

**The  
United States  
Power  
Squadrons®**



# **Educational Department Manual I Squadron Organization**

dedicated to  
making boating  
safer and more fun

**2003**



# **Educational Department Manual I Squadron Organization**

**UNITED STATES POWER SQUADRONS®**

**Educational Department Operations Committee**



## **USPS Mission Statement**

**“To promote recreational boating safety through education and  
civic activities while providing fellowship for our members.”**

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# Introduction

- 1 A new squadron educational officer (SEO) receives a *Squadron Educational Officer's Kit* from the District Educational Officer (DEO). It contains this manual, *Educational Department Manual I—Squadron Organization* (EDM-I).
  - *Educational Department Manual III National Organization* is designed specifically for members of the National Educational Department in the exercise of their duties
- 2 Additional copies of this manual may be ordered from the—*Squadron Materials Catalogue* (item 01-99-107) or downloaded in whole, or in part, from the Educational Department Website at <http://www.usps.org/national/eddept>.
- 3 Appendix 3B, following Section 3, lists the contents of a typical SEO's kit. This EDM-I manual is an excellent working tool to be provided for each member of a squadron's educational committee.
- 4 USPS Educational Department Manuals (EDMs) are designed to describe department policies, protocols, procedures, and materials; and to assist educational department members in the effective and expeditious handling of their duties. Deviations from these policies, protocols, procedures, and materials require the approval of the squadron executive committee (ExCom) and the DEO.
- 5 An effort has been made to present organizational structures and philosophies so the leadership of the three educational departmental levels will have a general idea of the interrelationships between the three levels. They are divided into three parts:
  - *Educational Department Manual I Squadron Organization* is designed specifically for members of the squadron educational department in the exercise of their duties
  - *Educational Department Manual II District Organization* is designed specifically for members of the district educational department in the exercise of their duties
- 6 *Educational Department Notices* (EDNs) inform members of changes in policies, protocols, procedures, and materials; pending issuance of revised educational manual pages. EDMs are presented in loose-leaf format to facilitate easy incorporation of these updates and revised pages.
- 7 File EDNs with the appropriate sections of the educational manuals and the USPS Operations Manual until replacement pages are issued. Replace revised pages as soon as you receive them. (They are also available on the Educational Department Website.) Immediately advise affected members of your department of any changes. When your term of office expires, pass the up-to-date manual to your successor.
- 8 Use this manual with EDNs and the *USPS Operations Manual*, as they complement each other and collectively provide a cornerstone of references for the squadron educational department.
- 9 Suggestions for the improvement of any EDM or EDN are welcome. Address suggestions to your SEO for forwarding to the appropriate personnel.
- 10 Words denoting gender in EDMs apply equally to both genders, as the context may require.

**To Communicate with Headquarters**

Headquarters' employees have a lot of information to share; do not hesitate to call when you need assistance. The office is open 0800 – 1630 (EST), Monday through Friday. You may leave a voice mail message after hours. The office is closed New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the days after Thanksgiving and Christmas.

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## Section 1

# The National Educational Department

- 1 The National Educational Department consists of the National Educational Officer, Assistant National Educational Officer, ten national educational committees, and all district and squadron educational officers. The National Educational Officer is a member *ex officio* of the National Educational Department and all its committees. (Bylaw 5.14.3)

## National Educational Officer

- 2 Elected by the members of USPS at the Annual Meeting each year, upon the recommendation of the Committee on Nominations, the National Educational Officer (NEO) holds the rank of Vice Commander. The NEO directs the activities of the National Educational Department and is a member of the National Bridge, National Operating Committee, and the Governing Board, ranking third in authority after the Chief Commander and the Executive Officer.

## Assistant National Educational Officer

- 3 Elected by the members of USPS at the first Governing Board of each calendar year, upon recommendation of the NEO and nomination by the Committee on Nominations, the Assistant National Educational Officer (ANEO) holds the rank of Rear Commander. The Assistant National Educational Officer is an *ex officio* member of the Governing Board, but not a member of the national bridge or operating committee.
- 4 The ANEO assists the NEO as directed, and acts for him in his absence or incapacity. Because of the complexity of the NEO's tasks, all reports,

correspondence, telephone calls, and problems are usually transmitted to the ANEO; who, within the bounds of authority granted by the NEO, addresses as many of these as possible.

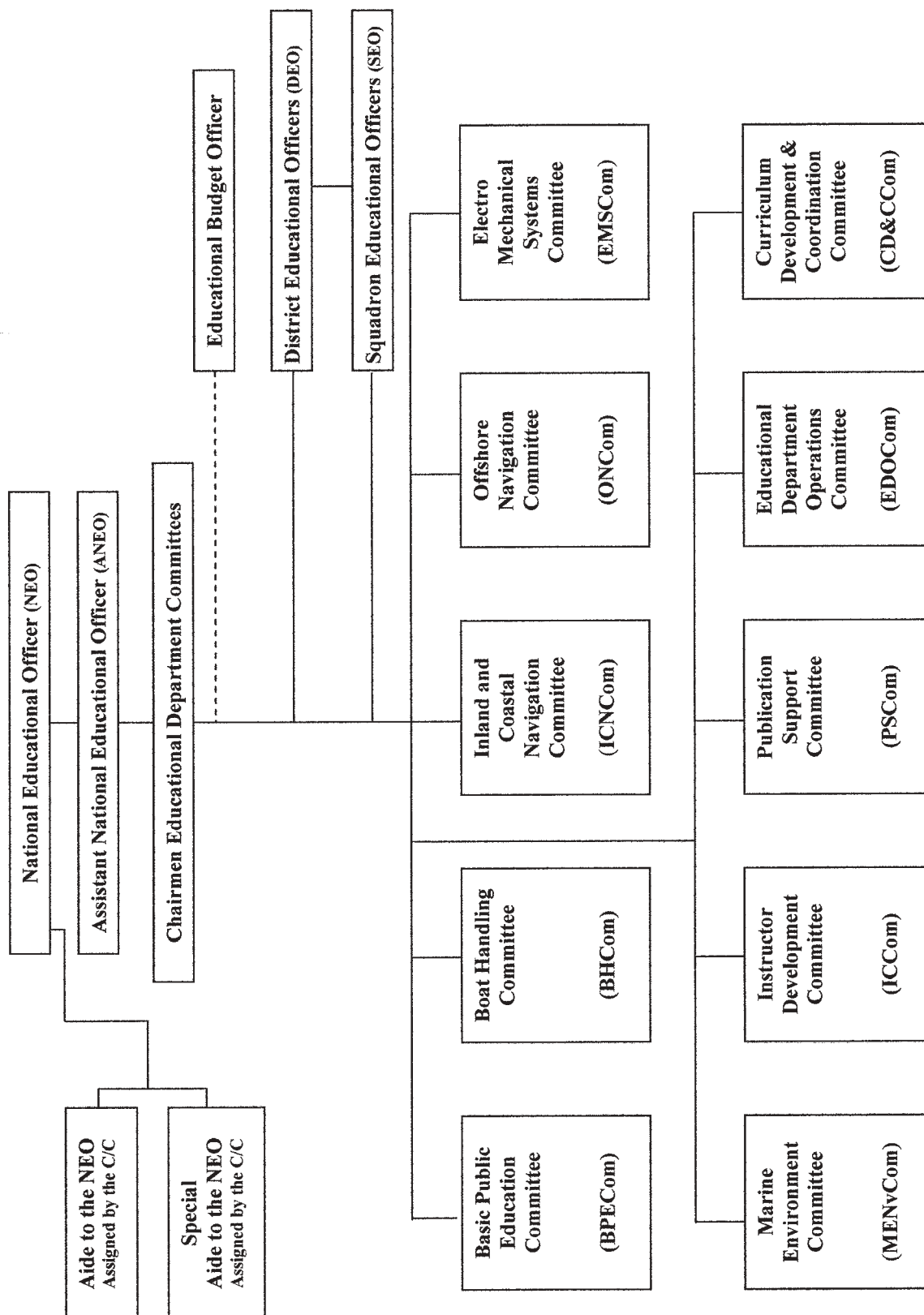
## Educational Department Committees

- 5 Rear Commanders chair each of the ten committees of the National Educational Department and are members *ex officio* of the Governing Board. One or more Assistants to the Chairman, holding the rank of Staff Commander, and elected in the same manner as the chairmen, assist the chairmen in the administration of their committees. Committee members, other than the Chairman and Assistants to the Chairman, are appointed by the Chief Commander on behalf of the Governing Board upon recommendation of the committee chairmen and the NEO.
- 6 Each committee is responsible for the development and preparation of course materials and other supplemental materials and programs as may be assigned to it by the NEO or ANEO. The committees and their responsibilities are as follows:

### Basic Public Education Committee

- 7 This committee (BPECom) is responsible for: *The Squadron Boating Course, Boat Smart, America's Boating Course, Jet Smart, Paddle Smart Learning Guide, Chart Smart Learning Guide, Boating Safety for Kids Learning Guide, USPS Video Boating Course*, and such other courses, materials, and programs as may subsequently be assigned to it.

# National Educational Department Organizational Chart



## Boat Handling Committee

- 8 This committee (BHCom) is responsible for: the *Seamanship Course*; the *Sail Course*; *Introduction to Sail Learning Guide*; *Knots, Bends, and Hitches Learning Guide*; *How to Buy a Boat Learning Guide*; *Water Smart Learning Guide*; *Skipper Saver Learning Guide*; *Water Sports Learning Guide*; and the *Elements of Boat Design and Construction Learning Guide*; and such other courses, materials, and programs as may subsequently be assigned to it.

## Inland and Coastal Navigation Committee

- 9 This committee (ICNCom) is responsible for: the *Piloting Course*, the *Advanced Piloting Course*, *Plotting and Labeling Standards Learning Guide*, *Compass Adjusting Learning Guide*, *Marine Radio Learning Guide*, *Predicted Log Learning Guide*, and such other courses, materials, and programs as may subsequently be assigned to it.

## Offshore Navigation Committee

- 10 This committee (ONCom) is responsible for: the *Junior Navigation Course*, the *Navigation Course*, *Sight Reduction Methods Learning Guide*, *Calculators for Navigation Learning Guide*, *Navigational Astronomy Learning Guide*, and such other courses, materials, and programs as may subsequently be assigned to it.

## Electro-Mechanical Systems Committee

- 11 This committee (EMSCCom) is responsible for: the *Engine Maintenance Course*, the *Marine Electronics Course*, *Electrical Systems Learning Guide*, *LORAN C Learning Guide*, *GPS Learning Guide*, *RADAR Learning Guide*, *Amateur Radio Learning Guide*, *Diesel Engines Learning Guide*, *Outboard Engines Learning Guide*, and such other courses, materials, and programs as may subsequently be assigned to it.

## Marine Environment Committee

- 12 This committee (MECom) is responsible for: the *Weather Course*, the *Cruise Planning Course*, *Marine Ecology Learning Guide*, *Cold Weather Survival Learning Guide*, *Mariner's Environment Learning Guide*, *First Aid/CPR (Red Cross)*

*Learning Guide*, and such other courses, materials, and programs as may subsequently be assigned to it.

## Instructor Development Committee

- 13 This committee (IDCom) is responsible for: the *Instructor Development Course*, *Teaching Aids Program*, the *Teaching Aids Exhibits*, *The Chapman Award Program*, *Instructor Certification Program*, and such other courses, materials, and programs as may subsequently be assigned to it. The committee maintains a certification policy and program to ensure that USPS instructors are qualified to meet the needs of their students, and develops and maintains training courses that are up-to-date and encompass modern adult learning techniques and technologies. The *Teaching Aids Program*, through the use of the Internet and annual exhibits, provides a means of sharing ideas for effective training aids among all USPS course instructors. The *Chapman Award Program* provides recognition and rewards for outstanding instructional performance.

## Publication Support Committee

- 14 This committee (PSCom) is responsible for assisting other committees with editing, formatting, and graphics development for courses, learning guides, and other supplemental materials to be published. It coordinates with outside vendors contracted to provide editing, graphics, and formatting services for Educational Department materials. It publishes *The Educational Department Style Manual*, *The USPS Glossary Learning Guide*, and such other courses, materials, and programs as may subsequently be assigned to it.

## Educational Department Operations Committee

- 15 This committee (EDOCom) is responsible for educational operations, such as recording and publishing department meeting minutes and notices; compiling and publishing *Educational Department Manuals*; and the *Boat Insurance Learning Guide*; coordinating educational department matters with the USPS Operations Manual Committee; maintaining the Educational Department Web Site; directing the *Member Course Promotion Program*; and all Educational Business projects. It also oversees such educational functions such as

designing Certificates of Completion, Educational Achievement and Proficiency Certificates, and other similar tasks that may subsequently be assigned to it. See Section 6 of this manual for a detailed description of the Educational Department Web Site.

### **Curriculum Development and Coordination Committee**

- <sup>16</sup> This committee (CDCCom) is responsible for course content control, module content control, grade equivalency, new courses, new subjects, and special programs, and such other courses, materials, and programs as may subsequently be assigned to it. The committee defines and maintains the definition and maintenance of the USPS educational curriculum. It is responsible for maintaining the exam database

used to generate examinations for USPS courses and modules, and establishes policies for the contents of examinations.

## **District and Squadron Educational Officers**

- <sup>17</sup> Elected and appointed District Educational Officers (DEOs) and Squadron Educational Officers (SEOs) report to the NEO on all matters relating to USPS educational program administration, including course content, student and instructor manuals, instructional qualification and certification, instructional standards, examinations, reporting, and eligibility standards for officers and students.



## Section 2

# The District Educational Department

- 1 The composition of a district educational department depends upon each district's bylaws, but it typically consists of a district educational committee consisting of the district educational officer (DEO), an assistant district educational officer (ADEO), and all squadron educational officers (SEOs). Also included are the chairmen of three district local boards of education, (boating, advanced grades, and elective courses), the district coordinators of the *America's Boating Course*, and certain committee chairmen appointed by the district commander upon recommendation of the DEO, possibly including a district supplemental programs chairman; a district teaching aids chairman; and other additional individual course committee chairmen, as selected. The district commander is an *ex officio* member of the district educational department and its committees.
- 4 The DEO's responsibilities relating to squadrons include, but are not limited to, such matters as:
  - counseling squadron nominating committees on their recommendations for squadron educational officers (SEOs) and assistant squadron educational officers (ASEOs).
  - approving the nomination of SEOs and ASEOs, when delegated to do so by the NEO.
  - approving appointments by squadron commanders of the chairmen and assistant chairmen of the three squadron local boards of education, (boating, advanced grades, and elective courses), when delegated to do so.

## District Educational Officer

- 2 The district educational officer, (DEO), is elected by the district conference upon nomination of the district nominating committee, (or as otherwise provided in the district bylaws), with pre-approval by the National Educational Officer. DEOs hold the rank of district lieutenant commander, (D/Lt/C).
- 3 The DEO is a member of the National Educational Department, providing liaison between that department and the local squadrons. He is a district bridge officer, ranking third in authority after the district commander and the district executive officer, and a member of the district council and district conference. His duties include acting as chairman of the district educational committee, supervising and coordinating all educational affairs at the district level.

## Assistant District Educational Officer

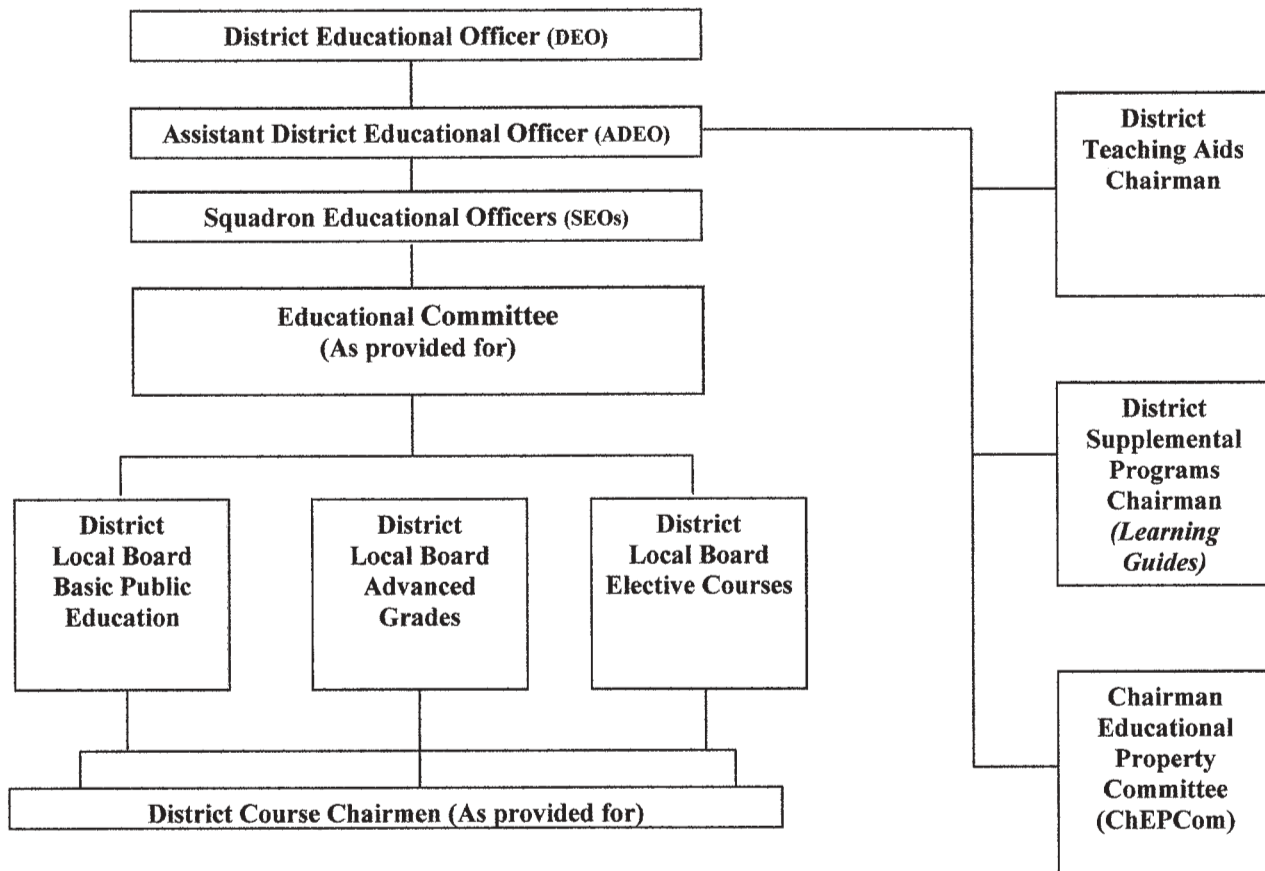
- 5 The assistant district educational officer, (ADEO), if authorized by the district bylaws, is elected by the district conference upon nomination of the district nominating committee, after pre-approval by the National Educational Officer. ADEOs hold the rank of district first lieutenant, (D/1Lt).
- 6 The ADEO assists the DEO as directed, and in the absence or incapacity of the DEO, acts in his stead, including voting at district or national meetings. Unless district bylaws provide otherwise, the ADEO is not an officer of the district bridge, nor a member of the district council or district conference.

## District Educational Department Committees

- 7 District bylaws often provide for various educational department committees, mentioned above in describing a typical district educational department.

The district commander appoints these committees annually upon recommendation of the DEO, (or as the district bylaws may provide). Holding the rank of district lieutenant, (D/Lt), they assist the DEO in the coordination of educational programs, as assigned.

## District Educational Department Organizational Chart



## Section 3

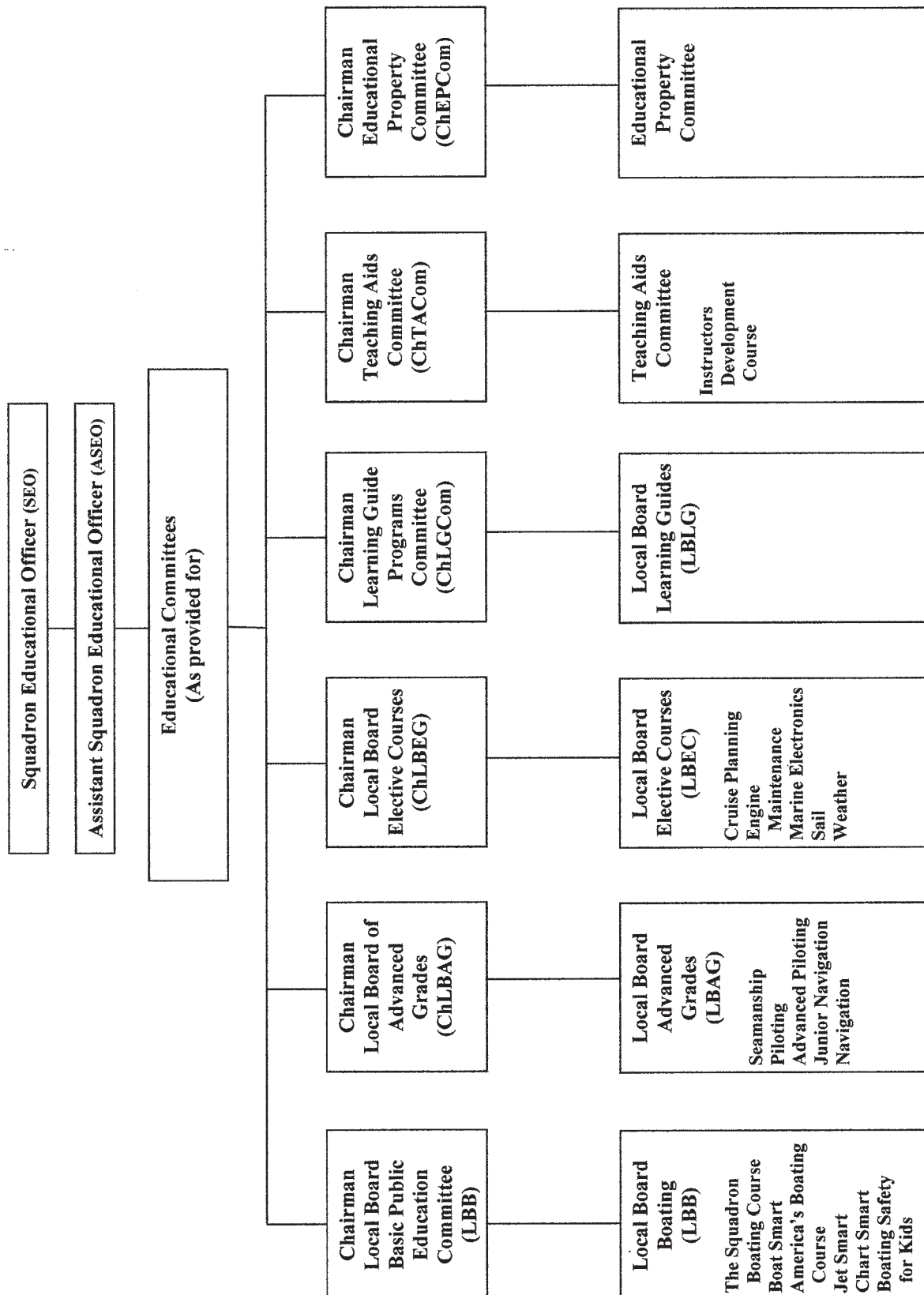
# The Squadron Educational Department

- 1 A squadron educational department is determined by its bylaws. Its educational committee, under the direction of the squadron educational officer, (SEO), typically includes the assistant educational officer, (ASEO), chairmen of the three local boards of education, (ChLBs), (boating, advanced grades, and elective courses), chairmen of the course committees, (ChCrsComs), chairman of the teaching aids committee, (ChTACom), chairman of the supplemental programs committee, (ChSPCom), and the educational department property officer, (ChEDPCom). The squadron commander, (Cdr), is an *ex officio* member of the squadron educational department and all of its committees. Squadron members holding positions in the National Educational Department are often invited to serve in an advisory capacity to the department.
  - course content
  - student and instructor manuals
  - instructional standards
  - instructor development, qualification, and certification
  - examination administration
  - reporting of educational matters
  - eligibility standards for officers and students
- 4 The SEO is a member of the district educational department, the squadron bridge, and the squadron executive committee.

### SEO Qualifications

- 2 Squadron members at the annual meeting elect the SEO upon recommendation of the nominating committee, or as otherwise provided in the bylaws. An SEO nomination must be pre-approved by the National Educational Officer, (NEO), or his designee. Use the *Nominations for Educational Officer and Assistant Educational Officer, (ED-80)*, to obtain this approval; headquarters sends an up-to-date copy of this form to the squadron commander. Complete it and send it to the DEO at least sixty days prior to the election. For an illustration of this form see Appendix 3A at the end of this section.
- 3 The SEO holds the rank of lieutenant commander, (Lt/C), and is a member of the National Educational Department, reporting to the NEO on all matters relating to USPS educational courses, including, but not limited to:
  - course content
  - student and instructor manuals
  - instructional standards
  - instructor development, qualification, and certification
  - examination administration
  - reporting of educational matters
  - eligibility standards for officers and students
- 5 A member nominated for the position of SEO should be selected on the basis of his enthusiasm for the USPS educational program as evidenced by a personal record of educational achievement. The candidate ideally should have attained the grade of Senior Navigator (SN) and his four-year certification as an instructor. He should have a history of encouraging others to strive for the highest levels of educational achievement, and have demonstrated an ability to willingly cooperate with other USPS members while working on squadron, district, and national levels. A working knowledge of basic computer technology is almost a necessity in this modern age.
- 6 A candidate for SEO should be willing to commit to taking an active part in the USPS educational program for a period of three years, including representing the squadron in district conferences, councils, and educational programs. The three-year term provides continuity in the position and allows adequate time to train a successor.

