

Instructions for Seminar Equivalency Record

1. This form is used to record the equivalency of a seminar as part of the USPS Boat Operator Certification Program. Recording seminar completions is done via the seminar workbook, and in the member's Passport.
2. On the top of the form, enter the name, certificate number, squadron and district of the member applying for the equivalency.
3. One or more seminars may be checked.
4. A brief justification for the equivalency should be indicated by the member in the reason column; additional sheets may be attached.
5. The form should be submitted in triplicate to the certifier for approval.
6. The certifier fills in the required information on the certifier (name, certificate number and squadron) in the indicated places as well as the date.
7. If approved by the certifier, the certifier submits the form to the regional certifier for approval (the certifier keeps a copy).
8. If the certifier does not approve, he or she returns the form to the applicant with an explanation.
9. If any of the equivalencies are approved, the regional certifier checks the Y box or boxes, and enters the equivalency using the seminar workbook.
10. If any of the equivalencies are not approved, the regional certifier checks the appropriate N box or boxes, attaches an explanation, and returns one copy of the equivalency form to the certifier for review with the applicant. The regional certifier retains the other copy for his or her record.
11. In the absence of the regional certifier, or if delegated to do so, the assistant regional certifier may act instead of the certifier.