://www.usps.org/x/x.pl/x/x.cgi?eddept/boc/files/_regional_directors.pdf)

# Covering Additional Costs

Q: We provide lunch and refreshments for the students. How do we cover these costs?

A: If you are teaching the course for free to dues-paying members, you need to avoid requiring a fee from your students. That means you cannot charge a set fee for meals, but you can ask for voluntary donations. Instructors should be asked to donate as well, so there is no compensation for teaching.

If you are teaching the course to the public, you can include food and refreshments in the course fee.

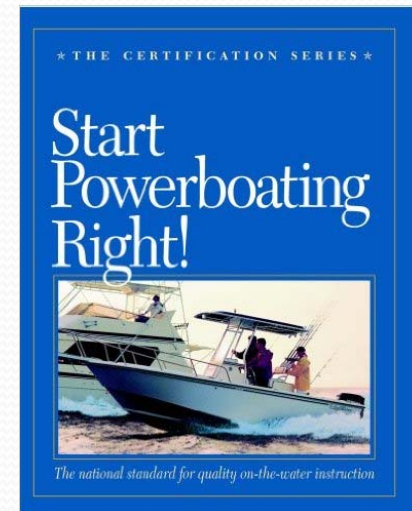
# Revised POTW Curriculum

- Updated to reflect the new ANSI On-Water Power Standards for Recreational Boat Operation
- An new textbook will be included in the student kit



## **FREE WEBINAR**

Instructors and certifiers can learn about these changes in a free webinar on April 26. A replay of the session will be available online.



# For Further Information

- Visit the BOC Web Page:  
<http://www.usps.org/eddept/boc/main.htm>
- Contact your BOC Regional Director:  
[http://www.usps.org/eddept/boc/files/region\\_table.pdf](http://www.usps.org/eddept/boc/files/region_table.pdf)
- Contact the BOC Committee: [http://www.usps.org/cgi-bin-nat/tools/docom.cgi?13700,From BOC Web Page,B](http://www.usps.org/cgi-bin-nat/tools/docom.cgi?13700,From%20BOC%20Web%20Page,B)