# Squadron Educational Department Organizational Chart



## SEO Responsibilities

- 7 A new SEO receives a *Squadron Educational Officer's Kit* from the District Educational Officer, containing this manual, *Educational Department Manual I Squadron Organization*, (EDM-I). *Appendix 3-B*, following this section, lists the contents of a typical SEO's kit. Additional copies of this manual may be ordered from the *Squadron Materials Catalogue*, (item 01-99-107), or downloaded in whole or in part from the educational department website, <http://www.usps.org/national/eddept>. It is an excellent working tool for each member of your squadron educational department; provide them each with a copy.
- 8 The SEO has general supervision of the squadron educational department, as directed by the squadron commander and the squadron executive committee. The success of the educational program depends upon the efforts of the commander, the executive committee, the entire squadron educational department, and all squadron members. An SEO's responsibilities fall into four general categories: planning, administrative, training, and communicating.
- 9 **Planning** responsibilities include but are not limited to:
  - counseling the squadron nominating committee, prior to the annual election, on its selection of a candidate for ASEO, (if the position is authorized by the bylaws). The candidate ideally should have attained the grade of Senior Navigator, (SN), or a minimum grade of Advanced Pilot, (AP), and his four-year certification as an instructor.
  - recruiting, with the aid of the ASEO, candidates for positions of chairmen and assistant chairmen of the three local boards of education boating, advanced grades, and elective courses, recommending these candidates to the commander-elect prior to the change of watch. The NEO or his designee must approve the qualifications of all candidates for these positions. Use *Squadron Educational Department Appointments*, (ED-I), to obtain this approval. Headquarters sends an up-to-date version of this form to the squadron commander. Complete it and send to the DEO at least sixty days prior to the election. For an illustration of this form, see *Appendix 3-C* at the end of this section.
  - selecting, with the aid of the ASEO and ChLBs, candidates for chairmen of all other educational department committees authorized by the bylaws, such as teaching aids, supplemental programs, and educational property, recommending these candidates to the commander-elect for appointment prior to the change of watch.
  - scheduling immediately after the change of watch, an educational planning meeting with members of the educational committee to define the department's objectives and establish the year's programs.
  - establishing a publicity program with the aid of the public relations officer, newsletter editor, and squadron web master, to provide effective publicity for all squadron educational courses and programs.
  - reviewing the squadron's inventory of teaching aids, with a goal of providing outstanding teaching aids for all courses. Alleviating deficiencies in teaching aids currently in use; keeping alert for new teaching aids; and squadron participation in all district and national teaching aids contests; should be stressed.
  - planning regular presentations of the *Instructor Development Course* to train current instructors and attract new instructors to carry out the squadron educational program.
- 10 **Administrative** responsibilities include, but are not limited to:
  - acting as *ex officio* member of all squadron educational department boards and committees.
  - coordinating the educational activities of the squadron in conformance with national policies and procedures.
  - advising the squadron commander on all squadron educational matters and appointments.

- attending all squadron bridge, executive committee, and members' meetings as an important member of the bridge.
- keeping the executive committee and squadron members informed of educational activities via regular reports to the executive committee, and to the members via the squadron newsletter.
- working closely with the DEO and the National Educational Department, seeking guidance and assistance whenever appropriate, and sharing educational objectives, significant suggestions to improve teaching methods, teaching aids, and course material.
- attending all district councils, conferences, and educational meetings, demonstrating the extent of the squadron's involvement interests. Promoting attendance at these meetings by all members of the squadron educational department.
- maintaining, with the aid of the ASEO, close contact with the ChLBs, to discuss potential problems, and encourage their use of USPS standards for instruction and examination in their assigned courses.
- monitoring, with the aid of the ASEO and ChLBs, the progress of all classes; investigating those with high dropout rates and failures, and taking immediate corrective action when necessary.
- checking regularly, with the aid of the ASEO, the administration of examinations, to ensure proper and fair examination procedures.
- verifying that examination critiques are utilized to the best advantage of students and instructors.
- ensuring that navigation course sextant sights are thoroughly checked prior to submission.
- preserving, in good condition, a complete record of all squadron educational activities, for eventual transfer to a successor. The headquarters DB2000 software program, and *Boating Course Assistant* software, (described in Section 4), should be used as aids in keeping accurate

squadron records and files. The files include, but are not limited to:

- boating class student registration and permanent record forms
- advanced grade and elective class student registration and record forms
- educational materials and examinations ordered and returned
- educational records for all squadron members
- progress reports relative to educational objectives
- monitoring department expenditures regularly to guarantee compliance with the squadron budget
- checking material inventory supplies regularly to insure return of excess materials for credit within the allowable time.

11 **Training** responsibilities include, but are not limited to:

- providing a training program for the ASEO immediately upon assuming the duties of office, ensuring that there will be no disruption in the duties of the office on occasion of the incapacity or absence of the SEO, and preparing the assistant for possibly assuming the SEO position whenever needed. Keeping the ASEO fully informed of all aspects of the job is a part of this training program.
- Familiarizing the ASEO and ChLBs with this manual, the educational department sections of *The Operations Manual*, and any currently effective educational department notices, (EDNs). As a bare minimum, each should become familiar with ordering and returning educational materials, proper administration of examinations, and accurate filing of required reports.
- ensuring with the aid of the ASEO and ChLBs, the proper training of all course chairmen by the successful completion of the Instructor Development Course. It is mandatory that public



boating course instructors obtain their four-year instructor certification.

- delegating responsibilities regularly to the ChLBs so that they may become candidates for more responsible positions.

12 **Communicating** responsibilities include, but are not limited to:

- responding to correspondence in a timely fashion, (response within 7 days is recommended), copying the Cdr, DEO, national committee chairmen, and NEO when appropriate.
- disseminating promptly all communications, procedural memos, (EDNs), etc. from national and district sources to department members affected.
- preparing complete and accurate reports, in a timely manner, as per prescribed schedules and special requests. These reports include, but are not limited to:

- *USPS Boating Course Information Report*, (HQ-800). An SEO, Cdr, DEO, ChLBB, or authorized designee, uses this on-line report to automatically update a master database that stores information relative to the availability of USPS public basic education courses; specifically; *The Squadron Boating Course*, *Boat Smart*, and *America's Boating Course*. The information in this database must be accurate and up-to-date at all times. See *Appendix 4-B* following Section 4 of this manual *How to File a Boating Course Information Form* (HQ-800).

- *Boating Course Student Registration Record*, (ED-46). This is a three-part form. (See *Appendix 4-C* following Section 4 of this manual for an illustration of this form.) All three parts are important to the public basic education program. Its proper use is the responsibility of the SEO.

- ✦ Part 1 - (ED-46M), provides the squadron membership committee with information as to the students in each class. It goes to the membership chairman immediately following registration.

- ✦ Part 2 - (ED-46 PR), provides the squadron public relations committee information in determining the effectiveness of its efforts. This part goes to the public relations officer immediately following registration so that he can complete Form NPR-101 for the district educational officer. Information from the NPR-101 form enables the National Operating Committee to assess the value of the various types of boating course publicity when determining the most effective use of its advertising budget.

- ✦ Part 3 - (ED-46S), is the permanent record showing the class record of each student. These must be retained for a minimum of six years. They are frequently needed when students lose their completion certificates.

- *Boating Class Report*, (ED-27). This report is also important to the basic public education program, with its proper filing the responsibility of the SEO. It reports the number of boating course students registered, passed, and not passed, and is vital information for completing governmental reports supporting the non-profit status of USPS. It must be filed immediately following the completion of a *The Squadron Boating Course*, *Boat Smart Course*, *Chart Smart Program*, or examination for *The Video Boating Course*. For a complete description of the report and its filing, see *Appendix 4-E, Boating Class Report* (ED-27) following Section 4 in this manual.

- *Annual Merit Mark Recommendations Reports*. The only tangible remuneration members receive for committee service is the award of a merit mark by the Chief Commander. The SEO, with cooperation of the chairmen of the squadron local boards of education and course committees, makes merit mark recommendations to the squadron commander, or his authorized representative, by 15 October each year on behalf of members of the department who have made *substantial* contributions to the USPS program. See *Appendix 3-D* at the end

of this section *Preparing a USPS Merit Mark Recommendations Report*.

- *Annual Budget Proposal*. Prior to 1 November each year the squadron budget and finance committee will be preparing a budget for the new fiscal year. Educational expenses are a large part of a squadron's expenses. An SEO's cooperation with squadron commander and the committee is essential.

## Assistant Squadron Educational Officer

- 13 If authorized by the squadron bylaws, an assistant squadron educational officer, (ASEO), may be elected to assist the SEO and act in his absence. The nominating processes and qualifications requirements are the same as for the SEO position. The ASEO assists the SEO as directed, and acts for the SEO in his absence or incapacity. Unless squadron bylaws provide otherwise, an ASEO is not a member of the squadron bridge or squadron executive committee.

## Squadron Local Boards of Education

- 14 There are three squadron local boards of education: boating, (LBB), advanced grades, (LBAG); and elective courses, (LBEC). A chairman, (ChLB), is in charge of each local board.

### Chairmen of Local Boards

- 15 The commander appoints the chairmen of the local boards, (ChLBs), upon recommendation of the SEO, and pre-approval of the NEO, or his designee. The chairmen report to the SEO and ASEO, and are charged with maintaining USPS standards of instruction and examination in their assigned courses. If authorized by the squadron bylaws, assistant chairmen of local boards, (AChLBs), may be appointed to assist each local board chairmen and act in his absence. The recommendation processes and qualifications requirements for AChLBs are the same as for the ChLB position. Assignments for each ChLB are described as follows:

- **The Chairman Local Board/Boating (ChLBB)** is responsible for the squadron's programs of instruction and examination in basic public education boating courses. Ideally, he should have attained the grade of Advanced Pilot, or higher. Assigned courses currently include: *The Squadron Boating Course, Boat Smart, America's Boating Course, Jet Smart, The USPS Video Boating Course*, and the *Chart Smart and Boating Safety for Kids* programs
- **The Chairman Local Board/Advanced Grades, (ChLBAG)**, is responsible for the squadron program for instruction and examination in advanced grade courses. Ideally, he should have attained the grade of Navigator, but, at a minimum, should have completed the highest advanced grade course being taught in the squadron. Assigned courses currently include: *Seamanship, Piloting, Advanced Piloting, Junior Navigation*, and *Navigation*.
- **The Chairman Local Board/Elective Courses (ChLBEC)** is responsible for the squadron program of instruction and examination in elective courses. Ideally he should have successfully completed all elective courses being taught in the squadron. Assigned courses currently include: *Sail, Engine Maintenance, Marine Electronics, Weather, Cruise Planning*, and *Instructor Development*.

- 16 **Responsibilities of Local Board Chairmen** include, but are not limited to:

- maintaining USPS standards of instruction and examination in all courses assigned to his local board
- working closely with the SEO in the recruitment and training of assistant local board chairmen (AChLB), course committee chairmen, (ChCrSCom), and personnel of other committees called for in the squadron bylaws. Instructors and proctors are chosen after consultation with the course chairmen.
- participating in the SEO's educational department planning meeting to define the department's objectives and establish the year's programs.



- keeping the SEO advised of potential problems in his assigned courses; offering suggestions for improving the courses and teaching methods; advising him of any important developments in the courses.
- overseeing, in cooperation with the squadron public relations chairman, newsletter editor, and squadron web master, publicity programs promoting strong member participation in their courses.
- planning with the course committee chairmen, materials and teaching aids required for each class.
- ensuring prompt return for credit of unused materials, within the allowable time limit.
- supervising the instruction and examination of students in all courses assigned to his local board, investigating those classes with high dropout or failure rates, and taking immediate corrective action when necessary.
- encouraging the use of effective teaching aids in all courses under his administration.
- administering examinations in classes under his jurisdiction; ensuring proper and fair procedures for all students; prompt reporting of examination results to the SEO, instructors, and students, and ensuring that examination critiques are utilized to the best advantage of both students and instructors.
- maintaining, through the SEO, regular contact with local board chairmen of neighboring squadrons and chairmen of district and national committees, with a goal of sharing successful instructional techniques and working out the solution of mutual problems.
- preparing and preserving in good condition complete reports, statistics, and other records of his local board activities, in proper condition for transfer to a successor at the appropriate time.

## Squadron Course Committees

- 17 Squadron bylaws provide for various educational department committees, including one for each USPS course taught in the squadron. Squadron bylaws may call for additional support committees, including a teaching aids committee, supplemental programs/learning guides committee, and an educational property committee.

## Squadron Course Committee Chairmen

- 18 Course committee chairmen are appointed annually by the squadron commander upon recommendation of the SEO, (or as the squadron bylaws may provide). Holding the rank of Lieutenant, (Lt), they assist the SEO and ChLBs in the coordination of the educational programs, as assigned.
- 19 **Qualifications for Squadron Course Committee Chairmen** are as follows: Chairmen of the Boating Committee should have successfully completed the *Seamanship* and *Piloting* courses. Chairmen for advanced grade and elective courses should have successfully completed, as a minimum, the course that they administer.
- 20 **The Teaching Aids Committee**, (TACom), is an important educational department committee. The squadron commander, upon recommendation of the SEO, appoints the Ch/TA/Com. Serving with the rank of lieutenant, he is a member of the district teaching aids committee and the squadron educational committee. This committee is responsible for the design, construction, and maintenance of teaching devices used in the various squadron courses. It maintains regular contact with the National Instructor Development Committee and the district teaching aids committee, in order to take advantage of teaching aid information and ideas exchanged between these committees. The ChTA/Com works closely with the course chairmen to ensure the use of teaching aids in their classes and their participation in teaching aids competitions at district conferences and at the USPS annual meeting each year.

- <sup>21</sup> **The Supplemental Programs Committee**, (SPCom) is a common squadron educational committee. Its chairman, (ChSPCom), is appointed by the squadron commander upon recommendation of the SEO. Serving with the rank of lieutenant, he is responsible for the teaching and sales promotion of USPS learning guides. Current learning guide titles include: *Chart Smart; Boating Safety for Kids; Introduction to Sail; Knots, Bends, and Hitches; Paddle Smart; Water Smart; Skipper Saver; Water Sports; Elements of Boat Design and Construction; Piloting and Labeling Standards; Compass Adjusting; Marine Radio; Predicted Log; Sight Reduction Methods; Calculators for Navigation; Navigational Astronomy; Electrical Systems; LORAN C; GPS; RADAR; Amateur Radio; Diesel Engines; Outboard Engines; Marine Ecology; Cold Weather Survival; Oceanography; First Aid/CPR (Red Cross); USPS Glossary, and Boat Insurance.*
- <sup>22</sup> **The Educational Property Committee** is another common educational department support committee. The squadron commander appoints its chairman (ChEPCom) upon recommendation of the SEO. Serving with the rank of lieutenant, he is responsible for ordering, caring for, dispensing, and storing of educational materials, teaching aids, audio-visual equipment, and property such as

navigational sextants. If not provided for by a squadron's bylaws, the teaching aids committee handles these functions.

- <sup>23</sup> **A Teaching Facilities Officer** responsible for locating and scheduling classrooms may play a supporting role in some squadron educational departments.


## The USPS Operations Training Program

- <sup>24</sup> This USPS program is a service of the squadron administrative department. It is a management tool that offers members the opportunity to learn about the workings of USPS, including the relationships between squadrons, districts, and the national organization. It provides insights into squadron educational programs, staffing, and training of officers, conducting of meetings, planning of squadron programs, explanation of USPS protocol, and handling of communications.
- <sup>25</sup> The program is highly recommended for members of all departments at all levels of USPS, and is a course that would be especially beneficial to members of a squadron educational department.

## Appendix 3A

# Nominations for Educational Officer and Assistant Educational Officer (ED-80)

(The illustration of this form is for information only. Use the up-to-date version of the form received by the squadron commander)

|   |  |
|---|--|
|  | <b>UNITED STATES POWER SQUADRONS®</b><br>Educational Department<br><b>NOMINATIONS FOR EDUCATIONAL OFFICER<br/>         AND ASSISTANT EDUCATIONAL OFFICER</b> |
|---|--|

*Nominations for Squadron and District Educational Officers and Asst. Educational Officers must be approved prior to election to Office. The Chair of the applicable NomCom should type or print the information below and send three copies to the DEO for squadron nominations and to the NEO for district nominations AT LEAST 60 DAYS before the election. Keep a fourth copy for the NomCom's own files.*

☐ For SEO/ASEO of \_\_\_\_\_ Squadron  
☐ For DEO/ADEO of District \_\_\_\_\_

Effective Date of Installation to Office: \_\_\_\_\_

THE PROPOSED NOMINEE for EDUCATIONAL OFFICER is:

Circle Courses Passed:

S P AP JN N

\_\_\_\_\_  
 Name Rank Grade Certificate Number CP EM IQ ME Sa Wx

\_\_\_\_\_  
 Street Address City State ZIP+4

E-mail: \_\_\_\_\_

Telephone: (H) (\_\_\_\_) \_\_\_\_\_ (B) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_

☐ RENOMINATION (Prior years in this office \_\_\_\_\_) Name of Spouse \_\_\_\_\_

☐ NEW NOMINATION (Reason for Change) \_\_\_\_\_

THE PROPOSED NOMINEE for ASST. EDUCATIONAL OFFICER is:

Circle Courses Passed:

S P AP JN N

\_\_\_\_\_  
 Name Rank Grade Certificate Number CP EM IQ ME Sa Wx

\_\_\_\_\_  
 Street Address City State ZIP + 4

E-mail: \_\_\_\_\_

Telephone: (H) (\_\_\_\_) \_\_\_\_\_ (B) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_

☐ RENOMINATION (Prior years in this office \_\_\_\_\_) Name of Spouse \_\_\_\_\_

☐ NEW NOMINATION (Reason for Change) \_\_\_\_\_

SUBMITTED BY ChNomCom: (signed) \_\_\_\_\_

\_\_\_\_\_  
 Name Rank Grade Certificate Number

\_\_\_\_\_  
 Street Address City State ZIP+4

Telephone: (H) (\_\_\_\_) \_\_\_\_\_ (B) (\_\_\_\_) \_\_\_\_\_ (Fax) (\_\_\_\_) \_\_\_\_\_

APPROVAL:

EDUCATIONAL OFFICER Nomination

☐ Approved

☐ Not Approved

ASST. EDUCATIONAL OFFICER Nomination

☐ Approved

☐ Not Approved

APPROVAL Signature: \_\_\_\_\_ DEO or NEO

Date: \_\_\_\_\_

*DEO/NEO: If fully approved, sign and send one copy to HQ and one copy to the submitting ChNomCom keeping the third copy for your own files. If either nominee is not approved, return two copies with your comments to ChNomCom, keeping the third copy for your own files.*

## Appendix 3B


### Content of Typical Squadron Educational Officer's Kit

|                             |  |
|-----------------------------|--|
| <b>Manual</b>               | Educational Department Manual I – Squadron Educational Officers  |
| <b>Compact Disk</b>         | <i>The USPS Operations Manual</i> (Mailed to the SEO under Separate Cover)   |
| <b>Introductory Letter</b>  | Welcome Letter from the National Educational Officer   |
| <b>Checklist</b>            | Squadron Officers' Checklist for Current Year  |
| <b>Informative Letters</b>  | On-line Access of Forms, Catalogues, <i>Educational Department E-Mail Newsletter</i>   |
| <b>Informative Brochure</b> | <i>The Squadron Guide to America's Boating Course</i>  |
| <b>Instruction Sheet</b>    | <i>Administration of Examinations for USPS Advanced Grades and Elective Courses</i>  |
| <b>Lists</b>                | Current Editions of Course Material<br>Current Editions of Instructor's Manuals<br>Current Course Overhead Transparency Master Sets Available<br>Current List and Retail Prices of <i>Learning Guides</i> (Supplemental Courses)<br>Current Forms for Ordering and Returning Educational Materials<br>Currently Effective Educational Department Notices |
| <b>Reproducible Forms</b>   | <i>Standard Order Form for Educational Materials</i><br>(To Order from the <i>Squadron Materials Catalogue</i> )   |
|                             | ED-1 <i>Squadron Educational Department Appointments</i>   |
|                             | ED-27 <i>Boating Class Report</i>  |
|                             | ED-34 <i>Squadron Report of Examination</i>  |
|                             | ED-46 <i>USPS Boating Course Registration Record</i>   |
|                             | ED-80 <i>Nominations for Educational Officer and Assistant Educational Officer</i>   |
|                             | Teaching Aids Judging Form   |

## Appendix 3C

## Squadron Educational Department Appointments (ED-1)

(The illustration of this form is for information only. Use the up-to-date version of the form received by the squadron commander)

|   |  |
|---|--|
|  | <b>UNITED STATES POWERS SQUADRONS®</b><br>Educational Department |
|---|--|

SQUADRON APPOINTMENTS - Date Appointments Effective \_\_\_\_\_

Squadron \_\_\_\_\_ District \_\_\_\_\_ Squadron Code \_\_\_\_\_

33160 LOCAL BOARD FOR BOATING

|                                  |                                  |
|----------------------------------|----------------------------------|
| Ch _____<br>Grade _____          | AsstCh _____<br>Grade _____      |
| Cert No. _____<br>Street _____   | Cert No. _____<br>Street _____   |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |

33100 LOCAL BOARD FOR ADVANCED GRADES

|                                  |                                  |
|----------------------------------|----------------------------------|
| Ch _____<br>Grade _____          | AsstCh _____<br>Grade _____      |
| Cert No. _____<br>Street _____   | Cert No. _____<br>Street _____   |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |

33200 LOCAL BOARD FOR ELECTIVE COURSES

|                                  |                                  |
|----------------------------------|----------------------------------|
| Ch _____<br>Grade _____          | AsstCh _____<br>Grade _____      |
| Cert No. _____<br>Street _____   | Cert No. _____<br>Street _____   |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |

The appointees listed above are members in good standing and have the necessary qualifications as specified in the *Operations Manual* Sections 12.04-12.07.

Date \_\_\_\_\_ Commander \_\_\_\_\_  
*Commander. Sign and send sheets 1 2 & 3 to the DEO, retaining sheet 4 for squadron file,*

APPROVED: \_\_\_\_\_ DEO \_\_\_\_\_ Date \_\_\_\_\_

DEO: IF APPROVED, sign and send sheets 1 and 2 to HQ and retain 3 in your file. IF NOT APPROVED for any appointee, return sheet 1 with your comments to the Commander for resubmittal and retain sheet 2 for your file. NOTE: **Appointments below are for information and DO NOT require DEO approval.**

33330 SUPPORT

|                                  |                                  |
|----------------------------------|----------------------------------|
| ChTACom _____<br>Grade _____     | ChSPCom _____<br>Grade _____     |
| Cert No. _____<br>Street _____   | Cert No. _____<br>Street _____   |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |

33199 VIDEO BOATING COURSE CONTACT

|                                |                                  |
|--------------------------------|----------------------------------|
| Ch _____<br>Grade _____        | City _____ State _____ Zip _____ |
| Cert No. _____<br>Street _____ | Telephone No. ( _____ ) _____    |

ED-1 (July 94)

## Appendix 3D

# Preparing a USPS Merit Mark Recommendation Report

One of the responsibilities of a Squadron Educational Officer each year is to recommend a merit mark for those members of his department who have made *substantial* contributions to the work of USPS.

### Due Date

Headquarters forwards a *Merit Mark Recommendation Package* to the squadron commander in late August.

The deadline for submitting merit mark recommendations for the educational department to the commander, or his merit mark chairman, is 15 October each year. This allows time for him to approve and consolidate the reports before forwarding them to the Merit Mark Area Monitor. You may submit

*Supplementary Recommendations* to the commander for members who perform substantial work after the original recommendations have been made. Merit mark certificates may be delayed several months if the area monitor does not receive a squadron's recommendations by 15 November.

### Records of Service

Keep a record of the contributions of each educational department member throughout the calendar year. The records should include task preparation and research time. To ensure against oversight, check these records against an annual record provided by each department member. You may include merit mark recommendations for USPS members outside the department who have contributed substantially to your department's projects.

### Qualification

A person recommended to receive a merit mark must truly have earned this reward. The integrity of this award program depends upon the impartial recommendations to the Chief Commander. The member must have made *substantial* and *significant* work towards the department's objectives, and the report must include sufficient detail to support the recommendations.

### Preparation

Those charged with the preparation of merit mark recommendations are advised to read Chapter 16 of the *USPS Operations Manual* and Chapter 14 of the *USPS Bylaws*.

### Reporting Methods

A squadron commander has two options in reporting the merit mark recommendations for his squadron: a computer-based merit mark processing program, or the use of pre-printed merit mark forms. Help the commander or merit mark chairman by establishing exactly what information is needed and in what order. You may want to make up a merit mark worksheet for this purpose. Type all recommendations for clarity.

### Making Recommendations

The following are important guidelines to follow in the handling of merit mark recommendations:

- A. It is the squadron commander's responsibility to review and approve all merit mark recommendations, even though the task may be delegated to a merit mark chairman.
- B. SEOs do not recommend themselves.
- C. Merit marks are not awarded for the donation of money or "things" to USPS. Substantial personal effort must be involved.
- D. Merit marks are awarded for the calendar year, 1 January through 31 December.
- E. An accurate certificate number is necessary for each recommendation; it is the key to accurate processing of the recommendation.

## Appendix 3D

### Preparing a USPS Merit Mark Recommendation Report (Continued)

| <b>Hints on What to Write.</b><br>If you recommend a member who:  |  |
|---|--|
| Took Part in Committee Meetings or Taught Classes, or Constructed Teaching Aids                                     | How many meetings or classes were held?<br>What did the member do as a member of the committee other than attend meetings?<br>Note: Words such as the following need further explanation: <ul style="list-style-type: none"> <li>• Worked</li> <li>• Assisted</li> <li>• Participated</li> <li>• Helped</li> <li>• Served</li> </ul> Describe the actions! |
| Submitted Articles for the Squadron Newsletter  | Did they write articles?<br>Take and process photos?   |
| Represented the Committee or Department at Other Committee or Conference Meetings, Squadron, District, or National. | How <i>many</i> meetings of the other committees?<br>Did they make a formal presentation?<br>How long a presentation?<br>Did they participate with other committees in joint projects?<br>How much time was involved?  |
| Worked on a Conference Seminar or Expo Booth?   | Did they make arrangements for equipment, signage, and marketing tools?<br>How long did they spend at the seminar or expo?   |
| General Rule  | It is important to recognize that ranks, grades, and titles (past or present) do not automatically qualify a candidate for a merit mark!   |





## Section 4

# Public Basic Education Courses

- 1 Offering boating safety courses on a regular basis to boaters in our communities is the primary goal of the first objective of USPS community service. In the past half century, our squadrons have educated over three million boaters using these courses.
- 5 The final section of *The Squadron Boating Course* manual provides material for an optional two-hour session on *Personal Watercraft Operation* and is offered to those who successfully complete the course and wish to earn a personal watercraft operation endorsement sticker for their graduate certificates.

## Three Primary USPS Public Boating Safety Courses

- 2 USPS has three primary basic boating safety courses available to the public: *The Squadron Boating Course*, *Boat Smart*, and *America's Boating Course*. All three courses are approved by *The National Association of Boating Law Administrators* (NASBLA) as meeting the educational requirements for boat operation in all states. Students must successfully complete a proctored examination for one of these courses to meet the minimum boating education requirements of the states and educational requirements for USPS membership.
- 3 Additional programs offer opportunities to our members to study in special fields of boating education, thus providing the public several avenues of practicing safe boating through education.

## The Squadron Boating Course

- 4 This course, a traditional civic service of USPS since 1914, is continually updated to enhance its message of boating safety. It is a twelve-hour classroom course with a proctored examination, usually presented in six two-hour sessions. Subjects include boat handling, boating terminology, boat types, required equipment, boating regulations and navigation rules, charts and aids to navigation, marine radiotelephone, trailer boating, use of a compass, piloting, determining position, and course plotting. This course is also available for classroom presentation as a bilingual *English/Spanish Boating Course*.

## Boat Smart

- 6 This is an eight-hour classroom course with a proctored examination, usually presented in four two-hour sessions. Based on *The Squadron Boating Course*, it covers the same fundamentals of safe boating, but in a shorter format. It does not, however, include the sections on reading charts, piloting, determining position, and plotting courses. The *Boat Smart* Examination is available in Spanish.

