



## **Instructions for Skill Demonstration Waiver Record**

1. This form is used to record the waiver of a skill demonstration as part of the USPS Boat Operator Certification Program. Recording skill demonstrations is done on form ED-C1, in the members Passport or via US Sailing forms.
2. On the top of the form, enter the name, certificate number, squadron and district of the member being certified.
3. Fill in the required information on the certifier (name, certificate number and squadron) in the indicated places as well as the date.
4. One or more skill demonstrations may be checked.
5. A brief narrative description written by the member should be attached and the form should be submitted in triplicate to the certifier for approval.
6. If approved, the certifier submits the form to the regional certifier for approval (the certifier keeps a copy).
7. If the waiver is approved, the regional certifier keeps a copy and sends the waiver to USPS HQ for entry into the Boat Operator Certification Database and/or member's certification file.
8. If the waiver request is not approved, it is returned with an explanation. (Waivers may be resubmitted with additional information.)
9. In the absence of the regional certifier, or if delegated to do so, the assistant regional certifier may act instead of the certifier.