

**UNITED STATES POWER SQUADRONS®  
EDUCATIONAL DEPARTMENT**

Instructor Development Committee  
USPS Educational Policy for Instructor Certification

Revised February 2011

**THE NEED:**

USPS is a highly-regarded educational organization in the recreational boating community, dedicated to the self-education of its members and to providing safe boating education to the public. As part of the approved strategic plan and the fulfillment of its mission, USPS believes that it should offer the highest quality instruction and materials in all its educational offerings. In cooperation with the States and to meet their educational curriculum for boating education, USPS public basic boating safety courses must be NASBLA-approved. Many state members of NASBLA now require that USPS use certified instructors; the requirements for certification are currently left to USPS. The benefit of certified instructors is two-fold: demonstrate a public awareness of professionalism in the USPS approach to education and curriculum; and, to provide on-the-scene qualified teachers in case of last minute scheduling emergencies.

To this end, minimum requirements for instructor certification are in order and are hereby established. 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.

**CERTIFICATION:**

All instructors of USPS basic boating safety courses offered to the public must be certified. It is strongly recommended that all USPS instructors take the Instructor Development Course, whether they are teaching the public or a course or seminar.

The method for obtaining certification to teach any and all courses/seminars is by passing the USPS Instructor Development (ID) Course. Successful completion of ID will result in the issuance of a USPS Instructor's Certificate valid for 4 years from the date of ID course completion.

With the approval of the Squadron Educational Officer, an initial 4 year certification without completing the Instructor Development Course may be requested for a:

- member holding active, current teaching credentials from an accredited teaching organization;
- member who has taught for at least three years within the last five calendar years in an adult education community program or as a college instructor;
- member who has received training through the USCG(Aux) instructor training program or a NASBLA approved state boating instructor program;
- member who has completed the USPS Instructor Qualification (IQ) Course and has been actively teaching member courses within the past 24 months;
- member who has demonstrated exceptional instructional ability through professional endeavors. Approval for these members will be determined by the National Educational Officer or his designee.

The Squadron Educational Officer will submit the '*Application for Initial Certification*' form available on the Instructor Development web page.

Re-certification of all instructors requires completion of the USPS two-hour re-certification Seminar.

### **THE RE-CERTIFICATION SEMINAR:**

Effective in February 2011, the Instructor Development Committee revised the two-hour re-certification seminar reflecting the latest information on teaching and adult learning techniques. It focuses primarily on effective presentation skills and the effective use of current electronic materials and technology. The seminar emphasizes the high value USPS places on quality educational material and instruction and is designed to renew enthusiasm and enhance the skills needed for any type of presentation. It will be updated every four years to remain current with the latest technology and adult education practices. Previously certified instructors who successfully complete the re-certification seminar will be re-certified for a new four-year term from the date of completion of the seminar.

Responsibility for offering the re-certification seminar will rest with the Squadron Educational Officer and the Squadron Instructor Development Chair.

### **SPECIFIC BOATING COURSE RECOMMENDATION:**

District Educational Officers are responsible for defining and implementing district educational policies that provide for the certification of all instructors of USPS public boating courses.

### **ADMINISTRATION:**

- Records of USPS instructor certification will be filed and maintained at USPS Headquarters.
- District Educational Officers and Squadron Educational Officers are to maintain and monitor records of certified instructors within their areas of responsibility.
- Headquarters mails a monthly report to all DEOs and SEOs listing currently certified instructors and their expiration date.
- Certification remains with the member and applies to all Squadrons in USPS.
- 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.