## America's Boating Course (ABC)

- 7 This is an interactive, electronic, boating safety course; the result of a cooperative effort of USPS and the U.S. Coast Guard Auxiliary (USCGAux). This course may be taught as a classroom course, as well as a home-study course for individuals who cannot attend traditional classroom classes. Content is similar to the USPS *Boat Smart* course with the added benefit that a student may complete the course on his own schedule. It includes an interactive computer CD-ROM that can be personalized for squadron use to serve as a "virtual instructor," with audio and video clips. Many states accept ABC as meeting their boating education requirements. The course material covers seven chapters touching on general information about how to make boating safer and more comfortable, tips on being a courteous boat operator, boating laws and regulations and boat maintenance.
- 8 The course is offered on-line from the USPS "Welcome Guest" Web Site, and is available from USPS squadrons, USCGAux flotillas, various

marine retail outlets, and by direct telephone order to 1-866-BOAT-ABC (1-866-262-8222) or by Internet at *americasboatingcourse.com*. ABC students make arrangements with local squadrons to take the proctored examination. Squadrons are encouraged to support this modern approach to basic boating safety instruction. The special computer-aided instruction also lends itself well to classroom instruction.

## Additional USPS Public Boating Courses and Programs

- 9 Other boating courses and programs associated with the three primary public boating courses described above are also available to the public. They include: *The USPS Video Boating Course*, *Jet Smart*, *Chart Smart*, *Boating Safety for Kids*, and a series of *Learning Guides*.

### The USPS Video Boating Course

- 10 This course is an option for individuals wishing to take a basic boating safety course without attending classroom sessions. It is a video version of an earlier edition of *The Squadron Boating Course* and is approved by the *National Association of State Boating Law Administrators* as meeting minimum standards for basic boating safety education. A small course manual accompanies the VHS videotape. The course may be purchased from local squadrons and retail outlets such as marine supply stores. Squadrons may order it through the *Squadron Materials Catalog* using the *Standard Order Form (SOF)*. Obtain the latest version of the SOF from the *Educational Department (EdDept)* and Related Forms listing on the *EdDept Home Page* or from the materials catalog. *Appendix 4-A* at the end of this section shows an illustration of the form for informational purposes. The course material contains a toll-free number at USPS Headquarters (1-888-367-8777) for the student to obtain information about contacting a nearby squadron to schedule a proctored examination.
- 11 Use the current version of *The Squadron Boating Course* examination for the *USPS Video Boating Course*. If state regulation questions are required, students must have enough advance notice to study that state's boating regulations prior to taking the examination. Squadrons may charge a \$5.00 examination fee. When contacted, squadrons should arrange to conduct the examination within a reasonable time at a location convenient for both the student and the squadron. Public libraries may be a good choice. If there is not undue delay, students may take the video course examination during a regular boating class examination. Examinations are graded as students complete them and a *Boating Course Graduate Certificate* and wallet card awarded if they achieve a score of 80% or higher.
- 12 Use the standard *Boating Class Report*, ED-27, (see *Appendix 4-E* at the end of this section) to report video course examination results. Do not combine video reports with classroom reports; file a separate report.

### Jet Smart

- 13 This is the USPS program for personal watercraft (PWC) owners and operators. It is approved by the *National Association of State Boating Law Administrators* as meeting the minimum requirements for PWC certification, when it accompanies one of the three primary USPS public boating safety courses. It is required by some states for PWC operators. It does not, however, meet the minimum standards for a basic boating safety education course or satisfy educational requirements for USPS membership.
- 14 *Jet Smart* course material includes a VHS videotape and course booklet. The course and supplemental supplies, such as *Jet Smart* examinations, examination answer keys, graduate certificates, and graduate wallet cards are available through the *Squadron Materials Catalog* using the SOF. Individuals may order the course by telephone (1-888-367-8777) using a credit card.
- 15 *Jet Smart* may be home studied or taught in a classroom. The course material contains a toll-free number at USPS Headquarters (1-888-367-8777) for the student to obtain information about contacting a nearby squadron to schedule the required proctored examination. Squadrons may charge a \$5.00 examination fee. Examinations are graded as students complete them and a *Jet Smart Graduate Certificate* awarded if they achieve a score of 80% or higher.

## Chart Smart

- 16 *Chart Smart* is a program for *Boat Smart* and *America's Boating Course* graduates who wish to study the compass, piloting, determining position, and course plotting sections of *The Squadron Boating Course* that are not available in those courses. It has its own student manual, instructor kit, quiz, and graduate certificate. PowerPoint® teaching aids are available. This program may also be used as a refresher course for members preparing for the *Piloting Course*.

## Boating Safety for Kids Program

- 17 This is a hands-on program designed for children of mid-to-upper elementary school ages. It is designed as an instructional tool for adults directing youngsters in fun activities that teach the hazards that accompany water sports; how to make water activities safer; and how to get help in an emergency. Two responsible adults, who may or may not be USPS members, must be present at all times during the program. It is permissible for non-USPS organizations such as scouting troops, schools, and fire departments to conduct the program.
- 18 There is no set curriculum or student manual for this program. The leaders may select from an array of prescribed activities or devise their own. The course material consists of a "how-to" instructor manual and a Bill Nye video. Each squadron has received a sample set of instructional materials. One additional set may be obtained at a cost of just the shipping and handling charges through the *Squadron Materials Catalog* using the SOF.

## Learning Guides

- 19 These are short, self-study programs on a variety of boating-related subjects. There are no prerequisites, fixed orders of study, or examinations. They may be studied at home informally or discussed in a classroom setting. The guides provide details about specific topics of interest to boaters, such as: *Amateur Radio*, *Boat Insurance*, *Calculators for Navigation*, *Compass Adjusting*, *GPS*, *Introduction to Sailing*, *Marlinespike*, *Navigational Astronomy*, *Mariner's Environment*, *Paddle Smart*, *Plotting and Labeling Standards*, *Predicted Log Contests*, *RADAR*, *Sight Reduction Methods*, *Skipper Saver*, *USPS Nautical Glossary*, and *Water Sports*.

- 20 Guides are available to both members and nonmembers, and may be ordered through a squadron or directly from USPS Headquarters (1-888-367-8777). Personal checks or credit cards will be accepted for single orders. Bulk pricing is available for squadrons who use the SOF and order from the *Squadron Materials Catalog*. The catalog always has an up-to-date listing of currently available guides. Squadron orders must be signed by the Commander, Squadron Educational Officer (SEO), Assistant Squadron Educational Officer (ASEO), or Chairman Supplemental Programs Committee (ChSPCom). The price to nonmembers is greater. Various retail outlets sell the guides, such as West Marine Centers.

- 21 **Skipper Saver Program** Man overboard is not the only emergency that can occur on a boat, but it may be the most dreaded. *Skipper Saver* teaches your family members and friends what to do and how to operate the boat if you become disabled for any reason; from a fall overboard to something as simple as a sprained ankle or seasickness. This program is a "must" for anyone who may have to take over operation of a vessel in an emergency. It may be taught as a classroom presentation to members and nonmembers. The *Skipper Saver Learning Guide* is an appropriate program for yacht clubs and similar organizations concerned with boating education and safety and may be presented to those organizations by USPS members.

## Presenting a USPS Public Basic Boating Course

- 22 *Merriam-Webster* defines planning as establishing goals, policies, and procedures for a project. All will agree that very little is accomplished well without a plan. Presenting a boating course requires a close working relationship between the educational committee, all other squadron committees, and all squadron members. The SEO coordinates the project with the aid of the Chairman Local Board of Boating (ChLBB). The executive department participates with its public relations and boat show committees. The membership and member involvement committees of the administrative department play vital roles. The goal of your squadron's plan is to instruct as many students as possible in the art of safe boating, and encourage as many as possible to

continue their boating education in USPS advanced grade and elective courses.

## Planning

- 23 Immediately after the change of watch, the SEO schedules an educational committee planning meeting to define the department's objectives and establish the year's program of public and member courses. The objectives and programs are subject to executive committee approval. Subject matters to consider in this planning meeting could include:
- courses to be taught
  - class schedules
  - fees to be charged
  - facilities to be used
  - instructor assignments
  - equipment requirements
  - review of *Instructor Certification Program*

## Scheduling

- 24 The *USPS Operations Manual* requires each squadron to offer a boating safety course at least once a year. It may be *The Squadron Boating Course*, *Boat Smart*, or *America's Boating Course*. Offering a boating course four times a year (fall, winter, summer, and fall) is strongly encouraged. Try to schedule public courses beginning the week following local boat shows or fairs. It is important to work with adjoining squadrons in analyzing the geographical coverage of our public educational efforts in the area to ensure availability of our basic boating courses to all who may need it.
- 25 Good planning also includes scheduling a member course (*Seamanship* or *Piloting*) immediately following each boating course to allow new members to quickly begin their advanced boating education. Proposed schedules are always reviewed and approved by the executive committee.

## Publicity

- 26 The squadron public relations officer (PRO) is responsible for developing the publicity for public education courses. He works with the SEO and ChLBB to ensure adequate publicity for each new class. Advertising needs are discussed. Posters and leaflets to announce the date, location, and time of the class are ordered, prepared, and distributed. The *PRO-Log*, the USPS publicity guide issued to your PRO, is an excellent source of suggestions for promoting boating safety classes. See "*How to Promote The Squadron Boating Course and Boat*

*Smart*" on the *Basic Public Education Committee Web Page*. The number of students registering for your course will be directly proportional to the amount of time and effort you and your PRO give to publicizing your courses.

- 27 **Filing the Boating Class Information Report.** Of *primary* importance to your publicity program is the early filing of a *Boating Course Information Report* (Form HQ-800). This on-line report provides information about your public boating course schedule to several important departments and agencies; e.g., USPS Headquarters, the *BoatU.S. Foundation Course*, and local state boating divisions. The general public uses these facilities to inquire about the availability of boating safety courses. See *Appendix 4-B: How to File a Boating Course Information Report* (HQ-800) at the end of this section for a step-by-step explanation on how to file this report.
- 28 **Participating in Local Adult Education Programs.** Work to make your boating course a part of the curriculum in your local adult education program. The excellent publicity of this program will attract many students. Similarly, set up a USPS booth or display at local boat shows and schedule the start of your boating class to immediately follow the shows.
- 29 **Media Advertising.** Timely radio, TV, newspaper, and magazine announcements and advertisements offer other avenues of media coverage. Use *Request for Reimbursement* (NPR 102) to request reimbursements for advertising from the *USPS Public Relations Committee*. Download a copy of this form from Other Useful Forms on the *EdDept and Related Forms page*, accessed from the *USPS EdDept Home Page*.
- 30 **Enlisting Squadron Members as Boating Course Salesmen.** Don't overlook challenging your squadron members with the task of recruiting students from their neighborhoods and yachting, boating, hunting, fishing, and paddle-sport clubs. Post your boating course schedule for the next twelve months in every issue of your squadron newsletter and on your squadron web site. This will keep your members informed and serve as a reminder to "get the word out" about your classes. Include one or more telephone numbers so potential students may call for information. Generate enthusiasm by making frequent announcements at



squadron meetings and functions asking members to alert their nonmember boating friends. Remind them that they are all “members” of the squadron membership committee.

## Class Facilities

31 Many school systems like to include USPS boating safety classes in their adult education programs. This is an advantage to the squadron as very often the facilities, and sometimes even equipment, are provided at no cost along with the excellent publicity mentioned above. Other municipal or private school facilities are often available. You may teach public education courses in private or tax-supported facilities, but control of the course material must always remain with USPS.

32 You may also teach public education courses in squadron-owned or leased premises. However, squadrons must ensure that concurrently conducted members-only classes or activities are held in separate physically distinct parts of such premises. Store squadron books, records, and other documents in a place that will maintain their confidentiality whenever members of the public are present.

## Course Fees

33 The current cost of materials and suggested retail prices of Learning Guides are maintained on the EdDept Web Site (<http://www.usps.org/national/eddept>). The list is provided in each new SEO kit, but must be updated regularly from the web site, as prices change regularly. Squadrons may not confer or collaborate with other squadrons or district personnel in establishing retail prices.

34 Squadrons may charge a reasonable fee for USPS public education courses that will enable them to recover material and other costs associated with promoting and conducting the courses. (For example, the cost of the optional graduate window decal, an excellent promotional tool, may be included.) The squadron executive committee must approve the fee schedule, which may vary depending upon location.

## Recruitment of Instructors

35 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. NASBLA must approve all USPS boating safety courses. Many state members of NASBLA now require that USPS use certified instructors.

36 The benefits of certified instructors are twofold: they demonstrate a public awareness of professionalism in the USPS approach to education and curriculum; and they provide on-the-scene qualified teachers in case of last-minute scheduling emergencies. The certification program is based on the USPS *Instructor Development Course* (ID) and is designed to satisfy the requirements of NASBLA and its member states and territories.

37 **The Instructor Certification Program.** No later than 1 January 2006, instructors of USPS basic boating safety courses offered to the public must be certified. The method for obtaining certification for teaching any of the basic boating safety courses is to successfully complete the USPS ID Course. Successful students will receive a USPS *Instructor's Certificate* valid for four years from the date of ID course completion.

38 All instructors are encouraged to take the ID Course, whether they are teaching public or member courses. However, members with certain prequalifications may request an initial four-year certification without attending the course. The prequalifications include:

1. holding active, current teaching credentials from an accredited teaching organization
2. having taught for at least three years, within the last five calendar years, in an adult education community program or as a college instructor
3. having completed the USPS *Instructor Qualification Course* (IQ); or both the USPS *Instruction Techniques Course* (IT) and the USPS *Instructional Aids Course* (IA) as well as significant USPS classroom or public presentation experience during the last three years

39 **The Recertification Program.** Members who have completed either IQ, or IT and IA, but who have had no significant USPS classroom or public

presentation experience during the past three years, must complete a four-hour *Instructor Development Certification Seminar* to qualify for the initial four-year certification. Future recertification of all instructors will require completion of the USPS four-hour *Instructor Development Recertification Seminar*.

- 40 The recertification seminar will reflect the latest teaching and learning techniques, and emphasize the high value USPS places on quality educational material and instruction. It will be updated regularly to model the latest adult education and teaching theories and practices. Previously 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.

- 41 **Certification Program Administration.** The responsibility for offering the recertification seminar rests with the District Educational Officer (DEO) and the *District Instructor Development Committee*. USPS instructor certification records will be filed and maintained at USPS Headquarters.

- SEOs are responsible for maintaining accurate records of classroom instruction time spent by each instructor for purposes of validating certification applications
- DEOs and SEOs must maintain registries of certified instructors within their areas of responsibility
- certification remains with the member, and applies to all squadrons in USPS

## Teaching Aids

- 42 As early as possible, instructors should review the course material, select effective teaching aids for each session, and determine the availability of teaching aids. This will allow ample time if new aids must be made or acquired. Don't overlook the need to make arrangements for chalkboards, whiteboards, tables for chart work, overhead transparency projectors, movie projectors, slide projectors, PA system, and similar equipment.
- 43 Other squadrons may have effective teaching aids that they will share. Instructors, working in conjunction with the SEO, should "compare notes"

with SEOs of other squadrons when in need of additional teaching aids. The district teaching aids committee could also be of assistance.

- 44 In recent years, all squadrons have received black and white transparency masters, color transparencies, and PowerPoint® presentations from the USPS Educational Fund. Other visual aids are available on the USPS Graphics CD-ROM and by download from the Educational Department Web Site. The U.S. Coast Guard's Office of Boating Safety has furnished a series of videotapes to all squadrons as developed.
- 45 Commercial sources often provide handouts that may assist in class presentations and be of benefit to students. Follow these guidelines when offering such handouts:
- the material must be germane to the course
  - the educational value of the handout must be greater than the advertising value
  - discuss any doubts about a handout being appropriate with your SEO or commander
  - distribute the material at the end of class so that students will not be distracted during the lesson
- 46 Most educational teaching aids are valuable teaching resources and should be safeguarded by the squadron educational property officer who keeps records as to their location. Many have applications in more than one course; some have utility as programs for squadron member meetings. A limited number of these aids may be available for purchase as replacements. Check the *Squadron Materials Catalog* under each course section for their availability.

## Ordering Boating Course Materials

- 47 Order course materials from *The Squadron Materials Catalog* using the SOF. The catalog is available from the *Current Materials Info* listing on the *EdDept Home Page*. Always use an up-to-date version of the SOF available from the *EdDept and Related Forms* listing on the *Ed Dept Home Page*. Appendix 4-A at the end of this section contains an illustration of this form for informational purposes only.
- 48 Order course materials at least 30 days in advance. Fill out the SOF on your computer and transmit it online, or print it and mail or fax it to headquarters. Or, print a blank copy, complete it, and mail or fax

- it. The mail address is P.O. Box 30423, Raleigh, NC 27622. The fax number is 1-888-304-0813. Do not send mail confirmations for fax orders.
- 49 Be sure to include the item number, quantity, and description of the materials you are ordering. Show all pertinent information requested in the “Ship To” area, including a clearly defined address for the person it is to be shipped to. In the “Order Placed By” area, be sure to check the title of the authorizing officer (SEO, ASEO, ChLB, Cdr, DEO, or ADEO or D/C) and clearly list his name, address, telephone number, and e-mail address.
- 50 Course materials for the three public boating courses receive preferential handling over other educational materials being shipped, and are filled in the order received. There are no shipping charges for public boating course materials if shipped by fourth class U.S. Mail (Parcel Post ground service). If you request priority handling, they may be shipped by U.S. Mail Priority Service, or UPS Next-Day Air, 2<sup>nd</sup> Day Air, or 3-Day Service at your additional expense.
- 51 Estimate your needs carefully. Avoid ordering fewer manuals than you need but also avoid over ordering.
- 52 If your boating class is larger than anticipated, you may obtain additional material by placing an “add-on order” by telephone (1-888-367-8777) to increase an original order placed within the previous 90 days. The Cdr, SEO, ASEO, or ChLBB must place the telephone order. “Add-on orders” will also receive preferential handling at headquarters although requests for special shipping will be at the expense of the ordering squadron. (Note: telephone “add-on” orders will be accepted only for basic public education courses.)
- 53 **Use Up-To-Date Materials.** Use only the latest materials in your USPS courses. SEOs receive a first-off-the-press student manual and instructor manual as soon as new materials are released, courtesy of *The USPS Educational Fund*. Always return excess material for credit within the allowable time frame so they will not be wasted.
- 54 **Supplemental Supplies** shipped with all basic public education course material orders include:
- a. One - ED-46 *Boating Course Student Registration Record* with each student manual
  - b. One - ED-26 Boating Course Answer Sheet with each student manual
  - c. One - Boating Graduate Certificate with each student manual
  - d. One - Boating Graduate Wallet Card with each student manual
  - e. One - HQ-9A Return of Course Material with each order
  - f. Six - ED-27 postage paid Boating Class Report cards with each order
- 55 You must order additional supplemental supplies if students share course materials.
- 56 **Instructor Kits.** One instructor kit; a student manual and an instructor manual is furnished free for every fifteen student manuals ordered, but must be included on the SOF; they are not shipped automatically. (Item number 03-73-108.) They will be stamped “For Instructor Use Only” and may not be sold to students or returned for credit. Use these free materials wisely; share them with your instructors, proctors, and teaching assistants. Additional instructor kits are always available from the *Squadron Materials Catalog* at the price listed.
- 57 **Receiving Course Materials.** Check your order as soon as you receive it. Open shipping containers carefully; you may want to reuse the carton later to return materials. When you open the carton, compare the materials to your order form and packing list. If the order is correct, mark your approval on the packing list and forward it to your treasurer. If the shipment is incomplete, incorrect, damaged, or defective, notify headquarters immediately so the problems can be corrected.
- 58 **Paying for Materials.** USPS invoices to squadrons are payable upon receipt. Your treasurer will reconcile each invoice with the packing slips you have approved and make payment by squadron check; personal checks are not acceptable. If your squadron is delinquent in its account, all shipments except for examinations will be curtailed. Your squadron treasurer will receive a warning of impending curtailment of materials when the account is 90 days past due.

## Class Administration

59 Intensity of courses dictates that time be put to good use. Avoid wasting time with extensive welcoming speeches, prolonged sale of course material, or lengthy registration of students. Keep welcoming speeches brief.

60 **Student Registration.** Use the *USPS Boating Course Student Registration* (ED-46) to register students for the three basic public education courses. You receive one ED-46 registration record with each student manual you order. Always use the forms that you receive with your supplemental boating course supplies or those ordered from the *Squadron Materials Catalog*; they will be up to date. See *Appendix 4-C* at the end of this section for an informational-purpose-only illustration of the *USPS Boating Course Student Registration* (ED-46). It is a three-part form; all three parts are important to the program:

Part 1 - (ED-46M) provides the squadron membership committee with information as to the students in each class and is given to the membership chairman immediately following registration

Part 2 - (ED-46PR) provides the squadron public relations committee information to help it determine the effectiveness of its efforts. Give this part to the PRO immediately following registration so that he can complete Form NPR-101 for the DEO. Information on this form is used by the National Operating Committee to assess the value of various types of boating course publicity when determining the most effective use of its advertising budget.

Part 3 - (ED-46S) is the permanent squadron record of each student. The squadron must retain it for a minimum of six years. This record is frequently needed when students lose their completion certificates.

61 **Americans with Disabilities Act.** What are a squadron's obligations to students under the ADA? The "Americans with Disabilities Act" (ADA) was written to improve the accessibility of businesses and services open to the public. Local educational officers and commanders must be aware of the requirements of ADA and sensitive to the needs of individuals protected by the Act. As good citizens, we should make every reasonable effort to

accommodate the special needs of our public students and members who have disabilities.

62 When faced with requests or the obvious need for special services or facilities, squadrons and districts should make a good faith attempt to accommodate the disabled individual(s). Reasonable cooperation and flexibility are the key to meeting these needs. Assistance in meeting special needs may often be obtained through contact with local and state governmental, charitable, and private resources/services.

63 A request under ADA may ask for a specific service or accommodation. The ADA recognizes that providing some accommodations could impose an undue burden on the organization concerned. In such cases, the ADA allows the group to suggest alternatives or refuse the request entirely. Example: the cost of providing a professional signer for hearing-impaired students for multiple sessions of a public boating course could create an undue burden on a small squadron with limited funds. That squadron might offer alternatives that impose a more reasonable burden, such as one-on-one tutoring or the use of volunteer (unpaid) signers.

64 Even though "undue burden" is a proper basis for declining a request for a specific accommodation, determining whether the burden is unreasonable will always depend on the unique facts and circumstances surrounding the request and the organization. Additionally, ADA places the burden of proving "undue burden" on the organization. Many problems and challenges (including "compliance tests" by advocate groups) can be avoided or simply resolved by an organization's display of a cooperative and sensitive attitude and spirit, rather than invoking a quick reliance on the letter of the law. Prior to the issuance of any statement of "refusal" of any request for accommodation, the SEO and commander must involve and seek guidance from the local district or squadron law officer or, in the absence thereof, the national law officer.

65 **First Class Session.** At the first class, squadron officers, members of the local board, and instructors are briefly introduced if present. The instructor describes the goals of the course and what is expected of the students. Questions relative to books, materials, and supplies are fully covered. Be



sure to explain that it is to the student's benefit to possess a student manual for the course as well as other tools that will be used, such as plotting instruments. The squadron may offer to provide necessary tools at retail prices or advise the students where they may be procured. However, students are not required to have these materials, nor is the squadron obliged to provide the materials at their expense.

- 66 **Standards and Regulations.** Student and instructor manuals for USPS courses may contain information regarding standards and regulations relating to the subject matter being taught. Such standards and regulations are established by industry groups or government organizations. The instructor should make it clear when discussing such matters that USPS is not the standards-setting authority. Instructors may direct students to the organization that controls or publishes the standard or regulation when access to such information furthers the objectives of the course or program or the student's understanding of the subject.
- 67 **Examination Planning.** Students are usually eager to know the circumstances surrounding the conduct and processing of the examination. They readily accept the need to protect the integrity of the examination procedure and are willing to adjust their personal schedules if the requirements are discussed with them early in the course. Announce examination plans early enough to satisfy the lead time to schedule a review session, obtain examinations in an orderly fashion, and consider personal plans of the students. Every effort should be made to satisfy the scheduling needs of the students.
- 68 **Membership Committee Participation.** The squadron membership committee should have a "presence" at each class, starting with the first session. Introduce the committee members present to the class. Encourage Membership Committee (MemCom) members to work as proctors. It is beneficial for them to get to know the students on a first-name basis as quickly as possible.
- 69 **Teaching Methods.** In small classes, the instructor may work closely and informally with the students, correcting their assigned homework and teaching the subject matter of the lesson. In larger classes, a squadron may assign students to "table groups," each with a table proctor who works closely with the group to grade homework, answer questions, and assess overall progress. This approach encourages the development of personal relationships, makes the students more comfortable in asking questions about topics they do not understand, and eager to participate in discussions. Teaching assistants and proctors must be qualified in the course subject matter.
- 70 Some squadrons have a single lecturer for the whole course or a different lecturer for each lesson. Homework may be turned over to a teaching assistant for grading. Be cautious of this technique; it can be very impersonal, leading students to feeling frustrated or lost in the crowd, resulting in dropouts.
- 71 **Stress the Importance of Homework.** Homework reinforces the learning process and helps prepare for the examination. Take steps to encourage students to do their homework regularly. Correct homework in class or collect/correct/return it so that it may be used as a study guide for the examination. Allow time for questions; be sure to discuss homework with the entire class so that every student understands the correct answers. The importance of this policy cannot be overemphasized. *Homework Answer Sheet Forms* are available from the Squadron Materials Catalog using the SOF.
- 72 **Videotaping of Class Sessions.** Course materials and class presentations are proprietary to USPS and your squadron. Since subsequent use of videotapes or audiotapes cannot be controlled, do not allow class lectures to be taped. An exception might be an occasional case where a tape will be used for make-up purposes by a student who will miss a class or for an *Instructor Development* class that will use it for critique purposes.
- 73 **Returning Boating Course Materials.** The composition of a class is usually established by the end of the third class session and new students are not anticipated. This is the time to package and return unused student manuals for credit. The use of up-to-date materials is important; new course materials are being introduced regularly. There is no restocking fee for public basic boating course materials.
- 74 **Time Limit for Returns.** To receive credit for materials you must return them to headquarters

within ninety days of the date of original shipment from headquarters. They must be in perfect condition undamaged and complete. The following materials have a long shelf life and are also not returnable:

- USPS plotters
- Dividers
- Videos and slides

75 **Enclosures in Return Packages.** Send written material (i.e. letters, orders, invoice payments, completed examination answer sheets) by *first class* mail to conform to postal regulations. First class mail items included in United States Postal Service Parcel Post packages could delay the mailing and result in the imposition of penalties if the packages are opened for inspection. Packing slips are allowable. United Parcel and other carriers do not have these restrictions.

76 **Prepare Return Packages Carefully.** Use a Return of Course Materials (HQ- 9A) form to return materials, following the directions on the form. Up-to-date copies of the form are included with each materials order received or may be downloaded from the “*EdDept and Related Forms*” listing on the “*Ed Dept Home Page*”. See a “for information only” illustration of this form in Appendix 5-B (Section 5) of this manual. You will need three copies of this form: one to place in the carton of materials being returned to headquarters; one to forward to your squadron treasurer; and one to retain in your educational department records.

77 Use a container strong enough to withstand the rigors of shipping; containers saved from the original shipment are ideal. Avoid using lightweight “Kraft type” envelopes. Use interior packing materials for stiffeners; don’t use newspapers; the ink will rub off and damage the materials. Seal the packages securely. Use carton-sealing tape; do not use household-type mending tape or masking tape. Be sure to include a properly completed HQ-9A form as a packing slip. Affix a legible return address that includes your zip code and the name of your squadron. Attach all labels securely. The package shipping address is USPS Headquarters, 1504 Blue Ridge Road, Raleigh NC 27607. HQ will apply a credit to your squadron account after processing.

78 **Boating Course Examination Administration.** Plan course examinations carefully. Conduct them

with a proper degree of formality and dignity. Strive to constantly meet high standards of excellence, maintaining the reputation for which USPS is so well known.

79 Clearly explain the date, time, location of the exam, and what to bring; e.g., dividers, plotters, #2 pencils for bubble answer sheets, etc. Describe the format of the examination and define the approximate time allotted for completing it. Do not “teach the exam” if you have a review session.

80 Explain there is no charge for the examination; it places no one under obligation to the squadron, and all who pass will be issued graduate certificates and wallet cards. Squadrons may charge those students who did not purchase course materials a reasonable examination fee. (They may have shared a student manual during the course, or purchased materials from another squadron, USCGAux flotilla, or retail outlet.)

81 **The Examination Administrator.** The Ch/LB/B or Assistant Ch/LB/B should supervise all examinations for *The Squadron Boating Course*, *Boat Smart*, and *America’s Boating Course*, but not if that person is teaching the course. Select an examination administrator as early as possible, so that there will be no confusion on the day of the exam. The administrator may appoint proctors as required. Any active member of USPS may serve as a proctor.

82 If an examination must be administered at a remote location where no USPS member is available, the SEO, after consultation with the ChLBB and approval of the DEO and ANEO, may designate a qualified nonmember to administer the exam (e.g., a local librarian may be willing to help out).

83 **Ordering Boating Course Examinations.** Use the SOF to order examinations and associated materials from the *Squadron Materials Catalog*. Be sure to order examinations that match the course being used. One *Boating Course Answer Sheet* (ED-26) and one *Graduate Certificate* and *Graduate Wallet Card* accompany each student manual ordered. Optional supplies such as *Boating Course* vinyl decals (good publicity tools) may also be ordered. If conducting a course for a *Sea Scout* ship, order the special *Sea Scout Boating Course Graduate Certificate*.

84 **Examination Descriptions.** Examinations for all three primary public basic boating courses are proctored. They are closed-book exams consisting of multiple-choice questions derived from the homework. Students must answer 80% of the examination questions correctly in order to pass. Students record their answers on a *Boating Course Answer Sheet* (ED-26). One answer sheet is provided with each student manual ordered. Additional copies may be ordered from the *Squadron Materials Catalog* using the SOF. Do not photocopy answer sheets; they cannot be scanned to add the student's record to the headquarters' database. *Appendix 4-D* at the end of this section shows an illustration of the *Boating Course Answer Sheet* (ED-26) for information purposes only.

- **The Squadron Boating Course Examination** is a closed-book examination (75 questions) on general subjects, including piloting and plotting. It is administered at the final session of the class. If applicable, a state regulations examination (normally 10 questions) provided by the local state boating authority is added to this examination.
- **The Boat Smart Examination** is a closed-book examination (50 questions) on general subjects, administered at the final session of the class. If applicable, a state regulations examination (normally 10 questions) provided by the local state boating authority is added to this examination.
- **The America's Boating Course Examination** is a closed-book examination (50 questions) on general subjects, administered at the final session of the class. If applicable, a state regulations examination (normally 10 questions) provided by the local state boating authority, is included in this examination. At the discretion of the squadron, up to ten of these state-specific questions may be substituted for an equal number of questions at the end of the regular examination; e.g., 6 state-specific questions may be substituted for questions 45-50, or 10 state-specific questions may be substituted for questions 41-50.

85 **Conducting Examinations.** Use the following procedures when conducting a public boating course examination:

- Give each student an examination, an ED-26 answer sheet, and a supplemental local state boating authority exam, if applicable.
- Tell the students to enter their first name, middle initial, last name, address, city, e-mail address, phone number, birth date, and birth state on the ED-26 answer sheet. All this information is necessary to maintain a traceable record of course completion in order to satisfy state certification requirements and provide duplicate certificates to students who lose their graduation certificates and wallet cards.
- Ask students *not* to write in the examination booklets so that they may be reused if current.
- Assign examinees a workspace where they will not be disturbed or disturb others.
- Affirm that course manuals, texts, notes, or other assistance are not permitted. Scratch pads and calculators are permitted.
- Ensure that all examination booklets are returned. Examinations are copyrighted property of USPS and are never furnished to or retained by a student.
- Grade examinations immediately as they are turned in. A passing grade is 80%.
- Enter the student's grade on the answer sheet and on the ED-46S portion of the student's registration form.
- Willingly discuss wrong examination answers with students who request such information after the completed exams are turned in.
- Award students who have successfully completed the examination a graduate certificate and a wallet card. Congratulate them and thank them for participating in the class. You may also give successful students a window decal. This is optional—the decal is an effective public relations tool and the cost may be included in the registration fee.
- Invite graduates to meet with a member of the squadron membership committee if they are interested in learning about USPS membership. This is the best time to talk about membership; it is often difficult to reach them later. MemCom members working with boating class students who have expressed interest in squadron membership may present names to the squadron executive committee for advance approval. Those students may be enrolled as members immediately after successfully completing the exam.

- Immediately forward the completed ED-26 answer sheets of successful students to headquarters for scanning into the boating course graduate database.
- 86 **Administering Reexaminations.** It is the policy of the educational department to encourage the immediate reexamination of candidates who fail the initial examination. Invite those students to review the course material and take a reexamination as soon after the original examination as possible.
- 87 **Challenging Examinations.** Encourage all students to participate in class sessions and to do the assigned homework. Explain to those with considerable practical experience that their class participation will be helpful to other students, as well as themselves, as they share their boating experiences. However, some suitably trained boaters may wish to take the examination without attending classes or submitting homework; these persons may “challenge” a USPS public course examination by taking it without attending classes.
- 88 **Boating Course Records.** Immediately following completion of a class, fill in the ED-46S portions of the registration record with the examination grade and pass/not passed/drop student information, and file with squadron records. They must be retained for six years. Course completion records are becoming increasingly important to boaters. Insurance companies often offer discounts for those who successfully complete boating safety courses.
- 89 Many states require the proof of successful completion of an approved boating safety course as a prerequisite for receiving a state safe boating certificate. USPS strives to furnish duplicate certificates to those who have misplaced their original boating safety course graduate certificates. Squadrons are expected to provide this service to those who have graduated from their boating courses during the previous six years. As a back up, headquarters may be able to locate records of completion for those who have taken a USPS boating course after 1989, providing of course that squadrons have forwarded answer sheets for their passing students. Secondary sources of completion verification might include listings of boating course graduates in squadron publications and the archived records of ChLBBs.
- 90 Squadron commanders must make a sincere effort to respond to the individual in all such cases. If records verify that a person did successfully complete a course, furnish a letter attesting to that fact; the letter should clearly state that its issuance is based on factual record. Notate the source(s) that determined the verification and place a copy of the letter in the squadron files.
- 91 **Boating Class Report (ED-27).** File this report immediately following the completion of a *The Squadron Boating Course*, *Boat Smart*, *Chart Smart*, *Video Boating Course*, or *America’s Boating Course*. It provides the number of students registered, passed, and not passed, and is vital information for completing governmental reports supporting the non-profit status of USPS. File a separate report for the results of Video Boating classes; do not include them with reports of classroom courses. The ED-27 report may be filed on-line from the Ed Dept Web Site, or by mailing or faxing a paper copy to headquarters. Please see *Appendix 4E Boating Class Report (ED-27)* at the end of this section for detailed instructions on filing this important report.

### “Boating Course Assistant” Software

- 92 This program is available to assist you with the administration of your public boating courses. See the *Boating Course Assistant* section of the *Public Basic Education Committee* Web Page. The program, which is compatible with the DB2000 Database, will help you with such tasks as:
- keeping a student information database
  - printing certificates and wallet cards
  - printing headers on your ED-26 *Boating Course Answer Sheets*
  - printing your ED-27 *Boating Class Reports*
  - printing correct answer overlays
  - printing PWC endorsement certificate labels
  - calculating student examination scores
  - creating a “missed question” analysis for examinations
  - preparing course statistical reports for executive, membership, and public relations committees
  - keeping a database of attending staff
  - preparing merit mark recommendations



## Appendix 4A

## Standard Order Form (SOF)

(Always use an up-to-date version of this form available from the “Educational Department and Related Forms” listing on the “EdDept Home Page” or from the *Squadron Materials Catalog*. The illustration of this form is for informational purposes only.)

*INSTRUCTOR DEVELOPMENT MATERIAL MUST BE ORDERED ON A SEPARATE ORDER FORM*

|   |   |   |  |                 |         |           |
|---|---|---|--|-----------------|---------|-----------|
| Date _____                                  | <b>United States Power Squadrons®</b>             | <table border="1"><tr><td>Credit Card Info. For Applicable Items</td></tr><tr><td>Card Type _____</td></tr><tr><td># _____</td></tr><tr><td>Exp _____</td></tr></table> | Credit Card Info. For Applicable Items | Card Type _____ | # _____ | Exp _____ |
| Credit Card Info. For Applicable Items      |   |   |  |                 |         |           |
| Card Type _____                             |   |   |  |                 |         |           |
| # _____                                     |   |   |  |                 |         |           |
| Exp _____                                   |   |   |  |                 |         |           |
| <input type="checkbox"/> Original Order     | <b>P.O. Box 30423</b>                             |   |  |                 |         |           |
| <input type="checkbox"/> Supplemental Order | <b>Raleigh, NC 27622</b>                          |   |  |                 |         |           |
|   | <b>Telephone: (888) 367-8777 or (919)821-0281</b> |   |  |                 |         |           |
|   | <b>Fax (888) 304-0813 or (919)836-0813</b>        |   |  |                 |         |           |
|   | <b>Standard Order Form (SOF)</b>                  |   |  |                 |         |           |

SHIP TO:

Squadron \_\_\_\_\_ Acct # \_\_\_\_\_ Dist \_\_\_\_\_ Ship to Cert # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

| Street | Phone |
|--------|-------|
| 10101  | 10101 |
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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please order materials at least 30 days in advance. *Do NOT* send a mail confirmation on electronic orders. All orders, except add-on orders, are processed in order received and shipped via 4th class mail. If, when your order is processed, you would like priority delivery at *additional expense*, please indicate your preference as follows:

☐ UPS Ground    ☐ Next-Day UPS Air    ☐ 2nd-Day UPS Air    ☐ 3-Day UPS    ☐ Priority Mail Post Office

All course material must be invoiced and billed to the squadron's account code. These orders will only be accepted when submitted by authorized personnel.

ADD-ON-ORDER - You may add to an original order *within 90 days* for Boating, Boat Smart and ABC supplies only. An Add-On-Order may be made by telephone to the HQ Educational Department, 1-888-FOR-USPS (1-888-367-8777).

| ITEM NUMBER | QUANTITY | DESCRIPTION                                    | UNIT PRICE | TOTAL AMOUNT |
|-------------|----------|--|------------|--------------|
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
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|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
| 98-63-114   | 1        | Service Charge for each order for all material | \$ 4.00    | 4.00         |
|             |          | 7% Sales Tax on NC Squadron Orders             |            |              |

TOTAL

**Order placed by:** CDR, SEO, AsstSEO, CHLB, D/C, DEO, AsstDEO (check one if billing course material to squadron account)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address

## Appendix 4B

# How to File a Boating Class Information Report (HQ-800)

This on-line report is designed to allow an SEO, squadron commander, DEO, ChLBB, or authorized designee, to automatically update a master database that stores information about the availability of USPS public basic education courses specifically: *The Squadron Boating Course*, *Boat Smart*, and *Chart Smart*. Courses are listed by zip code location. The information in this database must be accurate and up to date at all times.

## Who Uses the Database?

- the general public; to find out where they can attend a boating course
- USPS Headquarters; to answer their “hotline” inquiries for boating course information.
- DEOs
- cooperating boating safety organizations (such as local state boating departments)—they usually provide the web site address ([www.usps.org](http://www.usps.org)) to those seeking boating class information
- BoatU.S. Foundation for Boating Safety and Clean Water; to provide boating class information on its toll-free telephone, *Courseline* (1-800-336-BOAT); and on its *Courseline Online Web Page* ([www.boatus.com/courseline](http://www.boatus.com/courseline))

## How to Reach the Database

The database is listed on the USPS Web Site, under *Boat Course Schedules*. USPS members and interested parties (including the general public) may obtain information from the database by pressing the *Welcome Aboard* button on the USPS Home Page (<http://www.usps.org>) and selecting *Boat Course Schedules* from the fly-out menu. Searches based on zip code, city name, district number, or by pinpointing a location on a district map will provide a list of classes being offered in the zip codes nearest the person seeking the information.

## What Information is Provided?

The database contains the following information:

- closest class location
- distance from inquirer’s home area
- squadron name, district number
- contact person’s name, telephone, e-mail address
- address of class location
- starting date and time of the class
- status of class: registration closed, class tentatively scheduled, no class currently planned

## How to Update the Program Database

Authorized educational department personnel use an on-line

*HQ-800 Boating Course Information Report* to enter original information, and to correct or update current information. The SEO is responsible for keeping the information correct, although the squadron commander, DEO, ChLBB, or any authorized designee may change the files. Be sure to update the database as soon as any information relative to an upcoming class is available; don’t wait until all details are known. The date that a new class will start is good information to have out there; other details can follow.

## Appendix 4B, How to File a Boating Class Information Report (HQ-800)(Continued)

### For a complete description of the on-line process:

1. go to [www.usps.org](http://www.usps.org)
2. click on *Member's Area*
3. click on the *EdDept Home Page* link under "Educational"
4. click on *On-line HQ-800 and ED-27 Forms*
5. click on *HQ-800 and ED-2* to reach *On-Line HQ-800 and ED-27 (Boating Class Information Forms)*
6. click on the underlined phrase *print and read the PDF instructions* on line 6

### To make a change in a course listing (Add, Change, or Delete):

(Keep in mind that you must be an SEO, squadron commander, DEO, ChLBB, or authorized designee to make these changes.)

1. follow steps 1-2-3-4-5 immediately above
2. click on the phrase *Update HQ800 or ED-27 forms on-line* on line 11 to reach *Class List Request*
3. read the instructions on the bottom of the form
4. complete the certificate, squadron, and district information as requested
5. when asked for *District Select Order*, select "by Squadron"
6. click "FIND" to reach *Class List for Your Squadron*
7. read the instructions on bottom of the form
8. click the large button at the beginning of any record to reach the *Class Details 800* form for that record

#### To ADD a new course listing:

1. open any "Class Details 800" class listing by clicking the large button at the beginning of the class record
2. overwrite the information for a new class you want to add right over the information shown on the *Class Details 800* form
3. click the ADD button at the bottom of the form
4. ideally, two weeks after a class starts, information should be entered for the next class so there is always a listing. Information may be entered without a specific class location, but the town/city, zip code, date, and time must be entered. You may add additional or corrected information at a later date. Deadlines for new class information are:
  - a. 15 July for fall boating classes conducted September through December
  - b. 15 November for winter/spring boating classes conducted May through August
  - c. 15 March for summer boating classes conducted May through August

#### To CHANGE or DELETE a course listing:

1. click the button in front of the class record you wish to adjust
2. make any changes on the *Class Details 800* form
3. click the appropriate button (CHANGE, DELETE) to save the changes
4. the program will enter the changes or corrections immediately

NOTE: The system automatically notifies BoatU.S. Foundation and the appropriate DEO of any updates or corrections by e-mail. (A current e-mail address for DEOs is essential.) A copy of the change is also sent to its originator. No direct contact with USPS Headquarters or BoatU.S. is necessary.

### Timing of Listings

Ideally, two weeks after a class starts, a listing for the *next class* should be entered so there will always be a listing. In any event, information should be entered *no later than*:

- 15 July for fall boating classes conducted September through December
- 15 November for winter/spring boating classes conducted January through April
- 15 March for summer boating classes conducted May through August

Submit an HQ-800 report even when *no classes are scheduled* so that full advantage of the referral services may be taken.

## Appendix 4C

### Boating Course Student Registration (ED-46)

(One ED-46 registration form is received with each student manual ordered for *The Squadron Boating Course*, *Boat Smart*, or *America's Boating Course*. Additional forms are also available from the *Squadron Materials Catalog* (Item 09-73-104). This illustration is for informational purposes only; always use forms only from the above two sources.)

GLOVER PRINTING, INC. RALEIGH, N.C. 27604

**USPS® Boating Course Registration**

☐ Squadron Boating Course      ☐ Boat Smart      ☐ ABC

Please PRINT Date: \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Initial

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

(      )                      E-MAIL \_\_\_\_\_  
Area Code              Telephone Number

ED-46M (Aug. 2002) Detach and Forward to Mem/Com Chairman

**USPS® Public Relations Survey**

☐ MALE    ☐ FEMALE                      DATE OF BIRTH: \_\_\_\_\_

BOAT TYPE: ☐ None    ☐ Outboard    ☐ Inboard/Outboard    ☐ Inboard    ☐ Sail    ☐ Personal Wtrcrrft

BOAT LENGTH: ☐ Under 16'    ☐ 16-25'    ☐ 26-39'    ☐ 40-54'    ☐ 55' And Over

DO YOU TRAILER YOUR BOAT? ☐ Yes    ☐ No                      YEARS BOATING \_\_\_\_\_

HOW DID YOU LEARN ABOUT THIS COURSE?

☐ The \_\_\_\_\_ Magazine                      ☐ TV Channel \_\_\_\_\_

☐ The \_\_\_\_\_ Shopper                      ☐ Radio Station \_\_\_\_\_

☐ The \_\_\_\_\_ Newspaper                      ☐ A \_\_\_\_\_ Poster/Flyer

☐ Other \_\_\_\_\_

ED-46 PR (Aug. 2002) Detach and Forward to Squadron PRComCh



## Appendix 4C

## Boating Course Student Registration (ED-46) (Continued)

## Page 2, Squadron File Copy

| USPS® Boating Course Registration  |   |   |
|--|---|---|
| <input type="checkbox"/> Squadron Boating Course   | <input type="checkbox"/> Boat Smart   | <input type="checkbox"/> ABC            |
| Please PRINT   |   | Date: _____                             |
| _____<br>Last Name   | _____<br>First Name   | _____<br>Middle Initial                 |
| _____<br>Street Address  |   |   |
| _____<br>City  | _____<br>State  | _____<br>Zip Code                       |
| ( _____ )  | E-MAIL _____  |   |
| Area Code _____  | Telephone Number _____  |   |
| EXAMINATION GRADE _____  | <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Drop | Class Section _____                     |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE  | DATE OF BIRTH: _____  |   |
| BOAT TYPE: <input type="checkbox"/> None <input type="checkbox"/> Outboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Inboard <input type="checkbox"/> Sail <input type="checkbox"/> Personal Wtrcft |   |   |
| BOAT LENGTH: <input type="checkbox"/> Under 16' <input type="checkbox"/> 16-25' <input type="checkbox"/> 26-39' <input type="checkbox"/> 40-54' <input type="checkbox"/> 55' And Over  |   |   |
| DO YOU TRAILER YOUR BOAT? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   | YEARS BOATING _____                     |
| ED-46 S (Aug. 2002)  |   | Squadron File Copy - Retain for 6 years |

## Appendix 4D

## Boating Course Answer Sheet (ED-26)

(One answer sheet is provided with each student manual ordered. Additional copies may be ordered from the *Squadron Materials Catalog* using the SOF. Do not photocopy answer sheets; they cannot be scanned to add the student's record to the headquarters' database. This illustration is for informational purposes only.)

**UNITED STATES POWER SQUADRONS®**

The Squadron Boating Course<sup>SM</sup> ☐ Boat Smart<sup>®</sup> ☐ America's Boating Course<sup>SM</sup> ☐

**GRADE** \_\_\_\_\_

**VALIDATION #** **SQUADRON** **EXAM DATE**

| VALIDATION # |   | SQUADRON |   |   |   | EXAM DATE |   |   |  |
|--------------|---|----------|---|---|---|-----------|---|---|--|
| N            | U | M        | B | M | M | D         | D | Y |  |
| 0            | 0 | 0        | 0 | 0 | 0 | 0         | 0 | 0 |  |
| 1            | 1 | 1        | 1 | 1 | 1 | 1         | 1 | 1 |  |
| 2            | 2 | 2        | 2 | 2 | 2 | 2         | 2 | 2 |  |
| 3            | 3 | 3        | 3 | 3 | 3 | 3         | 3 | 3 |  |
| 4            | 4 | 4        | 4 | 4 | 4 | 4         | 4 | 4 |  |
| 5            | 5 | 5        | 5 | 5 | 5 | 5         | 5 | 5 |  |
| 6            | 6 | 6        | 6 | 6 | 6 | 6         | 6 | 6 |  |
| 7            | 7 | 7        | 7 | 7 | 7 | 7         | 7 | 7 |  |
| 8            | 8 | 8        | 8 | 8 | 8 | 8         | 8 | 8 |  |
| 9            | 9 | 9        | 9 | 9 | 9 | 9         | 9 | 9 |  |

**F N A M E**  **M I**  **L N A M E**


**A D D R E S S**




**C I T Y**  **S T**  **Z I P**

**E M A I L A D D R E S S**

**P H O N E N U M B E R**

**B I R T H D A T E**  **B I R T H S T A T E**

**RIGHT MARK** 

**WRONG MARKS**   

- Use a No. 2 pencil only.
- Do not use ink, ballpoint, or felt tip pens.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.

1. ☐ a ☐ b ☐ c ☐ d ☐ e 16. ☐ a ☐ b ☐ c ☐ d ☐ e 31. ☐ a ☐ b ☐ c ☐ d ☐ e 46. ☐ a ☐ b ☐ c ☐ d ☐ e 61. ☐ a ☐ b ☐ c ☐ d ☐ e 76. ☐ a ☐ b ☐ c ☐ d ☐ e 91. ☐ a ☐ b ☐ c ☐ d ☐ e 106. ☐ a ☐ b ☐ c ☐ d ☐ e

2. ☐ a ☐ b ☐ c ☐ d ☐ e 17. ☐ a ☐ b ☐ c ☐ d ☐ e 32. ☐ a ☐ b ☐ c ☐ d ☐ e 47. ☐ a ☐ b ☐ c ☐ d ☐ e 62. ☐ a ☐ b ☐ c ☐ d ☐ e 77. ☐ a ☐ b ☐ c ☐ d ☐ e 92. ☐ a ☐ b ☐ c ☐ d ☐ e 107. ☐ a ☐ b ☐ c ☐ d ☐ e

3. ☐ a ☐ b ☐ c ☐ d ☐ e 18. ☐ a ☐ b ☐ c ☐ d ☐ e 33. ☐ a ☐ b ☐ c ☐ d ☐ e 48. ☐ a ☐ b ☐ c ☐ d ☐ e 63. ☐ a ☐ b ☐ c ☐ d ☐ e 78. ☐ a ☐ b ☐ c ☐ d ☐ e 93. ☐ a ☐ b ☐ c ☐ d ☐ e 108. ☐ a ☐ b ☐ c ☐ d ☐ e

4. ☐ a ☐ b ☐ c ☐ d ☐ e 19. ☐ a ☐ b ☐ c ☐ d ☐ e 34. ☐ a ☐ b ☐ c ☐ d ☐ e 49. ☐ a ☐ b ☐ c ☐ d ☐ e 64. ☐ a ☐ b ☐ c ☐ d ☐ e 79. ☐ a ☐ b ☐ c ☐ d ☐ e 94. ☐ a ☐ b ☐ c ☐ d ☐ e 109. ☐ a ☐ b ☐ c ☐ d ☐ e

5. ☐ a ☐ b ☐ c ☐ d ☐ e 20. ☐ a ☐ b ☐ c ☐ d ☐ e 35. ☐ a ☐ b ☐ c ☐ d ☐ e 50. ☐ a ☐ b ☐ c ☐ d ☐ e 65. ☐ a ☐ b ☐ c ☐ d ☐ e 80. ☐ a ☐ b ☐ c ☐ d ☐ e 95. ☐ a ☐ b ☐ c ☐ d ☐ e 110. ☐ a ☐ b ☐ c ☐ d ☐ e

6. ☐ a ☐ b ☐ c ☐ d ☐ e 21. ☐ a ☐ b ☐ c ☐ d ☐ e 36. ☐ a ☐ b ☐ c ☐ d ☐ e 51. ☐ a ☐ b ☐ c ☐ d ☐ e 66. ☐ a ☐ b ☐ c ☐ d ☐ e 81. ☐ a ☐ b ☐ c ☐ d ☐ e 96. ☐ a ☐ b ☐ c ☐ d ☐ e 111. ☐ a ☐ b ☐ c ☐ d ☐ e

7. ☐ a ☐ b ☐ c ☐ d ☐ e 22. ☐ a ☐ b ☐ c ☐ d ☐ e 37. ☐ a ☐ b ☐ c ☐ d ☐ e 52. ☐ a ☐ b ☐ c ☐ d ☐ e 67. ☐ a ☐ b ☐ c ☐ d ☐ e 82. ☐ a ☐ b ☐ c ☐ d ☐ e 97. ☐ a ☐ b ☐ c ☐ d ☐ e 112. ☐ a ☐ b ☐ c ☐ d ☐ e

8. ☐ a ☐ b ☐ c ☐ d ☐ e 23. ☐ a ☐ b ☐ c ☐ d ☐ e 38. ☐ a ☐ b ☐ c ☐ d ☐ e 53. ☐ a ☐ b ☐ c ☐ d ☐ e 68. ☐ a ☐ b ☐ c ☐ d ☐ e 83. ☐ a ☐ b ☐ c ☐ d ☐ e 98. ☐ a ☐ b ☐ c ☐ d ☐ e 113. ☐ a ☐ b ☐ c ☐ d ☐ e

9. ☐ a ☐ b ☐ c ☐ d ☐ e 24. ☐ a ☐ b ☐ c ☐ d ☐ e 39. ☐ a ☐ b ☐ c ☐ d ☐ e 54. ☐ a ☐ b ☐ c ☐ d ☐ e 69. ☐ a ☐ b ☐ c ☐ d ☐ e 84. ☐ a ☐ b ☐ c ☐ d ☐ e 99. ☐ a ☐ b ☐ c ☐ d ☐ e 114. ☐ a ☐ b ☐ c ☐ d ☐ e

10. ☐ a ☐ b ☐ c ☐ d ☐ e 25. ☐ a ☐ b ☐ c ☐ d ☐ e 40. ☐ a ☐ b ☐ c ☐ d ☐ e 55. ☐ a ☐ b ☐ c ☐ d ☐ e 70. ☐ a ☐ b ☐ c ☐ d ☐ e 85. ☐ a ☐ b ☐ c ☐ d ☐ e 100. ☐ a ☐ b ☐ c ☐ d ☐ e 115. ☐ a ☐ b ☐ c ☐ d ☐ e

11. ☐ a ☐ b ☐ c ☐ d ☐ e 26. ☐ a ☐ b ☐ c ☐ d ☐ e 41. ☐ a ☐ b ☐ c ☐ d ☐ e 56. ☐ a ☐ b ☐ c ☐ d ☐ e 71. ☐ a ☐ b ☐ c ☐ d ☐ e 86. ☐ a ☐ b ☐ c ☐ d ☐ e 101. ☐ a ☐ b ☐ c ☐ d ☐ e 116. ☐ a ☐ b ☐ c ☐ d ☐ e

12. ☐ a ☐ b ☐ c ☐ d ☐ e 27. ☐ a ☐ b ☐ c ☐ d ☐ e 42. ☐ a ☐ b ☐ c ☐ d ☐ e 57. ☐ a ☐ b ☐ c ☐ d ☐ e 72. ☐ a ☐ b ☐ c ☐ d ☐ e 87. ☐ a ☐ b ☐ c ☐ d ☐ e 102. ☐ a ☐ b ☐ c ☐ d ☐ e 117. ☐ a ☐ b ☐ c ☐ d ☐ e

13. ☐ a ☐ b ☐ c ☐ d ☐ e 28. ☐ a ☐ b ☐ c ☐ d ☐ e 43. ☐ a ☐ b ☐ c ☐ d ☐ e 58. ☐ a ☐ b ☐ c ☐ d ☐ e 73. ☐ a ☐ b ☐ c ☐ d ☐ e 88. ☐ a ☐ b ☐ c ☐ d ☐ e 103. ☐ a ☐ b ☐ c ☐ d ☐ e 118. ☐ a ☐ b ☐ c ☐ d ☐ e

14. ☐ a ☐ b ☐ c ☐ d ☐ e 29. ☐ a ☐ b ☐ c ☐ d ☐ e 44. ☐ a ☐ b ☐ c ☐ d ☐ e 59. ☐ a ☐ b ☐ c ☐ d ☐ e 74. ☐ a ☐ b ☐ c ☐ d ☐ e 89. ☐ a ☐ b ☐ c ☐ d ☐ e 104. ☐ a ☐ b ☐ c ☐ d ☐ e 119. ☐ a ☐ b ☐ c ☐ d ☐ e

15. ☐ a ☐ b ☐ c ☐ d ☐ e 30. ☐ a ☐ b ☐ c ☐ d ☐ e 45. ☐ a ☐ b ☐ c ☐ d ☐ e 60. ☐ a ☐ b ☐ c ☐ d ☐ e 75. ☐ a ☐ b ☐ c ☐ d ☐ e 90. ☐ a ☐ b ☐ c ☐ d ☐ e 105. ☐ a ☐ b ☐ c ☐ d ☐ e 120. ☐ a ☐ b ☐ c ☐ d ☐ e

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## Appendix 4E

# Boating Class Report (ED-27)

File this report immediately following the completion of a *The Squadron Boating Course*, *Boat Smart Course*, *Chart Smart Program*, or *Video Boating Course Exam*. It reports the number of students registered, passed, and in each class, and is vital information used to complete governmental reports supporting the nonprofit status of USPS.

### **A Boating Class Completion Report may be filed in two ways:**

1. **File an ED-27 report on-line:** Follow the instructions under *USPS Boating Course Information Report* (HQ-800) in *Appendix 4B* above for adding, deleting, or changing a listing in order to reach a listing of your squadron's boating classes.
  - a. open the class listing for which you wish to process an ED-27 report by clicking on the button in front of the class record
  - b. fill in the originator information at the bottom of the form
  - c. click on the *ED-27* link
  - d. complete the report and click *SUBMIT*
  - e. to complete a blank ED-27 report for a class not listed, click on the *BLANK ED-27* link at the bottom of the form

**Note:** If you file your HQ-800 report on-line, *always file your ED-27 report on-line*; if you mail or fax your ED-27, it can cause problems in headquarters' procedures.

2. **Mail or fax an ED-27 paper copy report to headquarters.** There are two ways to obtain blank *ED-27 Boating Class Reports*:
  - a. A copy is included with each order of Boating Course materials.
  - b. Download a copy from the EdDept Web Page, you will need *Adobe Acrobat* or *Adobe Acrobat Reader* software (see NOTE below).
    - a. go to *www.usps.org*
    - b. click on *Member's Area*
    - c. click on *EdDept Home Page* link under "Educational"
    - d. click on *EdDept and Related Forms*
    - e. click on *ED-27 Boating Class Report (For Paper Submission)* under *Boating Class Forms*

The copy illustrated in this appendix is for informational purposes only. Always use up-to-date copies from the web page or from the catalog.

**(NOTE: To download a free copy of Adobe Acrobat Reader:)**

- a. go to *www.usps.org*
- b. click on *Member's Area*
- c. click on *EdDept Home Page* link under "Educational"
- d. click on *Help: How to Use the Web Page*
- e. click on *Adobe Acrobat Reader for pdf documents* under *Free Viewers*

**See information-only illustration of *Boating Class Report* on next page.**

## Boating Class Report (ED-27) (Continued)

|  |
|--|
| <b>United States Power Squadrons®</b><br><b>BOATING CLASS REPORT</b>   |
| <b>Complete one report for each class location. Please mail the night after the examination.</b>   |
| DIST: _____ SQUADRON: _____ SQ# _____  |
| CLASS LOCATION: _____  |
| REGISTRATION DATE: _____ MONTH _____ DAY _____ YEAR  |
| <input type="checkbox"/> CLASSROOM BOATING COURSE <input type="checkbox"/> BOAT SMART <input type="checkbox"/> ABC   |
| <input type="checkbox"/> VIDEO BOATING COURSE (Do not combine with Classroom Course Reports)   |
| TOTAL REGISTRATIONS: _____ PASSED: _____ DID NOT PASS: _____   |
| Signature of <input type="checkbox"/> ChLBB <input type="checkbox"/> SEO <input type="checkbox"/> Cdr _____  |
| <p style="font-size: small;">Please mail this copy to USPS® Headquarters. Send comments, suggestions, and constructive criticisms on course content to the National Basic Public Education Chairman whose address is listed in <b>THE ENSIGN</b>.</p> <p style="font-size: x-small; display: flex; justify-content: space-between;"> <span>© 2002 USPS</span> <span>ED-27 (2/02)</span> </p>               |
|  |
| <b>United States Power Squadrons®</b><br><b>BOATING CLASS REPORT</b>   |
| <b>Complete one report for each class location. Please mail the night of the examination.</b>  |
| DIST: _____ SQUADRON: _____ SQ# _____  |
| CLASS LOCATION: _____  |
| REGISTRATION DATE: _____ MONTH _____ DAY _____ YEAR  |
| <input type="checkbox"/> CLASSROOM BOATING COURSE <input type="checkbox"/> BOAT SMART <input type="checkbox"/> ABC   |
| <input type="checkbox"/> VIDEO BOATING COURSE (Do not combine with Classroom Course Reports)   |
| TOTAL REGISTRATIONS: _____ PASSED: _____ DID NOT PASS: _____   |
| Signature of <input type="checkbox"/> ChLBB <input type="checkbox"/> SEO <input type="checkbox"/> Cdr _____  |
| <p style="font-size: small;">Please mail this copy to the District Educational Officer. Send comments, suggestions, and constructive criticisms on course content to the National Basic Public Education Chairman whose address is listed in <b>THE ENSIGN</b>.</p> <p style="font-size: x-small; display: flex; justify-content: space-between;"> <span>© 2002 USPS</span> <span>ED-27 (2/02)</span> </p> |

## Section 5

# USPS Member Courses

- 1 USPS currently offers its members five advanced grade courses and six elective courses. A description of each course appears on the web page of that course's administering committee on the "EdDept Home Page" in the "Member's Area" of the *USPS Web Site* ([www.usps.org](http://www.usps.org)).

## Advanced Grade Courses

- 2 Five advanced grade courses build on basic boat handling and piloting skills taught in the basic boating courses required for USPS membership:
  - the *National Boat Handling Committee* administers the *Seamanship Course*
  - the *National Inland and Coastal Navigation Committee* administers the *Piloting Course* and the *Advanced Piloting Course*
  - the *National Offshore Navigation Committee* administers the *Junior Navigation Course* and the *Navigation Course*

## Elective Courses

- 3 Five elective courses provide knowledge on topics that enhance a member's boating knowledge:
  - the *National Marine Environment Committee* administers the *Cruise Planning Course* and the *Weather Course*
  - the *National Electro-Mechanical Systems Committee* administers the *Engine Maintenance Course* and the *Marine Electronics Course*
  - the *National Boat Handling Committee* administers the *Sail Course*
- 4 The *National Instructor Development Committee* administers a sixth elective course, the *Instructor Development Course*, which provides knowledge on the skills of teaching adults and presenting information. It is the course required for certification of USPS instructors.

## Course Formats

- 5 Most member courses are in modular format, allowing students to study a course in short, more topic-specific segments. This format addresses the time constraints of the modern age, and provides flexibility for squadrons to better satisfy members' needs. Modules are typically six weeks in duration, with either two or three modules required to complete a course. Squadrons may teach modules continuously one after another, or separately. Members receive permanent credit for passing each module; and, after successful completion of all the modules for a course, receive credit for the course and a course completion endorsement sticker for their membership certificate. In most cases, students may take courses in any order to meet their interests and needs.

## Presenting USPS Member Courses

- 6 The scheduling of courses is a squadron decision. Good planning includes scheduling a member course (*Seamanship* or *Piloting*) immediately following each boating course to allow new members to quickly begin their advanced boating education.
- 7 It is suggested that small squadrons follow these introductory courses with the other advanced grade and elective courses at least once every two or three years. Larger squadrons may elect to offer all advanced grade and elective courses every year.

## Planning

- 8 The squadron educational officer (SEO) schedules a meeting of his educational committee immediately after the change of watch to develop his

department's objectives and plan its programs. A typical squadron educational committee consists of the SEO, assistant squadron educational officer (ASEO), the chairmen of local boards (ChLBs), the course committee chairmen, the teaching aids committee chairman, the supplemental programs committee chairman, the educational department property committee chairman, and the commander in an *ex officio* capacity. Matters to consider in this planning meeting could include:

- courses to be taught
  - class schedules
  - publicity programs
  - fees to be charged
  - facilities to be used
  - instructor assignments
  - equipment requirements
  - teaching aids resources
  - review of the Instructor Certification Program with the goal of certifying all current instructors and prospective new instructors as rapidly as possible with presentations of the *Instructor Development Course*
  - long-range planning in the scheduling of courses, preferably three years in advance to coincide with the term of office of the SEO, thus providing consistency
- 9 Make plans to immediately follow each public boating course with a *Seamanship Course*, *Piloting Course*, or elective course to encourage students to become new members and quickly begin their advanced boating education. The schedule for the new year must coordinate with classes that began during the previous watch. It is subject to executive committee approval when finalized.

## Publicity

- 10 Time the publicity program for each course for maximum impact. Work closely with your squadron public relations committee, newsletter editor, and webmaster to ensure that word of your course schedule reaches every member.
- 11 **Publish the Next Twelve Months' Course Schedule** in every issue of your newsletter. Forward a copy of your schedule to your district educational officer (DEO) and the editor of your district newsletter to inform members of nearby squadrons about courses you will offer that may be unavailable in their squadrons.

- 12 You may not know details such as exact starting date, location, and instructor's name right at the start; the most important information is that the course is planned. Insert the missing details later. Be sure to list telephone numbers to call for information.

- 13 **Announce Course Schedules at All Squadron Functions.** Member response at these meetings generates enthusiasm.

- 14 **Contact Eligible Students Personally.** Obtain a copy of each member's educational achievements from the headquarters' DB2000 database. You will then know each individual's educational needs and will have a list of potential candidates for each course. Use telephone calls, e-mail messages, letters, or postcards to inform members of upcoming courses.

- 15 A couple of weeks before the start of the class, it is good practice for the instructor to call interested students to remind them of the date and time of the first class session.

## Student Eligibility

- 16 Except as otherwise provided in the USPS bylaws, passing a qualifying examination approved by the *Operating Committee* is a prerequisite for anyone taking a USPS advanced grade or elective course. Member courses are open only to:
- active members in good standing
  - family members who have successfully completed a course required for USPS membership
  - woman certificate holders
  - squadron apprentices
  - qualified members, lady associates, and junior associates of the *Canadian Power and Sail Squadrons* (subject to any restrictions imposed by that organization)
  - qualified members of the *United States Coast Guard Auxiliary*
  - nonmembers in time of war or national emergency, as approved by the USPS Operating Committee
  - (for the *Instructor Development Course* only): employees of government agencies charged with educating the public in safe boating practices

- 17 **Sequence of Advanced Grade Courses.** Advanced grade courses are designed to be taken in sequence; e.g., *Seamanship* (S), *Piloting* (P),



*Advanced Piloting* (AP), *Junior Navigation* (JN), and *Navigation* (N). Members achieve the best educational results by taking advanced grades in this order. If a squadron finds this schedule difficult, *USPS Governing Board* policy allows *Piloting* to be presented before *Seamanship*.

- 18 Nevertheless, there are no prerequisites required to take any member course, module, or examination. Subject to the approval of the instructor, members may take any course, module, or examination at any time, in any order. Instructor approval is necessary in some cases so there will be no delay in class instruction resulting from students not having learned basic necessary principles in an earlier-sequence course.
- 19 Students are apprised of their examination scores regardless of the order in which they take the courses or modules. However, grade awards require completion of all the course requirements. Although a member may have taken a course or module examination or submitted a sight folder, credit for a course is awarded only after meeting all the requirements. Current grade requirements include:
  - *S* and *P* must be earned before qualifying for *AP*
  - *AP* must be earned before qualifying for *JN*
  - *JN* must be earned before qualifying for *N*
- 20 A USPS member may display the highest grade earned following his name, and wear the insignia on his USPS uniform or blazer.
- 21 Members who have not recently attended high school or college often find the succession of courses easier by taking minimal breaks between them; e.g., encourage those who have recently earned their *Advanced Piloting* grade to continue to *Junior Navigation* and *Navigation* as soon as possible. Generate enthusiasm among your students to take all USPS courses. Acquaint them with the *Educational Proficiency Award* for completing certain educational programs and the *Educational Achievement Award* for successfully completing all member courses. These awards are described in *Section 8 USPS Educational Awards*.

## Class Facilities

- 22 It is permissible to hold USPS courses almost anywhere; you may utilize privately owned or taxpayer-supported facilities. When selecting a facility, consider the projected size of the class, the presence of chalkboards or white boards, the amount

of table space available for chart work, and the availability of audiovisual equipment and public address systems.

## Course Fees

- 23 Avoid charging more than the amount necessary to recoup the direct and indirect costs incurred for a course or module. The fee should reflect the cost of course materials, examinations, and miscellaneous expenses such as postage, shipping charges for materials and examinations, film rental, photocopying, sales taxes, and a prorated facility cost (if any). The executive committee approves course fees. The treasurer receives all monies for deposit.

## Teaching Aids

- 24 Allow ample time to acquire new teaching aids. Remind your instructors to review their course materials and teaching aids long before the start of the course. Using effective teaching aids enhances learning. Work cooperatively with the teaching aids committee in improving teaching aids currently in use.
- 25 Compare notes with instructors in other squadrons who may be willing to share their effective teaching aids.
- 26 Keep alert for new teaching aids; check out entries in the national Annual Meeting teaching aids contest (outstanding teaching aids exhibited at the Annual Meeting are photographed for display on the National Educational Department page of the USPS Web Site) and those entered in contests at your district conferences. Enter these teaching aids contests your squadron may be the recipient of one of the teaching aid awards!
- 27 In recent years, the *USPS Educational Fund* has been responsible for squadrons receiving black and white transparency masters, color transparencies, and several excellent PowerPoint® presentations for various courses. The *U.S. Coast Guard's Office of Boating Safety* has furnished squadrons with a series of videotapes as produced.
- 28 Additional copies of some of these excellent teaching aids are available for purchase in the *Squadron Materials Catalog* using the *Standard Order Form* (SOF). The catalog is available from the "Current Materials Info" listing on the "EdDept

Home Page.” SOFs are included with all orders of materials received from headquarters; or, like many other Educational Department forms, may be downloaded from “EdDept and Related Forms” on the “EdDept Home Page.” Always use an up-to-date SOF from one of these sources. An illustration of the SOF, for information purposes only, is shown in *Appendix 5-A* at the end of this section.

- 29 You may fill in the SOF right on your computer and transmit it, or print it and mail or fax it to headquarters. Or, you may download and print a blank form to complete and mail or fax. The mail address is P.O. Box 30423, Raleigh, NC 27622. The fax number is 1-888-304-0813. Do not send mail confirmations for fax orders. NOTE: *Instructor Development Course* materials must be ordered on a separate SOF. They are handled separately at headquarters.
- 30 The older *USPS Graphics CD-ROM* clip art is available from the catalog and by downloading from the “Services/Software/Graphics” section of the *Information Technology Committee* Home Page, located in the “Member’s Area” of the *USPS Web Site*.
- 31 Educational materials such as these are valuable teaching resources and should be safeguarded by a squadron educational property officer who keeps records as to their location. Many of these aids have applications in more than one course; some have utility as programs for squadron member meetings.
- 32 Handouts from commercial sources may assist in class presentations and be of benefit to students. Follow these guidelines when considering such handouts:
  - the material must be germane to the course
  - the educational value of the handout must be greater than the advertising value
  - if there are any doubts about a handout being appropriate, discuss it with your commander
  - distribute the material at the end of class so that students will not be distracted during the lesson

## Field Trips.

- 33 To promote interest and for a change of pace, arrange field trips to boatyards and marinas for *Seamanship* students; to planetariums and places to take sights for *Junior Navigation* and *Navigation* students; to weather stations, marine engine repair shops, and

sail lofts for elective course students. With a little effort, meaningful field trips can be found for almost every course.

- 34 Squadrons are encouraged to take advantage of enhanced USPS insurance coverage that allows the offering of on-the-water educational and instructional activities. Go to the *USPS Web Site* and the *USPS National Law Committee* Web Page under “Standing Committees” for a description of *USPS On-the-Water Policy and Guidelines*. Before proceeding with the activity, always contact the USPS National Treasurer to verify that the activity will be adequately covered with appropriate insurance.

## Recruiting Instructors

- 35 USPS is a highly regarded educational organization in the recreational boating community, dedicated to providing self-education to its members and safe boating education to the public. As part of an 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.
- 36 USPS regularly recognizes outstanding instructors in several ways. Prominent awards include the *Charles F. Chapman Award for Excellence in Teaching* and *Prince Henry the Navigator Award*. See *Section 8—USPS Educational Awards*.
- 37 Under the terms of our agreement with the *National Association of Boating Law Administrators*, instructors of USPS public basic boating safety courses must be certified. While not obligatory for advanced grade and elective course instructors at this time, the USPS Educational Department feels that all of its instructors should be certified. The benefits of certified instructors are twofold: 1) they demonstrate a public awareness of professionalism in the USPS approach to education and curriculum and 2) they provide on-the-scene qualified teachers in case of last-minute scheduling emergencies.
- 38 **The Instructor Certification Program.** Certification for teaching USPS courses is earned by successfully completing the *USPS Instructor Development Course* (ID). Successful students receive a *USPS Instructor’s Certificate* valid for four years from the date of ID course completion.



- 39 Members with certain prequalifications may request an initial four-year certification without attending the ID course.
- 40 This exemption applies to anyone possessing at least one of the following qualifications:
1. currently active teaching credentials from an accredited teaching organization
  2. having taught for at least three of the last five calendar years in an adult education community program or as a college instructor
  3. significant USPS classroom or public presentation experience during the last three years, plus having completed either the USPS *Instructor Qualification Course* (IQ); or both the USPS *Instruction Techniques Course* (IT) and the USPS *Instructional Aids Course* (IA)
- 41 **The Instructor Recertification Program.** Members who have completed either IQ, or IT and IA, but who have had *no* significant USPS classroom or public presentation experience during the last three years, must complete a four-hour *Instructor Development Certification Seminar* to qualify for the initial four-year certification. Future recertification of instructors will require completion of the USPS four-hour *Instructor Development Recertification Seminar*.
- 42 The recertification seminar reflects on the latest teaching and learning techniques and emphasizes the high value USPS places on quality educational material and instruction. The seminar content will be updated regularly to model the latest adult education teaching theories and practices. Previously 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.
- 43 **Administration of the Certification Program** is the responsibility of the DEO and the district instructor development committee, who will offer recertification seminars as required. USPS Headquarters will file and maintain all instructor certification records.
- SEOs will maintain accurate records of instructors' classroom instruction time for use in validating certification applications
  - DEOs and SEOs will maintain registries of certified instructors within their areas of responsibility.
  - the certification program applies to all USPS squadrons
  - certification remains with the member in the case of his transfer from one squadron to another
- ### Ordering Member Course Materials
- 44 Order course materials at least 30 days in advance. Use the SOF to order course materials from the *Squadron Materials Catalog*. The catalog is available from the "Current Materials Info" listing on the "EdDept Home Page." SOFs are included with all orders of materials received from headquarters; or, like many other Educational Department forms, may be downloaded from "EdDept and Related Forms" on the "EdDept Home Page." Always use an up-to-date SOF from one of these sources. An illustration of the SOF, for information purposes only, is shown in *Appendix 5-A* at the end of this section.
- 45 You may fill in the SOF right on your computer, print it, and mail or fax it to headquarters. Or, you may download and print a blank form to complete and mail or fax. The mail address is P.O. Box 30423, Raleigh, NC 27622. The fax number is 1-888-304-0813. Do not send mail confirmations for fax orders. NOTE: *Instructor Development Course* materials must be ordered on a separate SOF. They are handled separately at headquarters.
- 46 Be sure to include the item number, quantity, and description of the materials you are ordering. Show all pertinent information requested in the "Ship To" area, including a clearly defined address for the person it is to be shipped to. In the "Order Placed By" area, be sure to check the title of the authorizing officer (SEO, ASEO, ChLB, commander, DEO, ADEO, or D/C) and clearly list his name, address, telephone number, and e-mail address.
- 47 Orders are processed in the order received. Materials are shipped by fourth class U.S. Mail (Parcel Post ground service) unless you request priority shipment

at your additional expense by U.S. Mail Priority Service, or UPS Next-Day Air, 2<sup>nd</sup> Day Air, or 3-Day Service.

48 Estimate your needs carefully. Avoid ordering fewer manuals than you need, but also avoid over ordering; there are extra shipping charges and a restocking fee for the return of excess materials. Save money by consolidating orders whenever possible.

49 **Order Up-to-Date Materials.** Use only the latest materials in your USPS courses. Each SEO receives a first-off-the-press student manual and instructor manual courtesy of the *Educational Fund* as soon as new materials are released. Always return excess material for credit within the allowable time frame so that it will not be wasted.

50 **Instructor Kits** are not shipped automatically. They are ordered from the *Squadron Materials Catalog* using the SOF at a cost prescribed by the Governing Board. These manuals are marked “For Instructor Use Only”.

51 **Receiving Course Materials.** Check your order as soon as you receive it. Open shipping containers carefully; you may want to reuse the carton later to return materials. When you open the carton, compare the materials to your order form and the packing list. If the materials received are correct, mark your approval on the packing list and forward it to your treasurer. If the shipment is incomplete or the material incorrect, damaged, or defective, notify headquarters immediately so that the problems can be corrected.

52 **Payment for Materials.** Monthly USPS statements to squadrons for materials ordered are payable upon receipt. Your treasurer will reconcile each invoice with the packing slips you have approved. Make payments only by squadron check; personal checks cannot be accepted. If your squadron is delinquent in its account, all shipments except for examinations will be curtailed. Your treasurer will receive a warning of impending curtailment of materials when your account is 90 days past due.

## Returning Educational Materials

53 The composition of a class is usually established by the end of the third class session and new students

are not anticipated. This is the time to package and return unused student manuals for credit. The use of up-to-date materials is important; new course materials are being introduced regularly.

54 **Time Limit for Returns.** To receive credit for materials, you must return them to headquarters within 90 days of the date of original shipment from headquarters. They must be in perfect condition undamaged and complete. Instructor sets are not returnable; JN and N sets with broken seals are not returnable. The following materials have a long shelf life and are also not returnable:

- USPS plotters
- 1210-TR charts
- USPS star finders
- padded forms
- sight forms
- protractors
- dividers
- videos and slides

55 **Enclosures in Return Packages.** Send written material (i.e., letters, orders, invoice payments, completed examinations) by *first-class* mail to conform to postal regulations. First-class mail items included in U.S. Postal Service Parcel Post packages could delay the mailing and result in the imposition of penalties if the packages are opened for inspection. Packing slips are allowable. United Parcel and other carriers do not have these restrictions.

56 However, it is very important *not* to include completed examinations with returned course materials in the same package. This could easily delay your receipt of examination results.

57 **Prepare Return Packages Carefully.** Use a *Return of Course Materials* (HQ-9A) form to return materials, following the directions on the form. Up-to-date copies of the form are included with each materials order received or may be downloaded from the “EdDept and Related Forms” listing on the “EdDept Home Page.” See a “for-information-only” illustration of this form in *Appendix 5-B* of this section. You will need three copies of this form, one to:

- place in the carton of materials being returned to headquarters

- forward to your squadron treasurer
- retain in your educational department records

58 Use a container strong enough to withstand the rigors of shipping; containers saved from the original shipment are ideal. Avoid using lightweight “Kraft-type” envelopes. Use interior packing materials for stiffeners don’t use newspapers; the ink will rub off and damage the materials. Seal the packages securely. Use carton-sealing tape; do not use household-type mending tape or masking tape. Be sure to include a properly completed HQ-9A form as a packing slip. Affix a legible return address that includes your zip code and the name of your squadron. Attach all labels securely. Headquarters package shipping address is USPS Headquarters, 1504 Blue Ridge Road, Raleigh, NC 27607. Headquarters will apply a credit to your squadron account after processing.

59 **Restocking Charges.** Except for unused examinations and public boating course materials (the *Squadron Boating Course*, *Boat Smart*, and *America’s Boating Course*), there is a 10% restocking charge to cover handling returned materials.

## Class Administration

60 The following are USPS policies, suggestions, and time-proven ways to effectively present member courses. Ideas for improving classroom presentations are always wholeheartedly received. Send suggestions to the NEO and ANEO with a copy to your DEO.

61 **Student Registration.** It is important to obtain the member’s name and certificate number exactly as they are shown on the student’s membership certificate when registering students. If the student is a member of another squadron, determine his squadron affiliation. This information is vital when ordering examinations. If the student is a new member and has not yet received his certificate number, make a note to check back later.

62 **Americans with Disabilities Act (ADA).** What are a squadron’s obligations to students under the ADA? This act was written to improve the accessibility for disabled persons to businesses and services open to the public. Local educational officers and commanders need to be aware of the requirements

of ADA, and sensitive to the needs of individuals protected by the act. As good citizens, we should make every reasonable effort to accommodate the special needs of our public students and members who have disabilities.

63 When faced with requests or the obvious need for special services or facilities, squadrons and districts should make a good-faith attempt to assist and/or accommodate the disabled individual(s). Reasonable cooperation and flexibility are the keys to meeting these needs. Assistance in meeting special needs may often be obtained through contact with local and state governmental, charitable, and private resources/services.

64 A request under ADA may ask for a specific service or accommodation. The ADA recognizes that providing some accommodations could impose an undue burden on the organization concerned. In such cases, the ADA allows the group to suggest alternatives or refuse the request entirely. Example: the cost of providing a professional signer for hearing-impaired students for multiple sessions of a public boating course could create an undue burden on a small squadron with limited funds. That squadron might offer alternatives that impose a more reasonable burden, such as one-on-one tutoring or the use of volunteer (unpaid) signers.

65 Even though “undue burden” is a proper basis for declining a request for a specific accommodation, determining whether the burden is unreasonable will always depend on the unique facts and circumstances surrounding the request and the organization. Additionally, ADA places the burden of proving “undue burden” on the organization. Many problems and challenges (including “compliance tests” by advocate groups) can be avoided or simply resolved by an organization’s display of a cooperative and sensitive attitude and spirit, rather than invoking a quick reliance on the letter of the law. Prior to the issuance of any statement of “refusal” of any request for accommodation, the SEO and commander must involve and seek guidance from the local district or squadron law officer or, in the absence thereof, the national law officer.

66 **The First Class Session.** After registering students and collecting course fees, *briefly* introduce any squadron officers, members of the local board,

or instructional staff present. Take time to explain the objectives of the course and what is expected of the students. Fully cover questions relating to books, materials, and supplies that will be needed. While students are not obligated to have these items, tell them that it is to their benefit to possess the course textbook and related instruments, if any. The squadron may offer to sell these items at retail prices or advise where they may be procured elsewhere. The squadron is not obligated to furnish accessory course material or instruments free of charge although it may offer donated items for their use.

- 67 **Standards and Regulations.** Student and instructor manuals for USPS courses may contain information regarding standards and regulations relating to the subject matter being taught. Such standards and regulations are established by industry groups or government organizations. Make it clear when discussing such matters that USPS is not the standards-setting authority. When access to such information furthers the objectives of the course or program or the student's understanding of the subject, instructors may direct the student to the organization that controls or publishes the standard or regulation.
- 68 **Homework is Important.** Stress the value of student's completing their homework in a timely fashion. Homework reinforces the learning process and helps prepare for the examination. Take steps to ensure that students do their homework; correct homework in class, or collect/correct/return it so that it may be used as a study guide for the examination. Review homework with the whole class so that all difficulties and confusion are resolved; the importance of this policy cannot be overemphasized. *Homework Answer Sheet Forms* are available from the *Squadron Materials Catalog* using the SOF.
- 69 **Plan Examinations Early.** Students need to know the circumstances surrounding the conduct and processing of the examination. They accept the need to protect the integrity of the examination procedure, and are almost always willing to adjust their personal schedules if the requirements are discussed with them early in the course. Plan the examination date to allow for scheduling a review session, order examinations in an orderly fashion, and consider personal plans of the students. Make every effort to satisfy the scheduling needs of students.

70 **Teaching Methods.** Classes are conducted in various ways. In small classes, an instructor may be fully qualified to teach an entire course or module. In other classes, the teaching effort may be distributed among several lecturers who have special expertise in specific topics. In this latter situation, care must be taken to provide continuity; students who have been away from formalized education for a length of time may become frustrated, feel lost in the crowd, and drop out.

71 A combination of these two methods is often more desirable. A lecturer may present the lesson to the entire class, which can then be subdivided into assigned discussion groups of 6-12 students, each with a proctor to grade the assigned homework, act as a discussion leader, and assess their overall progress. Students get to know the proctor and others in the group, and will feel more at ease in participating in discussions when they do not understand something. The proctor must be knowledgeable of the course subject. Lecturers, on the other hand, may specialize in only one or two phases of the course, using effective teaching aids for those presentations.

72 **Recording of Class Sessions.** Course materials and class presentations are proprietary to USPS and your squadron. Since subsequent use of audiotapes or videotapes cannot be controlled, do not allow class lectures to be taped, except in occasional cases where tapes may be used for makeup purposes (such as a class missed) or for a critique by an *Instructor Development Course* class.

73 **Challenging Examinations.** Some suitably trained boaters may wish to take the examination without attending classes or submitting homework. With the exception of the *Instructor Development Course*, a candidate may do this. Try to encourage all students to participate in class sessions and do the assigned homework. Explain to those with considerable practical experience that their class participation will be helpful to other students, and even to themselves, as they share their boating experiences.

## Administration of Examinations

74 Conscientious attention to the administration of examinations is high on the list of an SEO's responsibilities. The high regard for USPS grades is due largely to the assurance that candidates may



earn them only by demonstrating keen knowledge in the subjects by successfully completing a comprehensive and fair examination. To maintain that high regard, there must be uniformity in the administration of examinations—in all courses and modules in all squadrons—to ensure that the basis for the grade is the same everywhere. We must constantly meet high standards of excellence to maintain the reputation for which USPS is so well known.

- 75 SEOs, ChLBs, and exam administrators can avoid problems and delays by becoming fully familiar with examination administration policies as outlined in this *Educational Department Manual—I for Squadrons*, the *USPS Operations Manual—Section 12*, and *Instructions for Conducting Examinations* (ED-17). The ED-17 instruction sheet is included in every examination package, and may be downloaded from “EdDept and Related Forms” on the “EdDept Home Page.” It is illustrated for information purposes in *Appendix 5-C* at the end of this section, but up-to-date instructions from the exam package and the web site should always be consulted.
- 76 Follow policies described in these documents to the letter. However, your ideas to improve the administration or content of examinations are encouraged. Forward your comments and suggestions to the national committee chairman. His address is on the inside rear cover of each issue of *THE ENSIGN* magazine. Send a copy of your correspondence to your DEO. To facilitate easy reference to questions, each examination question is identified by a question identification number (QID). It is located in brackets *above* the question, e.g., [217]. Do not confuse this QID number with the question number prefacing each question.
- 77 **The Examination Administrator.** Select the examination administrator as early as possible so there will be no confusion on the day of the exam. First choices to administer examinations are the Chairman/Local Board or Assistant Chairman/Local Board for the course for which the candidates are being examined, unless that person is taking or teaching the course. The instructor of the course is not authorized to administer the exam. Others authorized to administer examinations are:

- either of the other two squadron chairmen of local boards
- any national, district, or squadron commander, executive officer, educational officer, assistant educational officer, administrative officer
- any national course chairman or assistant national course chairman
- any holder of the Educational Achievement Award (SN) who is a member of the examining squadron

If it is necessary to deviate from this procedure, send a written request for a waiver in advance to the ANEO outlining the justification for the change. Allow adequate time for consideration and a reply.

- 78 If an examination must be administered at a remote location where no USPS squadron or member is available, the SEO, after consultation with the ChLB and approval of the DEO or ANEO, may designate a qualified nonmember to administer the exam (e.g., a local librarian may be willing to help). Otherwise, schedule the exam at a later date and file a separate order for that exam.
- 79 **Ordering Examinations.** Before ordering a final examination, check the list of students to confirm their names, certificate numbers, and squadron affiliation. These statistics must match the student’s membership certificates *exactly*. If a new member does not yet have a certificate number, contact your membership chairman to verify that he has forwarded a *MemCom-1* form to headquarters. If it has been submitted, call the headquarter’s membership department and ask for the person’s certificate number. If the certificate number is still unavailable, write *Pending* in the certificate number space on the examination order. This procedure may save a lot of embarrassment and resentment later.
- 80 Use *Examination Order* (ED-33) to order exams. Similar to many other Educational Department forms the ED-33 may be downloaded from “EdDept and Related Forms” on the “EdDept Home Page.” Always use an up-to-date form from this source. An illustration of the *Examination Order* (ED-33)

is shown in *Appendix 5-D* at the end of this section for information purposes.

81 You may fill in the ED-33 right on your computer and transmit it, or print it and mail or fax it to headquarters. Or you may download a blank copy of the ED-33 to complete and mail or fax. The mail address is P.O. Box 30423, Raleigh, NC 27622. The fax number is 1-888-304-0813. Do not send mail confirmations for fax orders. Telephone orders will not be accepted.

82 NOTE: *Instructor Development Course* materials must be ordered on a separate SOF; they are handled separately at headquarters.

83 Fill in the *Examination Order* (ED-33) completely, clearly listing the following items of critical information:

- course or module name
- student manual year (edition)
- date class started
- total number of exams ordered \_\_\_\_ Original Exam \_\_\_\_ Reexamination (Do not order original examinations and reexaminations on the same *Examination Order*.)
- original class enrollment (number of students)
- district, squadron name, squadron number
- name of person designated to receive the examination package, with his certificate number and address
- name of SEO, certificate number, and address (The SEO is the only one authorized to receive exam results, award notices, and critiques.)
- list of candidates' names (as shown on USPS membership certificates, including all suffixes such as *Jr.* or *III*), last names first in alphabetical order, their certificate numbers (or "Pending" if the number has not yet been received), squadron affiliation (if other than squadron ordering the examination), type of examination needed: \_\_\_\_ closed book \_\_\_\_ open book

◦ If a student's name is currently different from that on his membership certificate, list both names and include a *Personnel Change Report* (HQ-102) to make the correction. *Personnel Change Report* (HQ-102) forms may be downloaded from the "Forms" section of the "USPS Membership Committee" Home Page. (Look under "Administrative Dept" on the USPS Web Site.) Always use up-to-date forms from either the exam package or the MemCom Web Site. See *Appendix 5E* at the end of this section for an information-only illustration of the form.

◦ In the case of family members, woman's certificate holders, apprentices, members of Canadian Power and Sail Squadrons, USCG Auxiliary members, and eligible nonmembers: separate these candidates by category, listing their last names first in alphabetical order.

- name, certificate number, address, title, and signature of the person certifying the eligibility of the exam administrator, candidates, and placing the examination order (This must be the SEO, ChLB, commander, or DEO.)
- Order examinations for every member of the class even those who say they are not ready or don't plan to take the examination; their circumstances may change. If you order an exam for a member not in good standing, headquarters will bill your squadron for that member's dues. If you order an exam for someone for whom headquarters does not have the requisite membership application, you will not receive an examination for that person.
- If it is impossible to schedule all students for a single date, file a separate ED-33 order for each date.

84 ***Obsolete Course Materials and Examinations.*** When new editions of course materials are introduced, older editions are labeled obsolete and are no longer available. Examinations for these obsolete course editions are retained for about a year. After allowing time for outstanding exams to be returned for grading, the obsolete exams are deleted from the database.

- 85 NOTE: If you have obsolete course materials on hand and wish to utilize them for one last class, check the web site reports of the national educational committee or contact the national course chairman for information on the availability of examinations for those courses before using them.
- 86 **The Headquarters Verification Process.** Our headquarters educational department processes examination orders in the order received, checking the acceptability of the candidates, the person scheduled to receive the examinations, and the person certifying the order.
- 87 It prints an *Examination Order Confirmation* sheet listing the names of candidates eligible to take the examination. See *Appendix 5-F* at the end of this section for an illustration of this headquarters computer-generated form which is included in each examination package. Headquarters sends an invoice for the examinations to the squadron treasurer with instructions for payment; which, if followed, will expedite the mailing of the *Notice of Course Completion* (ED-6) to the SEO. See *Appendix 5-G* at the end of this section for an illustration of this report form.
- 88 Examinations are sent by first class U.S. Mail (Parcel Post Ground Service) unless you request priority shipment at your additional expense via U.S. Mail Priority Service, or UPS Next-Day Air, 2<sup>nd</sup> Day Air, or 3-Day Service.
- 89 **When the Examinations Arrive.** Exams are shipped only to a person qualified to supervise the examination at the address designated on the *Examination Order*. (See *The Examination Administrator* above.) The name and edition of the course and the expiration date of the examinations is printed on the exterior of the package.
- 90 **Contents of the Examination Package.** The package contains:
- One - *Instructions for Conducting Examinations* (ED-17). Examination administrators must strictly follow these instructions and should be completely familiar with them before going to the exam site.
  - One - *Examination Order Confirmation* sheet listing the names and certificate numbers of students eligible to take the exam. It also shows the expiration date of the examination.
  - One - examination for each eligible student. The examination cover sheet includes the name and edition of the course (e.g., N 99), the expiration date of the exam, the examination number (from the *Examination Order Confirmation Sheet*), the student's name and certificate number, and printed instructions for the student. The student's name and certificate number appear on each page of the examination.
  - One - examination answer sheet for each student, printed with the examination number (from the *Examination Order Confirmation Sheet*), and the candidate's name and certificate number.
  - One - examination and one - examination answer sheet for the use of the exam administrator, unmarked, with no name or certificate number.
- 91 **Confirm the Package Contents.** It is the responsibility of the examination administrator to check the examination package as soon as it is received.
1. Open the package and check its contents against the enclosed packing list.
  2. Check the *Examination Confirmation Order* against the original *Examination Order* (ED-33).
  3. Compare the course name and edition on the examinations with the course name and edition on the answer sheets; they should match.
  4. Compare the student's name and certificate number on each page of the examination with the student's name and certificate number on the examination answer sheet; they should match.
  5. Compare the examination number on the *Examination Order Confirmation* sheet with the examination number on the examinations and examination answer sheets; they should match.
  6. Check each examination to ensure there are no pages missing.
  7. Immediately notify the SEO and headquarters if any items are missing or incorrect. Replaced

items will be shipped to the authorized person listed on the examination order.

- 92 **Select a Date for the Beginning of the Examination Period.** It can be any date following receipt of the examinations. Administer either the closed-book or open-book (if applicable) sections first but the sequence must be the same for the entire class, and the open-book section must be administered within the fifteen-day period following the beginning of the examination period.
- 93 **Examinations Have Expiration Dates** set at ninety days after the date the examination order is processed at headquarters. Expiration dates are clearly marked on each examination package and examination cover sheet. Those returned after the expiration date will *not* be graded. Avoid embarrassment by scheduling exams early enough to ensure their proper return before their expiration date.
- 94 **Contact All Eligible Candidates** to remind them of the date, time, and location of the examination and, if applicable, which part of the examination will be given first. Specify any material they must bring, especially #2 pencils for bubble answer sheets.
- 95 **Contact All Ineligible Candidates.** Notify rejected candidates *before* the exam date that they will be unable to take the examination.
- 96 **Examination Formats.** Closed-book exams come with matching examination booklets and bubble-style answer sheets, both preprinted with the student's name. It is critical that the student be given the examination booklet and the examination answer sheet labeled with his name. The headquarters computer has matched that particular answer sheet to the sequence of questions on the student's personal examination. Use of the wrong examination or examination answer sheet will lead to a non-passing score. If you have checked the contents of the examination package, as directed above under *Confirm the Package Contents*, everything will be in order.
- 97 Each examination for a group of students will include the same questions, so that the degree of difficulty of the exam will be the same for all students. However, questions may appear in a different order on each exam; e.g., question #4 on one exam may be question #32 on another.
- 98 Examination questions may have multiple-choice or fill-in-the-blank answers; others may combine several related questions into a problem. Students answer questions in one of two ways:
1. By filling in a "bubble-style" answer sheet that is computer-scanned at headquarters to determine the score. Students may retain these examinations.
  2. By computing the answers right on the examination, showing each step of the solution. These examinations must be returned with the examination answer sheets, if applicable.
- 99 **Conducting Closed-Book Examinations:** Conduct every examination with a high degree of dignity and formality. Select quiet facilities with ample desk space, free from distractions, so that students may make the best of their time with minimum nervous strain. To ensure uniformity in the administration of examinations in all courses and in all squadrons—and ensure that the basis for a grade is the same everywhere, the following examination policies have been established. The goals are to see that examinations are properly administered and represent the actual work of the individual candidates.
- Follow instructions for the *Administration of Examinations* as outlined in this manual and on the *Administration of Examinations* (ED-17) form.
  - If any deviation from these procedures is deemed necessary to accommodate a candidate, a request for the deviation must be made by the SEO, with the commander's endorsement, to the national committee chairman before the examination for that candidate is ordered. Explain the nature of the problem and the squadron's proposed solution in detail. A decision will be made on a case-by-case basis with consideration for the candidate balanced against the goal of enabling all candidates to be examined in an equal manner. In such cases, discretion on the part of all involved is vital.



- Do not administer examinations after their expiration date; order new ones. Expired examinations will *not* be graded.
  - If there is an unusual case where exams cannot be returned before they expire, contact the national committee chairman. When warranted, he may allow a one-time extension of two weeks. The alternative is to return the complete unused examination package to headquarters. As soon as it is received, a new examination package will be issued.
- The examination administrator, chairman local board, assistant chairman local board, course chairman, assistant course chairman, and DEO are the only persons permitted in the examination room. There must be full-time supervision of the examination; the examination administrator must not leave the room unless another person authorized to administer examinations is present.
- Give the closed-book examination to the entire class at one time, in one session; only a brief recess may interrupt an exam. Distribute examinations only after the entire class is assembled and ready to take the exam.
  - If a student is absent due to illness or pressing time conflict, he may take the exam at another time. It must be within fifteen days of the class exam and must be scheduled by the SEO, ASEO, or ChLB. It must be proctored by an authorized examination administrator. See *The Examination Administrator* above.
- Administer exams only to those candidates listed on the *Examination Order Confirmation* sheet enclosed in the examination package. Do not give an exam to anyone who is not included on the *Examination Order Confirmation* sheet; the exam will *not* be graded.
  - If necessary, with *prior approval* of the national course committee chairman or the DEO, the extra copy provided for review by the course committee chairman may be used for an unscheduled candidate. You must add the name and certificate number of the unscheduled candidate to the copy of the *Examination Order Confirmation* that you return with the exams.
  - Do not make any changes to examinations or examination answer sheets, especially the preprinted names of candidates as they appear. Report any changes in candidates' names on the *Personnel Change Form* (HQ-102) found in *Appendix 5-E* at the end of this section.
  - If an examination is administered to a member who is not in good standing, the squadron will be billed for that member's dues.
- Have a supply of #2 pencils on hand for students who forget to bring one so the session will not be disrupted by students trying to borrow one.
- Instruct candidates to mark bubble-style answer sheets with heavy black marks so that the scanner can easily read the answers and score the examination. Extraneous marks on computer-graded answer sheets will lead to incorrect grading by the scanner.
- Students may keep their examinations in computer-graded courses. Only the *Examination Answer Sheet* is submitted for grading. The examinations are excellent tools for students to use in reviewing their exam critiques.
- Suggest to students taking computer-graded exams that they mark their answers on both the answer sheet and the examination, so they will know which answer they chose for each question.
- Students may not refer to any course manuals, texts, notes, tables of data, or reference materials. They *may* use pencils, normal plotting equipment, and handheld calculators.
- No supplementary teaching is permitted during an exam session; no answer will be made available to candidates.
- All work must be that of the candidate. No one present may call special attention to or advise any candidate on the answer to any question.

- If a candidate requests clarification of a question, and the exam administrator and course chairman feel there is an ambiguity, the exam administrator may restate the question for the benefit of all candidates and render an interpretation, as long as the interpretation does not contradict any basic statements of the problem or reveal the answer. Report the incident and describe the explanation on the *Squadron Report of Examination* (ED-34), stating specifically why the question was considered ambiguous and how the students were told to interpret it.
- Check the answer sheets when turned in to ensure every answer has been clearly marked.
- No alteration, addition, or deletion of any answer or supporting work may be made on a candidate's paper after submittal to the administrator.

100 **Avoid Examination Irregularities** as they require administrative time and correspondence, and always delay the processing of completed examinations. Irregularities often include:

- ineligible candidates
- mixed-up or incorrect names or certificate numbers
- examinations being held on separate dates listed on a single examination order
- computer-generated preprinted examination booklets mismatched with preprinted answer sheets
- the return of incomplete examination packages

101 **Squadron Report of Examination (ED-34).** This report is completed by the examination administrator and sent to headquarters with completed examinations. It must be typed or clearly printed. It provides the following information:

- a) the name of the course chairman or assistant present during the exam period
- b) the names and titles of those who substituted for the administrator during his temporary absence

- c) the names and titles of others who were admitted to the examination room during the exam, other than as provided for above, and the reason for such admittance
- d) an explanation, in detail, of any clarification of examination questions
- e) any other pertinent information, including a report and explanation of any other unusual activities that occurred during the exam period
- f) the name, address, signature (with clearly printed name), and telephone number of the examination administrator

102 Place one copy of this report in the completed examination package shipped to headquarters. It will be forwarded to the appropriate national committee chairman. An up-to-date version of this *Squadron Report of Examination* (ED-34) is included in each examination package and may be downloaded from the "EdDept and Related Forms" section of the "EdDept Home Page." It may be filled out on-line and printed for inclusion in the package. An illustration, for information purposes only, is included in *Appendix 5-H* at the end of this section.

103 **Conducting Open Book Examinations.** Some courses have two-part examinations. In addition to a conventional closed-book examination covering the theory of the course, there is an open-book, do-it-at-home examination that often simulates practical applications of the course material (e.g., plotting course lines and fixes for a model cruise in one of the piloting courses or reducing a set of sights for one of the celestial navigation courses).

104 Students may freely use any reference notes or course materials for assistance, but must pledge to complete the examination alone with no discussion with or help from others. Return open-book examinations to the exam administrator within fourteen days of the date received, accompanied by all answer sheets, worksheets, and charts, if any. No further class sessions or further instruction in the course material will be held until all outstanding open-book examinations are turned in. Students must clearly inscribe their names on each of the supplemental sheets of paper included as part of the exam. Closed-book examinations and open-book examinations, where applicable, are graded

separately. If either exam is not successfully completed, only that part of the exam will have to be taken again to obtain credit for the course.

<sup>105</sup> **Celestial Sight Folders.** Each candidate submits a personal *Sight Folder* for the *Junior Navigation* and *Navigation* courses. Instructions for the development and submittal of sight folders are as follows:

- All sight work must be that of the candidate.
- The sight folder and its content must comply with the requirements of the current edition of the student manual of the respective course, or any immediately preceding edition for which the examination and sight folder deadlines have not yet expired. These requirements include:
  - the types of sights (e.g., specified single body, meridian transit, two or three-body fix, high altitude, etc.)
  - the sight reduction method to be used
  - standards of precision and accuracy
  - supporting plots and diagrams that must accompany sights in the candidate's sight folder
- Preferably, all sights in a sight folder should be taken within a period of two years prior to the date the folder is received at headquarters. For all sights over two years old, the candidate must include photocopies of the applicable nautical almanac pages that contain data unique to the dates of the sights in the folder.
  - The left-hand and right-hand daily pages applicable to the date (UT) of the sight.
  - If an over-two-year-old sight is of Venus or Mars, the "Altitude Correction Table" (10° - 90°) that includes additional corrections for planets (normally on the inside cover of the *Almanac*).
  - If an over-two-year-old sight was taken in 1998 or earlier and is reduced by the *Nautical Almanac Sight Reduction* method, the

"NASR Auxiliary Table (Adjustment to Tabular Altitude)" that follows the NASR Sight Reduction Tables.

- *Note:* Be sure to mark the top right-hand corner of each sheet of these extra materials with the sight number to which they apply. Place them in the sight folder immediately following the sight reduction form to which they apply.
- Sight folders may be resubmitted without limitation as to the number of resubmissions, but must be "accepted" within one year of the original submittal.
- Sight reductions and supporting plots must be completed on designated sight reduction forms, usually provided in padded forms with the student materials. If these printed forms are not available, full-size, legible, first-generation copies of these forms may be used.
- Before submittal, the folders must be carefully reviewed and checked for errors by a local knowledgeable sight checker following the specifications and guidelines in the *Procedural Guide for Checking Sight Folders* found in each student manual. This is to ensure that candidates have corrected every error before sending the sight folders to headquarters. You may download an up-to-date copy of this guide from the "Offshore Navigation Committee" Web Page reached from the "USPS EdDept Home Page."
- For backup purposes, make a photocopy of your original sight folder before submitting it to headquarters. Photocopies of the complete folder (except for the cover) will be accepted in the event of a loss in transit.
- Use an *Examination Order Form* (ED-33) to submit sight folders, indicating the course name, total number of sight folders, and whether the submittal is an original or a resubmittal.

<sup>106</sup> **Returning Completed Exam Papers to Headquarters.** After all the work in administering examinations, it is important that examination papers and sight folders reach headquarters for the finalization of the process in a timely and safe manner. The following are instructions for accomplishing that goal:

- Use the pre-addressed envelope provided in the examination package to return completed exam materials to headquarters.
  - Return the exam package within 2 business days (excluding Sundays and legal holidays) after the examination date or within 2 business days following the expiration of the 14-day period allowed for the open-book portions of multi-part examinations. Inquiries will be made if completed examinations are not received within sixty days of the date they were shipped from headquarters. Examinations may be voided for *unjustifiable* delays in being returned.
  - Because of the irreplaceable nature of the material, the envelope containing answer sheets or sight folders returned for grading must be returned by a delivery organization that provides traceable transmittal services, e.g., U.S. Postal Service (send either “First Class/Certified/Return Receipt Requested” or “Priority Mail/Delivery Confirmation Requested”), United Parcel Service, or Federal Express Service. If you use a non-traceable transmittal service, *no* effort will be made to trace the shipment and *no* credit will be given for lost materials. Students will have to take their exams again to earn credit for any course or module for which an exam is lost and there is no traceable receipt.
  - If a completed examination package is lost in shipping and cannot be recovered, and a shipping tracking receipt is available, notify the ANEO with appropriate correspondence explaining the circumstances and requesting his advice. In the case of a sight folder, the student will submit the photocopies he made for backup replacements.
  - As outlined in the Administration of Examinations (ED-17) information sheet, the following documents are returned to headquarters using the pre-addressed envelope provided in the exam package:
    - all unused examinations designated for students
    - completed examination answer sheets only for computer-graded exams
    - one copy of the *Squadron Report of Examination* (ED-34) signed by the examination administrator (see above)
- 107 **Notifying Students of Results.** Once a student passes an open book or closed book exam with an 80% grade or higher or has an accepted sight folder, credit for that work will remain permanently on the student’s record. It will never have to be repeated to satisfy a course requirement. When examination results are derived from the computer, a *Notice of Course Completion* (ED-6) (see *Appendix 5G*) form is generated along with an examination critique for each student and an achievement certificate for each student who passed. The *Notice of Course Completion* and critiques are mailed to the SEO. Critiques indicate the homework question or student manual section related to each exam question answered incorrectly. A membership certificate course completion endorsement sticker is mailed directly to each student who passed the course.
- 108 It is the responsibility of the SEO or exam administrator to:
- a) notify those candidates who did not pass the exam. Give them their exam critiques immediately and review deficiencies reported in the critiques. Assure these students that they have the ability to pass the exam and encourage them to take a reexam. Do this immediately or the student will become discouraged, lose interest, and his new-found knowledge will be forgotten. This could stifle future participation in courses as well.
  - b) forward critiques to those who successfully passed the exam.
  - c) provide copies of student critiques to the course chairman as an aid in identifying weak areas in presentation.
  - d) send a copy of the *Notice of Course Completion* (ED-6) to the squadron secretary for updating squadron records.

- e) prepare an announcement for the next squadron newsletter congratulating successful candidates.
- f) notify the SEOs of other squadrons, if there were guest candidates.

109 **Reexaminations.** Order reexaminations using *Examination Order* (ED-33). Do not mix orders for reexaminations with orders for original examinations on the same form. There is no limit to the number of times a candidate can take a reexamination. In courses where sight folders are required for course completion, a rejected folder may be resubmitted an unlimited number of times, as long as the successful final submittal arrives at headquarters within a one-year period following the original date of submittal.

110 **Replacing Lost Course Completion Endorsement Stickers.** Lost endorsement stickers will be replaced at the request of the SEO or squadron secretary. Forward the student's name, squadron, and certificate number to headquarters by mail, fax, or e-mail. The student will receive a duplicate sticker after confirmation of the successful completion of the course. Stickers are not issued for modules.

111 **Paying for Member Course Examinations.** When exams are completed, approve a copy of the *Examination Order Confirmation* and send it to your squadron treasurer for payment. Invoice forms sent directly to your treasurer contain complete instructions that, when followed, minimize delay in the issuance of the *Notice of Course Completion*.

## Learning Guides

112 These are short, self-study programs on a variety of boating-related subjects. There are no prerequisites, fixed orders of study, or examinations. They may be studied at home informally, or discussed in a classroom setting. The guides provide details about

specific topics of interest to boaters, such as: *Amateur Radio*, *Boat Insurance*, *Calculators for Navigation*, *Compass Adjusting*, *GPS*, *Introduction to Sailing*, *Marlinespike*, *Navigational Astronomy*, *Mariner's Environment*, *Paddle Smart*, *Plotting and Labeling Standards*, *Predicted Log Contests*, *Radar*, *Sight Reduction Methods*, *Skipper Saver*, *USPS Nautical Glossary*, and *Water Sports*.

113 Guides are available to both members and non-members, and may be ordered through a squadron or directly from USPS Headquarters, (1-888-367-8777). Personal checks or credit cards will be accepted for single orders. Bulk pricing is available for squadrons who use the SOF and order from the *Squadron Materials Catalog*. The catalog always has an up-to-date listing of currently available guides. Squadron orders must be signed by the commander, SEO, ASEO, or ChSPCom and be accompanied by a check from the squadron treasurer. The price to non-members is greater. Various retail outlets, such as West Marine Centers, also sell the guides.

## The Skipper Saver Program

114 *Man overboard* is not the only emergency that can occur on a boat, but it may be the most dreaded.

115 *Skipper Saver* teaches your family members and friends what to do and how to operate the boat if you become disabled for any reason from a fall overboard to something as simple as a sprained ankle or seasickness. This program is a "must" for anyone who may have to take over operation of a vessel in an emergency.

116 It may be taught as a classroom presentation to members and nonmembers. The *Skipper Saver Learning Guide* is an appropriate program for yacht clubs and similar organizations concerned with boating education and safety, and may be presented to those organizations by USPS members.



## Appendix 5-A

## Standard Order Form for Squadron Materials (SOF)

(Copies of this form are included in all orders received from headquarters. You may also download it from the “EdDept and Related Forms” listing on the “EdDept Home Page.” Always use the up-to-date versions from the order packages or the web site. This illustration of the form is for information only.)

*INSTRUCTOR DEVELOPMENT MATERIAL MUST BE ORDERED ON A SEPARATE ORDER FORM*

Date \_\_\_\_\_

☐ Original Order

☐ Supplemental Order

**United States Power Squadrons®**  
**P.O. Box 30423**  
**Raleigh, NC 27622**  
**Telephone: (888) 367-8777 or (919)821-0281**  
**Fax (888) 304-0813 or (919)836-0813**  
**Standard Order Form (SOF)**

Credit Card Info. For Applicable Items  
Card Type \_\_\_\_\_  
# \_\_\_\_\_  
Exp. \_\_\_\_\_

**SHIP TO:**

Squadron \_\_\_\_\_ Acct # \_\_\_\_\_ Dist \_\_\_\_\_ Ship to Cert # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please order materials at least 30 days in advance. *Do NOT* send a mail confirmation on electronic orders. All orders, except add-on orders, are processed in order received and shipped via 4th class mail. If, when your order is processed, you would like priority delivery *at additional expense*, please indicate your preference as follows:

☐ UPS Ground    ☐ Next-Day UPS Air    ☐ 2nd-Day UPS Air    ☐ 3-Day UPS    ☐ Priority Mail Post Office

All course material must be invoiced and billed to the squadron's account code. These orders will only be accepted when submitted by authorized personnel.

ADD-ON-ORDER - You may add to an original order *within 90 days* for *Boating, Boat Smart and ABC supplies only*. An Add-On-Order may be made by telephone to the HQ Educational Department, 1-888-FOR-USPS (1-888-367-8777).

| ITEM NUMBER | QUANTITY | DESCRIPTION                                    | UNIT PRICE | TOTAL AMOUNT |
|-------------|----------|--|------------|--------------|
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
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|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
|             |          |  |            |              |
| 98-63-114   | 1        | Service Charge for each order for all material | \$ 4.00    | 4.00         |
|             |          | 7% Sales Tax on NC Squadron Orders             |            |              |

TOTAL

**Order placed by:** CDR, SEO, AsstSEO, CHLB, D/C, DEO, AsstDEO (check one if billing course material to squadron account)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address

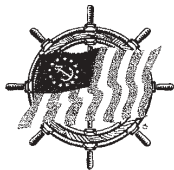
SOF (Aug 03)  
© 2003 USPS



## Appendix 5-B

## Return of Course Materials (HQ9A)

(A copy of this form is received with each order of educational materials. Additional copies may be downloaded from the "EdDept and Related Forms" listing on the "EdDept Home Page." Always use up-to-date copies from the order packages or from the web site. This illustration of the form is for information only.)



UNITED STATES POWER SQUADRONS  
*Return of Course Material*

## PLEASE CREDIT THE ACCOUNT OF:

SQUADRON \_\_\_\_\_ Acct # \_\_\_\_\_

## RETURN TO:

UNITED STATES POWER SQUADRONS®

1504 BLUE RIDGE ROAD

RALEIGH, NC 27607

## RETURNED BY:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

FOR RETURN OF THE FOLLOWING MATERIAL: (See reverse side of this page for instructions before filling in the form.)

| ITEM NUMBER | QUANTITY | DESCRIPTION                           | UNIT PRICE | TOTAL AMOUNT |
|-------------|----------|---------------------------------------|------------|--------------|
| 01 73 109   |          | Boating Student Manual                | \$20.00    | \$           |
| 01 73 117   |          | Boat Smart Student Manual             | \$15.00    | \$           |
| 01 73 125   |          | America's Boating Course Manual w/CD  | \$17.50    | \$           |
| 01 72 107   |          | Seamanship Student Manual             | \$15.00    | \$           |
| 01 71 104   |          | Piloting Student Manual               | \$20.00    | \$           |
| 01 70 104   |          | Advanced Piloting Student Manual      | \$30.00    | \$           |
| 03 69 105   |          | Junior Navigation Student Set         | \$55.00    | \$           |
| 03 68 110   |          | Navigation Student Set                | \$55.00    | \$           |
| 01 89 100   |          | Cruise Planning Student Manual        | \$25.00    | \$           |
| 01 75 104   |          | Engine Maintenance Student Manual     | \$25.00    | \$           |
| 01 76 106   |          | Instructor Development Student Manual | \$ NC      | \$           |
| 01 77 104   |          | Marine Electronics Student Manual     | \$25.00    | \$           |
| 01 66 109   |          | Sail Student Manual Module 101        | \$12.50    | \$           |
| 01 66 110   |          | Sail Student Manual Module 102        | \$12.50    | \$           |
| 03 79 005   |          | Weather Student Manual w/Supplement   | \$42.00    | \$           |
|             |          |                                       |            |              |

TOTAL VALUE (See Note Below\*)

\$

\*NOTE: The following spaces are for HEADQUARTERS USE ONLY. Headquarters will deduct for damaged or missing items.

|  |  |  |            |  |
|--|--|--|------------|--|
|  |  |  |            |  |
|  |  |  |            |  |
|  |  |  | CREDIT DUE |  |

Returned Via \_\_\_\_\_ # Of Cartons \_\_\_\_\_ Date Shipped \_\_\_\_\_

Signature \_\_\_\_\_ Job Title- CH/LB, SEO, CDR, DEO, Other (circle one or write other) \_\_\_\_\_

DO NOT MAIL OR FAX CONFIRMATION

## Appendix 5-C

# Instructions for Conducting Examinations (ED-17)

## USPS Advanced Grades and Elective Courses

(This instruction sheet is included in every examination package, and may be downloaded from “EdDept and Related Forms” on the “Ed Dept Home Page.” Always use up-to-date instructions from the exam package or the web site. It is illustrated here for information purposes only.)

### UNITED STATES POWER SQUADRONS® EDUCATIONAL DEPARTMENT

#### ADMINISTRATION OF EXAMINATIONS FOR USPS ADVANCED GRADES and ELECTIVE COURSES

#### USPS Examination Policy

All course examinations are offered and taken on the honor system. The key honor items are: all candidates should take the examination within the scheduled exam interval; only eligible candidates may take the examination; each candidate must work independently; and, candidates will not discuss any part of the examination with each other or anyone else until after all have completed the examination. These and other items are explained on the front cover of the examination booklet. Please become familiar with them before giving the examination.

Authorized administrators include any current Squadron, District or National Commander, Executive Officer, Educational Officer (including EdDept R/Cs and Stf/Cs), Administrative Officer, or Assistant Educational Officer; the ChLB/AG, ChLB/EC, or ChLB/B; or any holder of the USPS Educational Achievement Award (“Senior Navigator”) of the examining squadron. Those taking the examination or the class instructor(s) are excluded.

\*\*\*\*\*

Use this form as a checklist (\_\_\_) to be sure that all steps are taken properly.

#### When the Examination Arrives

- 1) \_\_\_ Open the examination package and check the Packing List against the contents.
- 2) \_\_\_ Check each examination booklet to be sure it is for the proper course and course edition (year) and, for computer-generated exams, that the candidates’ names, certificate numbers and the exam order number are correct on all booklets and, for scanner-graded exams, in agreement with the pre-printed answer sheets. Also verify that all pages are present and in order in all booklets. For computer-generated exams, be sure all pages in the booklet are present, in order, and for the correct candidate.
- 3) \_\_\_ Check the Examination Order Confirmation list of “approved candidates” against the ED33 Examination Order form.
- 4) \_\_\_ Notify the SEO immediately if any listed items are missing or wrong or there are “rejected” candidates.
- 5) \_\_\_ Notify any “rejected” candidates before the examination date.

- 6) \_\_\_ Contact all “approved candidates” to remind them of the date, time and place of the examination; the material they should bring; and for P, AP, JN & N, which part (open or closed book) is to be given first.
- 7) \_\_\_ If this order includes examinations that contain questions that were computer generated, the answer key for those examinations will be available at HQ only until the expiration date printed on the front cover of the examination. These examinations must be returned to HQ prior to that date in order to be graded. If the exams cannot be completed and returned by the expiration date, return them and order new ones.

#### Administering the Examination

- 1) \_\_\_ Only candidates pre-approved by USPS Headquarters and for whom examination papers have been provided by HQ may be given examination papers, except as provided below.
- 2) \_\_\_ Give the “approved candidates” their proper examination booklets and pre-printed answer sheets (if any). Candidates have 15 days to complete open book examinations.
- 3) \_\_\_ Have all candidates thoroughly read all examination instructions. Ask for and answer questions on the instructions before they start the examination.
- 4) \_\_\_ Examination materials are copyrighted by USPS but may be duplicated by USPS members for personal use only. The extra exam may not be used for any candidate without prior approval from the Committee Chair (R/C) responsible for the course or from the applicable DEO.
- 5) \_\_\_ Instructions for the approved use of the “Extra” Examination.
  - Do not make any changes on the pre-printed bubble sheet.
  - On the “Exam Order Confirmation” sheet cross out “XTRA” listed in “Cert #” field and fill in the student’s certificate number.
  - In the Name field of the “Exam Order Confirmation” sheet cross out “Extra Exam” and fill in the student’s name.
- 6) \_\_\_ No changes are to be made to preprinted names

## Appendix 5-C

### Instructions for Conducting Examinations (ED-17) (Continued)

and certificate numbers on scanner graded answer sheets.

- 7) \_\_\_ Pre-printed scanner-graded answer sheets may not be used by anyone other than the member for whom they were printed, unless the special approvals discussed above have been granted.
- 8) \_\_\_ Make no marks of any kind on any unused scanner-graded answer sheets.
- 9) \_\_\_ If any interpretive comments are made during the examination in reply to candidate questions, they must not reveal or hint at the proper examination answer. Any interpretation must be stated to the entire group and noted on the Squadron Report of Examination (ED34).
- 10) \_\_\_ A #2 pencil is to be used to fill out scanner-graded answer sheets, not ink.

#### As the Examination Ends

- 1) \_\_\_ As the examination papers are turned in, check that each candidate's name and certificate number appear on all examination folders, work papers, charts, and answer sheets.
- 2) \_\_\_ Do not go over the examination work or answers with the candidate. It is a violation of USPS policy for a candidate to get back an examination paper for any "rework" after it has been turned in. When the candidate turns in his/her paper, that member's examination is over.
- 3) \_\_\_ Tell the candidates they will each receive, via the SEO, a personal examination critique within 2-4 weeks for scanner-graded examinations. For manually graded exams, please allow 6-8 weeks for examination booklets to be returned.

#### After the Examination is Over\*

- 1) \_\_\_ Mark on the Examination Order Confirmation form for each candidate whether or not that person took the examination. For two part examinations, make the notation for both OB and CB examinations.
- 2) \_\_\_ Fill out the Squadron Report of Examination (Form ED-34), noting any questions for which a clarifying interpretation was given. For computer generated exams, refer to such a question by the number in brackets above the question (e.g., [056]) not by the question number on the exam.

Also list any guests present during part or all of the examination. The latter includes the Class Chairman and Instructors.

- 3) \_\_\_ Put the following papers in the pre-addressed envelope:
  - All examination answer sheets for scanner graded examinations. (Students may keep the examination booklets for scanner graded exams.)
  - All examination booklets containing answers, work papers, and charts for P, AP, JN, & N.
  - All unused examinations and clean answer sheets including the extra examination and clean answer sheet.
  - One copy of the completed Examination Order Confirmation form.
  - One copy of the completed Squadron Report of Examination (Form ED-34).
- 4) \_\_\_ All examination materials are to be returned to HQ in a single shipment within 16 days of the date when the first student completed an examination from this order, or within two business days after the last student completes an examination from this order, whichever comes first. Moreover, for computer generated exams, the exams must be returned prior to the expiration date printed on the front cover of the examination booklet. This date range allows the examination to be given to a candidate who may be ill or otherwise unable to take the examination on the scheduled date.
- 5) \_\_\_ Ship the examination materials back to USPS Headquarters via a receipted delivery system (e.g., U.S.P.S. delivery confirmation, certified mail, UPS, FedEx, etc.).

#### Final Action

- 1) \_\_\_ Notify the SEO what examination was given, when and to whom.

#### Extra Information

You can find additional more detailed information in:

- The examination booklet front cover;
- EdDept Manual (EDM-I), Section 5;
- *USPS Operations Manual*, Section 12.42

If you need additional assistance or have further questions, contact your SEO or your DEO.

**\*Note:** Examinations will not be graded until all examination answer sheets and other required materials on this order have been returned to USPS Headquarters.

## Appendix 5-D

## Examination Order (ED-33)

(An up-to-date version of this form is available on the "EdDept Home Page" under "EdDept and Related Forms." You may fill out the form on your computer and mail or fax it, or print a blank form and complete, mail, or fax it to headquarters. This illustration of the form is for information purposes only.)

|   |  |   |
|---|--|---|
| Date _____<br>Course/Module Name _____<br>(Use a separate ED-33 for each course/module)<br>Student Manual Year* _____<br>Date class started _____<br>Total No. Of Exams _____<br>Total No. Of Sights _____<br>* Please use copyright date on inside cover of manual<br>DISTRICT _____ | <b>UNITED STATES POWER SQUADRONS®</b><br>EDUCATIONAL DEPARTMENT<br>EXAMINATION ORDER<br>ALL COURSES<br>Original Enrollment _____<br>Orig. <input type="checkbox"/> Re-exam <input type="checkbox"/><br>Orig. <input type="checkbox"/> Re-sub <input type="checkbox"/><br>SQUADRON NAME _____ | <b>FOR HQ USE ONLY</b><br><div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         Date Mailed _____<br/>         Invoice No. _____       </div> SQUADRON NO. _____ |
|---|--|---|

Examinations will be sent only to a person qualified to supervise such exams. See USPS Operations Manual, Section 12.43.

**IMPORTANT: A CLASS CHAIRMAN IS NOT AUTHORIZED TO RECEIVE OR ADMINISTER EXAMINATIONS.**

Exam orders must be received 30 days in advance of the exam date. FAX orders are acceptable. FAX (888) 304-0813 or (919) 836-0813. No telephone orders will be accepted. Do not mail this form if it has already been sent electronically.

Send Examinations to: First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Cert. # \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Examination Results, Award Notices and Critiques will only be sent to the Squadron Educational Officer. Show name, Certificate No., and preferred mailing address below:

SEO First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Cert. # \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List candidates names as they appear on USPS certificates, arranged ALPHABETICALLY, LAST NAME FIRST: GIVE FULL GIVEN NAME AND NOT INITIALS OR NICKNAMES. Show squadron membership, if other than host squadron. Only examinations for candidates listed below whose qualifications are verified by HQ will be sent. See USPS Operations Manual, Section 12.41.

| PLEASE PRINT OR TYPE |         |      |                |    | FOR HQ USE |  |
|----------------------|---------|------|----------------|----|------------|--|
|                      | CERT. # | NAME | OTHER SQUADRON | CB | OB         |  |
| 1                    |         |      |                |    |            |  |
| 2                    |         |      |                |    |            |  |
| 3                    |         |      |                |    |            |  |
| 4                    |         |      |                |    |            |  |
| 5                    |         |      |                |    |            |  |
| 6                    |         |      |                |    |            |  |
| 7                    |         |      |                |    |            |  |
| 8                    |         |      |                |    |            |  |
| 9                    |         |      |                |    |            |  |
| 10                   |         |      |                |    |            |  |
| 11                   |         |      |                |    |            |  |
| 12                   |         |      |                |    |            |  |

I certify that all candidates listed are in good standing and have met all eligibility requirements. I am either the DEO, Cdr, SEO, or CHLB.

|   |   |
|---|---|
| SEND ORIGINAL TO<br>USPS HEADQUARTERS.<br>RETAIN COPY | First Name _____ LastName _____<br>Certificate # _____ Office _____<br>Street _____<br>City _____ State _____ Zip _____<br>Email _____<br>Phone _____ |
|---|---|

ALL EXAMS MUST BE RETURNED BY RECEIPTED DELIVERY SERVICE.

Page \_\_\_\_\_ of \_\_\_\_\_ Pages



## Appendix 5-F

## Examination Order Confirmation

(This is an illustration of this headquarters computer-generated form which is included in each examination package.)

## EXAMINATION ORDER CONFIRMATION

10/13/03  
11:54:30

UNITED STATES POWER SQUADRONS  
EDUCATIONAL DEPARTMENT  
P.O. BOX 30423  
RALEIGH, NORTH CAROLINA 27622

DATE OF EXAMINATION \_\_\_\_\_

\*\*\*\*\*  
\* EXAMINATION ORDER NO: 3286009 \*  
\*\*\*\*\*

SHIP TO: E143565  
WILLIAM P BELT  
8521 E VIA MONTOYA  
SCOTTSDALE AZ

RSLTS TO: E143565  
William P. Belt  
8521 E Via Montoya  
Scottsdale, AZ

85255

85255

COURSE: SEAMANSHIP MOD: 102 SQD: Phoenix Sail & Power Sqd DIST: 28

TOTAL EXAMS: 7 MAX. ENROLLED: 7 EXAM PARTS: C SQD #: 4365

EXAM NUMBER: 20 EDITION: 00 DATE STARTED: 10/01/03 ORDERED BY: E143565

\*\*\*\*\*  
\* THIS IS YOUR EXAMINATION ORDER ACKNOWLEDGMENT \*  
\* PLEASE CHECK CANDIDATE LISTING FOR REJECTIONS \*  
\*\*\*\*\*

## APPROVED CANDIDATES

EXAM COMPLETED  
CLOSED BOOK OPEN BOOK  
YES NO YES NO

|    |         |              |                |       |       |       |       |
|----|---------|--------------|----------------|-------|-------|-------|-------|
| 01 | PENDING | VAN LOHUISEN | KEVIN          | _____ | _____ | _____ | _____ |
| 02 | PENDING | VAN LOHUISEN | HELEN          | _____ | _____ | _____ | _____ |
| 03 | PENDING | VAN LOHUISEN | JAN            | _____ | _____ | _____ | _____ |
| 04 | E204380 | O'Briant     | Gary T.        | _____ | _____ | _____ | _____ |
| 05 | E201200 | LaRoche      | Randy          | _____ | _____ | _____ | _____ |
| 06 | E195614 | Roach        | Dennis Michael | _____ | _____ | _____ | _____ |
| 07 | E197209 | Wickenden    | Thomas H.      | _____ | _____ | _____ | _____ |
| 08 | XTRA    | EXTRA EXAM   |                | _____ | _____ | _____ | _____ |

\*\*\*\*\*

\*\*\* NO REJECTIONS \*\*\*



## Appendix 5-G

**Notice of Course Completion (ED-6)**

(This is an illustration of the headquarters computer-generated form sent to SEOs after the grading of each set of examinations.)

|   |   |
|---|---|
|  | <b>United States Power Squadrons®</b><br>EDUCATIONAL DEPARTMENT |
|---|---|

**TO:****SQUADRON****COURSE****DIST.****NOTICE #****DATE****NOTICE OF COURSE COMPLETION**

The following members/certificate holders successfully completed the above  
course as of \_\_\_\_\_

No. of exams taken ..... No. of passing ..... No. of failures .....

| CERT. # | NAME | CERT. # | NAME |
|---------|------|---------|------|
| 1       |      | 16      |      |
| 2       |      | 17      |      |
| 3       |      | 18      |      |
| 4       |      | 19      |      |
| 5       |      | 20      |      |
| 6       |      | 21      |      |
| 7       |      | 22      |      |
| 8       |      | 23      |      |
| 9       |      | 24      |      |
| 10      |      | 25      |      |
| 11      |      | 26      |      |
| 12      |      | 27      |      |
| 13      |      | 28      |      |
| 14      |      | 29      |      |
| 15      |      | 30      |      |

Please notify the Squadron Secretary concerned so that proper notation may be made on Squadron records.

COPY FOR CHAIRMAN LOCAL BOARD


Chairman, USPS Committee on .....

Form ED-6-978 © 1997 USPS

## Appendix 5-H

### Squadron Report of Examination (ED-34)

(An up-to-date version of this report is included in each examination package, and may be downloaded from the "EdDept and Related Forms" section of the "EdDept Home Page." Use only up-to-date versions from the exam package or the web site. This illustration is for information purposes only.)

|   |  |
|---|--|
|  | <b>United States Power Squadrons</b><br>Educational Department |
|---|--|

#### Squadron Report of Examination

|         |          |                  |      |
|---------|----------|------------------|------|
| Course  | Squadron | Squadron No.     | Date |
| Exam No | Order No | No of Candidates |      |

- Type or print the information requested on this form
- Complete the information requested on the *Examination Order Confirmation* enclosed in the examination packet.
- Include the date of the exam on the (upper right) of the *Examination Order Confirmation*.
- Return one copy of this completed form and Examination Order Confirmation to USPS HQ along with all the other completed materials listed on the ED-17.
- *Failure to return all required materials to HQ will delay examination processing.*

*If a candidate requested clarification of a question, specifically state why the question was considered ambiguous and how candidates were advised to interpret it*

---



---



---

**Other exceptions:**

---



---



---

**Name of the Class Chairman or Assistant Present:** \_\_\_\_\_

**Name and Title of Visitors:** \_\_\_\_\_

The undersigned administered this examination in accordance with the procedures in the *USPS Operations Manual section 12.16* except as noted above

|                |            |         |                                    |
|----------------|------------|---------|------------------------------------|
| Administrator: | Signature  | Office: | ChLBAG, ChLBEC, SEO, Cdr, Other .. |
|                | Print Name | Phone:  | (     )                            |
|                | Address    | City    | State    Zip                       |

## Section 6

# The National Educational Department Website

- 1 Improved and cost-effective communications between our members is the primary reason to make maximum use of the Internet. The term Internet, as used here, includes both World Wide Web pages and electronic mail (e-mail).
- 2 Committee members should take maximum advantage of the little or no-cost opportunities the Internet provides to quickly distribute news items, updated and supplemental course information, reports, and direct replies to member inquiries. While use of e-mail is nearly widespread and well understood, better use of web pages can and should be made. This section describes some basic business practices that can and should be conducted via the Internet.
- 6 Various educational department personnel and committees provide material for the department's web pages. A committee may develop its own web page. In this case, the EDOCom will post it to the USPS server and back it up, but will not be responsible for its maintenance.

## Educational Department Web Page Organization

### Web Page Policies and Responsibilities

- 3 USPS Web Server policies and operations are the responsibility of the Information Technology Committee (ITCom) of the National Secretary's Department.
- 4 The NEO and ANEO develop Educational Department Web Page policies and approve all input into the Educational Department Web Pages.
- 5 Overall responsibility for the department's web pages rests with the Educational Operations Committee (EDOCom). This committee is responsible for the day-to-day development, maintenance, and backup of Educational Department information stored on the USPS Web Server.
- 7 Educational Department Web Pages are organized into four areas of interest:
  - A. *General Educational Department Pages* that contain materials such as general news items, meeting reports, and widely used forms intended for squadron and district member's information and use.
  - B. *Course and Committee Pages* that contain material and related information intended for students, instructors, and administrators at the district and squadron levels.
  - C. *Internal Educational Department (Intranet) Pages* that contain information and materials primarily of interest to national Educational Department Committees and the national Educational Leadership Committee.
  - D. *Public Interest Pages* that contain descriptive non-USPS sensitive information about courses and learning guides that might be of interest to non-member boaters. Course descriptions should include an explanation of who may take such courses and how to obtain enrollment information. These pages also include self-evaluation boating skills assessments and other motivational materials to encourage course

participation. These pages are on the public side of the USPS Website.

## General Educational Department Pages

- 8 These pages contain information of general interest to district and squadron members. Most of the information will be developed and maintained by the Educational Department Webmaster, with input from educational department leadership, committee chairmen, headquarters' staff, and others as needed. Table 1 lists sample general educational topics often found on these pages:

|   |
|---|
| • News  |
| • USPS Educational Curriculum   |
| • Help: How to Use the Web Page   |
| • Current Materials Information   |
| • Who to Contact  |
| • On-Line HQ800 Forms   |
| • Educational Department Directory  |
| • Awards  |
| • Squadron Guide to America's Boating Course                                |
| • Educational Department and Related Forms                                  |
| • <i>Currents</i> —The Educational Department Newsletter                    |
| • Useful Links  |
| • Online Orlando Teaching Aids Exhibit                                      |
| • Educational Department Notices (EDNs)                                     |
| • Educational Department Reports  |
| • USPS Nautical Glossary  |
| • Frequently Asked Questions (FAQ)  |
| • Approved State Boating Examinations (with second-level-of-access control) |

**Table 1 Sample General Educational Department Web Page Topics**

## Course and Committee Pages

- 9 These pages are usually organized under course and committee names, with appropriate links between them. They contain material and related information intended for students, instructors, and administrators at the district and squadron levels. Table 2 lists sample topics often posted on these pages:

|  |
|--|
| • News Items                               |
| • Course Updates                           |
| • Chairmen's Addresses                     |
| • Committee Responsibilities               |
| • Frequently Asked Questions               |
| • Reference Materials                      |
| • Graphics/OHT Masters                     |
| • Downloadable Tools                       |
| • Related Non-USPS Links                   |
| • List of Current Course Materials         |
| • Expiration Dates for Old Materials/Exams |
| • Course/Module Descriptions               |
| • Learning Guide Descriptions              |
| • Helpful Hints/Tips                       |
| • Course/Com-Unique Topics                 |
| • Course-Specific Forms                    |
| • Newsgroup Access                         |

**Table 2 Sample Course and Committee Pages**

- 10 The responsibility for providing and obtaining approval (from the ANEO) for new and updated information regarding courses and learning guides of a committee lies with the course chairman or his designee. Forward approved new web pages or information for updating current pages to the EDOCom Webmaster for insertion. The committee chairman and the Webmaster cooperatively make the decisions relative to the formatting of the information provided.
- 11 **Information Updates.** Timely input is required in order to always reflect current information on the Course and Committee Pages. The Webmaster will insert the approved information into the pages as soon as it is received.
- 12 **New Web Topics.** EDOCom encourages committee chairmen to develop and submit new items for posting to the web pages. Coordinate the insertion of new items with the Webmaster after approval by the ANEO.

## Internal Educational Department (Intranet) Pages

- 13 These pages provide an avenue of communication between the Educational Department Leadership Committee and educational department committees. These "Intranet" pages are not part of the regular educational department web pages but are accessible

to authorized educational department personnel via a link found on those pages.

- 14 The content of these pages is usually working correspondence between educational department leadership and the committees and task forces under their direction—information usually of no interest to district and squadron members. After ANEO approval of content, assigned personnel work cooperatively with the Webmaster in making the formatting decisions. Educational Department Staff Memos (EDSMs), Educational Department Management Forms (e.g. ED-79), and the DB2000 Merit Mark Processing Program are examples of documents frequently found on these “Intranet” pages.

### Information Transmission

- 15 E-mail is the preferred method of sending information for both normal correspondence inside and outside committees and posting information on the web. If e-mail isn’t practical, such as in the case of extra-large files, other methods such as the U.S. Postal Service and United Parcel Service may be used to send electronic copies (preferred) or hard copies of the material. Always send electronic files using a media (compact disk, floppy/zip disk, etc.) agreed to in advance with the receiver.

### Security

- 16 An antivirus program with up-to-date viral definitions and signature profiles is important for everyone using the Internet. Viruses are more prevalent each day making it more important than ever to keep your computer clean of viruses. Viruses come in e-mails, web pages, downloaded programs—a myriad of new ways. It is very easy for a compromised computer to infect others. Be vigilant and don’t open programs, e-mails, web pages, etc. from sources that you don’t recognize or that “don’t look right.”

- 17 Make sure that your computer is up to date with the software security patches for your particular operating system, office suite, graphics programs, communications programs, etc. New vulnerabilities are found every day, and any of these could be exploited to your detriment. Check out sites such as <http://www.ciac.org/ciac/>, <http://www.cert.org/>, and your software publisher’s website for the latest security news. Back up important files frequently, since Internet use raises your possibility of losing important data.

### Important E-Mail Tips

- 18 It is important to reread all of your e-mail messages before you send them to ensure that you are not sending something that could be taken the wrong way, or could embarrass you or USPS if it goes into a wider distribution than you envisioned. Also, beware of forwarded e-mails that purport to help you by warning of viruses, health problems, or untold cures, etc. Before you forward such a message, check <http://HoaxBusters.ciac.org/> or another similar site.

## Educational Department E-Mail Newsletter

- 19 Authoritative Educational Department news and information is available to any interested USPS member by subscribing to the newsletter at: <http://www.usps.org/mailman/listinfo/eddept-news>.
- 20 The newsletters provide one-way communications from the educational department to the newsletter subscribers. They are not intended for queries to the department or intercommunication between recipients; e-mail or postal mail provide the best methods for these types of correspondence. The newsletters will not normally contain attachments, although links to the Educational Department Web Page will be provided when appropriate.





## Section 7

# Educational Department Forms

Illustrations of many of these forms appear in the section appendices of this manual, but may not be the current versions of these forms as they change frequently. Use currently provided forms from headquarters or obtain up-to-date versions from the *Educational Department Website*.

| Form ID | Form Name                                    | Page # | Where to Obtain Form   | Purpose of Form   |
|---------|--|--------|--|---|
| ED-1    | Squadron Educational Department Appointments | 17     | One form sent by headquarters to squadron commander annually.  | To obtain DEO approval for Squadron Commander's annual appointments of chairmen and assistant chairmen of Local Boards.   |
| ED-17   | Instruction for Conducting Examinations      | 60     | One form received with each order of advanced grade or elective course examinations. Additional available by downloading from "EdDept and Related Forms" on the "EdDept Home Page."                          |   |
| ED-26   | Boating Course Answer Sheet                  | 37     | One answer sheet is received with each student manual ordered. Additional available from the Squadron Materials Catalog. <i>Do not make photocopies</i> ; they are not scan able into headquarters computer. | To record boating course students' examination answers for all public boating courses.  |
| ED-27   | Boating Class Report                         | 38     | One form received with each order of boating course materials. Additional available from the Squadron Materials Catalog or by downloading from "EdDept and Related Forms" on the "EdDept Home Page."         | To report number of students registered, passed, and not passed in each public boating class. An important report. May be mailed or faxed to headquarters or filed on-line from the class listing on the "USPS Boating Class Information" site from the "Ed. Dept Home Page." |
| ED-33   | Examination Order                            | 62     | One form received with each order of advanced grade or elective course material. Down-load additional copies from "EdDept and Related Forms" on the "EdDept Home Page."                                      | To order examinations for advanced grade and elective courses.  |

| Form ID | Form Name  | Page # | Where to Obtain Form  | Purpose of Form  |
|---------|--|--------|---|--|
| ED-34   | <b>Squadron Report of Examination</b>  | 66     | One form included in each advanced grade and elective course examination package. Additional forms may be downloaded from “EdDept and Related Forms” on the “EdDept Home Page.” | To report circumstances in conducting each examination, particularly any questions that had to be clarified or any exceptions to normal examination procedures as outlined in this Educational Manual or this USPS Operations Manual. Accompanies completed examinations being returned to headquarters. |
| ED-46   | <b>Boating Course Student Registration</b>                                   | 36     | One form is received with each student manual ordered. Additional available from the Squadron Materials Catalog.  | To register students in the three public boating courses. Part ED-46M goes to the Membership Committee. Part ED-46PR goes to the Public Relations Committee. Part ED-46S is the permanent student record to be retained for six years.   |
| ED-80   | <b>Nominations for Educational Officer and Assistant Educational Officer</b> | 15     | One copy sent by headquarters to squadron commander annually.   | To nominate SEO and ASEO annually.   |
| HQ-800  | <b>USPS Boating Course Information Report</b>                                | 34     | An online form accessible at “OnLine HQ800 and ED27 Forms” on the “EdDept Home Page.”   | An online form allowing authorized personnel to automatically update a master database that stores information about the availability of USPS public basic boating courses.  |
| HQ-9A   | <b>Return of Course Materials</b>  | 59     | One copy received with each order of educational materials from headquarters. Also available from “EdDept and Related Forms” on the “EdDept Home Page.”                         | To return surplus educational course materials. Send one copy as packing slip with materials being returned. Forward second copy to squadron treasurer. Retain third copy for educational department records.  |
| HQ-102  | <b>Personnel Change Report</b>   | 63     | One copy included in each advanced grade or elective course examination package. Download additional from the “USPS Membership Committee” Home Page on the USPS Website.        | To report any changes in the names of advanced grade or elective course examination candidates for which exams have been ordered.  |

| Form ID | Form Name   | Page # | Where to Obtain Form   | Purpose of Form   |
|---------|---|--------|--|---|
| SOF     | Standard Order Form                                   | 33, 58 | One copy received with each order of educational materials from headquarters.<br>Also available from “EdDept and Related Forms” on the “EdDept Home Page.” | To order educational materials from the Squadron Materials Catalog.   |
|         | Squadron Materials Catalog                            |        | One copy included in each SEO kit. Additional copies may be downloaded from “Current Materials Info” on the “EdDept Home Page.”                            |   |
|         | Charles F. Chapman Award Squadron Recommendation Form |        | Headquarters sends forms to each squadron annually.  | To nominate a squadron’s “best” instructor for the national Charles F. Chapman Award for Excellence in Teaching. Nominations go to the DEO. |



## Section 8

# USPS Educational Awards

- 1 Members work hard to achieve their educational goals and deserve recognition for their efforts. USPS has developed a series of awards to do just that.

## The National USPS Educational Achievement Award



- 2 Authorized by the Governing Board in 1974, this award is earned by successfully passing all courses offered at the time of a member's completion of his final course. At the time of the 2004 printing of this manual, the following courses were required for this award: *Seamanship, Piloting, Advanced Piloting, Junior Navigation, Navigation, Cruise Planning, Engine Maintenance, Instructor Development, Marine Electronics, Sail, and Weather*. As additional courses are added in the future, the Governing Board may redefine the requirements for the award.

- 3 However, some older courses no longer offered are recognized as acceptable for earning the reward:

- *Motor Mechanics* may be substituted for *Engine Maintenance*.
- The two courses, *Instructional Aids (IA)* and *Instruction Techniques (IT)*, or *Instructor Qualification (IQ)* may be substituted for *Instructor Development (ID)*.

- 4 The uniform insignia for the *USPS Educational Achievement Award* is a gold rectangle surrounding the Navigator's insignia of three stars separated by two horizontal bars. The oral designation for holders of this award is "Senior Navigator" and is written as "SN." The term "full certificate" is no longer used.

- 5 Headquarters notifies the NEO when a member earns this reward so that he can send a congratulatory letter to the recipient. It also prepares a *Certificate of Educational Achievement* for the Chief Commander to sign. The DEO delivers the plaque with the signed certificate to the honored member. DEOs receive *USPS Educational Achievement Award* plaques twice a year to present at district conferences or special squadron events

## The National USPS Educational Proficiency Award



- 6 Members earn this award by successfully completing *Seamanship, Piloting, Advanced Piloting*, and any three current elective courses.
- 7 Active members who qualify for this award display a gold line under the uniform insignia of their grade. To date there is no written designation to indicate this award.

## The National Charles F. Chapman Award for Excellence in Teaching

- 8 Each year, squadrons nominate their “best” instructor for the national *Charles F. Chapman Award for Excellence in Teaching*. Every squadron has a “best” instructor no squadron is an exception. The recipient of this honor in your squadron will compete with nominees from other squadrons in your district to be your district’s nominee for the national *Charles F. Chapman Award for Excellence in Teaching*.
- 9 On the national level, a panel of judges selects five award winners from the district nominees. The five receive their awards commemorating their excellence in teaching at the USPS Annual Meeting; a beautifully mounted certificate and a high-quality sextant boxed in a handsome presentation case.
- 10 The selection of national recipients is a matter of judgment. If your squadron’s nominee is not selected, renominate him again another year; as often as you wish.
- 11 Headquarters sends the necessary nomination forms to each squadron in April of each year. Up-to-date additional forms may be downloaded from “Other Useful Forms” from “EdDept and Related Forms” on the “EdDept Home Page.”

## District Prince Henry the Navigator Award

- 12 This award has an interesting history. In the early fifteenth century, Prince Henry of Portugal started a school of navigation in Sagres, Portugal, to advance the science of navigation. Prince Henry, like other European mariners, wanted to find a route to the lucrative trade in the Orient, other than sailing through the Mediterranean. Hostile Islamic and Venetian powers made that route difficult to sail. Henry proposed to go south around the coast of Africa, but the route had never been charted and no one knew how far south the African continent extended. Unlike other mariners of the day who basically sailed east and west (such as the Spaniards and the Vikings) the Portuguese wanted to sail south.

To do this they needed to find their position using celestial navigation.

- 13 As a result, much activity in the study of celestial navigation took place. Henry sent Portuguese sailors south to chart the coast of Africa. These sailors came back to Portugal and increased the knowledge database at the Prince Henry School of Navigation. Henry did not live long enough to see his dream accomplished. He died in 1468; the Portuguese did not reach the tip of Africa until 1488.
- 14 In 1965, the government of Portugal at its embassy in Washington, D.C., discussed creating an award commemorating the 500<sup>th</sup> year of the death of Prince Henry the Navigator. P/R/C James D. Paris, SN, then commander of District 4, was approached by the Portuguese agency in New York about awarding an alabaster replica of Prince Henry to each of the twenty districts of USPS. After presenting the award to District 4, Commander Jose Cabral, representing the Portuguese government, accompanied Commander Paris in presenting the awards to the other nineteen USPS districts at their conferences. In the early 1970s, additional Prince Henry the Navigator statues were presented to those districts that originally did not receive them. All districts now have a Prince Henry replica to use for an annual educational award to be passed from one recipient to another.
- 15 The deed of the gift gave each district the authority to establish its own criteria for earning the award. For many years Commander Paris entertained the award winners at the Portuguese embassy in Washington. In 1965, the Portuguese government awarded Commander Paris a gold cross with a colorful neck ribbon. In addition, USPS presented him with a swallow-tailed ensign for his meritorious service.
- 16 Thus, each of our districts make a Prince Henry the Navigator award each year to one of its members, usually for commendable performance in the study of navigation.

## Local Squadron Awards

- 17 Squadrons are encouraged to recognize members who have reached the *Educational Achievement* and *Educational Proficiency* milestones by publicizing their achievements in the squadron newsletter and



announcing them at monthly member meetings, the squadron annual meeting, and other appropriate occasions. Some squadrons even hold special “awards nights.”

### Squadron Awards for Excellence in Teaching

- 18 A squadron program for recognizing an outstanding instructor each year is very desirable. Honor that instructor at a special awards occasion. A program such as this accomplishes the initial process of submitting an instructor’s name to be your district’s nominee for the *Chapman Award*. Inscribe the name of each year’s nominee on a squadron trophy or plaque for permanent recognition.
- 19 Keep in mind that *every* instructor is worthy of recognition. Some may work harder than others; some may look better on paper than others. Not every “best” instructor can receive the *Chapman Award*: only five of all USPS instructors are selected each year. Make a special point of thanking and recognizing the efforts of *all* the instructors in your educational program regularly. Don’t fail to nominate one to your district every year.

### Special Plaques or Certificates

- 20 Consider special squadron plaques or certificates to make educational achievements even more meaningful. Publicly acknowledging those who have worked so hard encourages others to do so too.

### Teaching Aids Awards

- 21 Develop useful teaching aids for each course. They do not need to be complicated or expensive. The most useful are often easy and inexpensive to make. Generate a real interest and enthusiasm for the use of teaching aids.
- 22 Encourage exhibition of your teaching aids. Submit your best teaching aids, at least one for each course, to both your district’s annual competition and the national teaching aids exhibit at the USPS Annual Meeting. Outstanding teaching aids exhibited at the Annual Meeting are photographed for display on the National Educational Department page of the USPS Website. Your efforts in doing this will be rewarding, and you will be able to report to your squadron with pride showing the certificates you have won.
- 23 Of greater importance than winning teaching aid contest awards is the value of those teaching aids in helping your fellow squadron members better understand the subject matter of your courses. The ultimate result will be better, safer boaters who are enthusiastic about your squadron’s educational program.



## Section 9

# USPS Educational Fund

- 1 The USPS Educational Fund is a legal entity, separate from and not part of USPS. It is a trust operated by trustees who are elected by the Governing Board of USPS.
- 2 This trust is funded by voluntary contributions, gifts, and grants from USPS, its districts, squadrons, members, and friends. Contributions may be made for memorials, to celebrate an anniversary or birthday, as a “get-well” wish, or for any other similar purpose. In the opinion of counsel, donations to the Fund are deductible for income tax purposes, to the extent permitted by law.
- 3 The purpose of the Fund is to promote and develop programs, techniques, and courses in the field of boating safety and marine activities generally, in cooperation with agencies of the United States Government and the various state agencies. The Fund has made many grants to the USPS Educational Department. These grants have been invaluable in the development of new educational material. Only the interest generated by the Fund principal is used for grants; the principal is maintained to generate that interest and remains untouched.
- 4 Fund representatives in your district and your squadron will assist anyone wishing to make a donation.
- 5 For a full discussion of the Fund, see the USPS Operations Manual.



## Section 10

# USPS Relationships with Other Boating Educational Organizations

- <sup>1</sup> USPS has long-standing friendly relations with other boating organizations, especially the *Canadian Power and Sail Squadrons* and the *United States Coast Guard Auxiliary*. These relationships are important because we all work together to fulfill the important goal of saving lives with our programs of *Safe Boating Through Education*.

## The Canadian Power & Sail Squadrons (CPS)

- <sup>2</sup> USPS and CPS have a reciprocal agreement regarding our educational courses.
- Course materials and examinations will be furnished to CPS members at the same charge as for USPS members.
  - Anyone who passes a CPS boating course examination may apply for membership in USPS.
  - A CPS member may participate in the activities of any USPS squadron and may take advanced grade or elective courses with that squadron. Similarly, USPS members may take courses with any squadron of CPS.
  - A Canadian citizen who passes the USPS *The Squadron Boating Course* examination and who wishes to become a member or junior associate of CPS should write to: Chairman, Committee of Extensions, Canadian Power and Sail Squadrons, 26 Golden Gate Court, Scarborough, Ontario, M14P 3A5.
- If a CPS member, lady associate, or junior associate wishes to enroll in a USPS advanced grade or elective course, following is the procedure:
    - The candidate should present to the USPS squadron commander or squadron educational officer satisfactory evidence of CPS membership and courses passed, such as copies of a membership card and membership certificate.
    - The candidate shall be charged the same fees for course material and examinations as is charged USPS members.
    - The candidate's CPS certificate number, squadron, and the designation "CPS" shall be noted on the Examination Order (ED-33) when ordering examinations from USPS HQ.
    - Send the Squadron Report of Examination (ED-34), executed by the examination administrator, to USPS HQ together with the completed examination and/or bubble-answer sheet (as applicable) in the normal manner.
    - A validating sticker for the candidate will be mailed directly to the candidate from CPS HQ.
  - If an active member, family member, holder of a woman's certificate, or apprentice of USPS wishes to join CPS or enroll in CPS advanced grades or elective courses, the procedural steps are similar to those outlined above. Anyone interested should contact a local CPS Squadron

Training Officer (STO), District Training Officer (DTO), or CPS HQ at 1-888-CPS-BOAT (1-888-277-2628) or via the Internet at [www.cps.ecp.ca](http://www.cps.ecp.ca).

## The United States Coast Guard Auxiliary (USCGAux)

- 3 Instruction and examination in the *Instructor Development* Course may be given to members of the USCGAux according to the following procedures:
  - Charge and receive payment for the course materials at the same rate that you charge your squadron's own members; materials will be invoiced by and payment made to USPS HQ in the usual manner.
  - When examinations are ordered, list USCGAux members separately on the Examination Order (ED-33) by name, membership number, flotilla number, and "USCGAux."
  - Upon receipt of the results of examination, provide the information to the USCGAux member; inform the student that it is the student's responsibility to transmit the examination score information to the flotilla—USPS will not do so.
  - To fulfill the educational requirements for membership in USPS, the Operating Committee has authorized the acceptance of a certificate of successful completion of either USCGAux "Boating Skills and Seamanship" or "Sailing and Seamanship." These courses fulfill only the educational requirement; all other requirements for membership in USPS must be met.

## The United States Coast Guard Office of Boating Safety

- 4 The U.S. Coast Guard's Office of Boating Safety is charged with the important task of making boating safer for us all. Its many responsibilities include tracking boating accidents, looking for correlations among these incidents, recommending and implementing remedial measures such as recalls, and processing grants. It has three divisions: Program Management, Program Operations, and Recreational Boating Product Assurance.
- 5 As designated National Recreational Boating Safety Coordinator, the office is a leader in improving the boating experience of the maritime public. It is an organization noted for working in partnership with all stakeholders within the waterways activity spectrum and across all modes of transportation to reach consensus solutions. USPS is one of the organizations with which the office works in partnership; the online USPS National Safe Boating Test is one of those partnership projects.
- 6 The Office of Boating Safety looks at their mission as minimizing the loss of life, personal injury, property damage, and environmental impact associated with the use of recreational boats through preventive means in order to maximize safe use and enjoyment of U.S. waterways by the public.
- 7 Its goals are to improve the demonstrated knowledge of skills, abilities, and behaviors of boaters; the safety of boats and associated equipment; the physical and operational boating environment; and intermodal and interagency cooperation, coordination, and assistance.
- 8 The office operates the *Coast Guard Infoline*, a toll-free number that connects the public to a help desk that provides information about recreational boating safety; such as, boating safety tips, security zones, and Vessel Safety Checks. This desk can be reached Monday through Friday, 0800 to 1700 EST, excluding government holidays, at 1-800-368-5647, or [www.uscgboating.org/about/infoline.htm](http://www.uscgboating.org/about/infoline.htm).



## The National Association of State Boating Law Administrators (NASBLA)

- 9 NASBLA is an association representing the boating authorities of all fifty states and U.S. territories. It is an association dedicated to reducing boating accidents, saving lives, and helping to make safe and enjoyable boating a reality on our nation's waterways.
- 10 NASBLA is working to achieve uniformity on boating laws from state-to-state with the goal of assuring enjoyment of the waters for all boaters. It does this by encouraging reciprocity of boating laws and establishing standards for boating safety education and boating law enforcement practices.
- 11 NASBLA developed its minimum content for boating education courses more than a decade ago. The standards have served as a guide for state, nonprofit, and commercial providers to follow in developing boating educational materials. USPS is one of those nonprofit providers. NASBLA approves all of our public basic boating courses.
- 12 USPS is an Associate Member of the National Association of State Boating Law Administrators.

## The Sea Scouts

- 13 In 2002, USPS signed a Memorandum of Agreement with the Sea Scouts promising its cooperation in providing boating education and training in the operation of sailboats and powerboats for their youthful members.
- 14 The Sea Scouts are organized into "Ships" that are located throughout the United States. Sea Scouting was organized in 1912 to promote better citizenship and to improve members' boating skills and knowledge through instruction and practice in water safety. Their members are young men and women between 14 and 21 years of age. Their leaders are enthused boaters interested in promoting leadership and safety on the water while learning about seamanship and navigation.
- 15 Sea Scouting units have sailboats or powerboats for learning to sail and cruise. Each member has a

chance to try a hand at the tiller, trim the sails, and learn safe and proper boat handling. Day, weekend, and long cruises are held. Each spring Sea Scouts sand, scrape, caulk, and paint their boats until they are trim and shipshape. Most ships hold regular weekly meetings at their chartered institution or aboard their vessel.

- 16 Sea Scouts can become apprentice members upon passing a USPS boating course. A special USPS-Sea Scout boating course certificate has been created for Sea Scouts who pass a squadron boating course as well as a special USPS-Sea Scout apprentice membership certificate. Their membership fee for USPS includes a subscription to *THE ENSIGN*.
- 17 A detailed explanation of recommended procedures for participating in this program is included in a USPS-Sea Scout Information Kit available to squadron membership chairmen at headquarters.

## The BoatU.S. Foundation for Boating Safety and Clean Water

- 18 The stated mission of the nonprofit *BoatU.S. Foundation for Boating Safety and Clean Water* is "to promote safe and environmentally sensitive boating with the purpose of reducing accidents and fatalities while increasing stewardship of our water resources." The Foundation works with a large staff out of two offices, one in Alexandria, VA, and the other in Annapolis, MD. It manages many programs toward the accomplishment of its mission. Following are some of these programs:

### Environmental Education

- 19 Through its environmental education programs and outreach, the Foundation helps boaters, anglers, and other user groups understand how they can be better stewards of the natural resources they enjoy. Emphasis is placed on innovative ways to reach them with positive messages about preventing pollution before it starts. It is done with practical ideas and down-to-earth information on laws and regulations, and how to comply with them. For example, the Foundation produces *Stash Your Trash* posters for use at waterfront businesses and boat facilities.

## Clean Water Grants

- 20 The Foundation has an annual program to award grants up to \$2,000 to local, nonprofit, volunteer-based organizations to support education and hands-on efforts at cleaning up our boating environment. *United States Power Squadrons* and *U.S. Coast Guard Auxiliary* units are eligible.

## Grassroots Grants

- 21 Each year the Foundation makes at least \$45,000 available to volunteer organizations such as units of the *United States Power Squadrons* and the *U.S. Coast Guard Auxiliary* for community-based boating safety education. Grants up to \$5,000 are awarded for innovative programs that address local boating safety problems and serve as models for other groups to follow. For example, awards were granted in 2002 to the *Diablo Power Squadron* to advertise their boating safety classes in a newspaper advertising campaign; to the *Greenville Power Squadron* to post ten bulletin boards at launch ramps to display safety messages and notices of upcoming boating safety classes targeted to trailer boaters; to the *Liberty Harbor Power Squadron* to erect forty-eight signs in the vicinity of the Statue of Liberty to promote Vessel Safety Checks and boating safety classes in the area.

## Life Jacket Loaner Program

- 22 In the past five years the Foundation has given away over 10,000 life jackets in its *Kids' and Teens' Lifejacket Loaner Program*. Over 300 marinas, fuel docks, TowBoatU.S. operators, marine patrol units, and other waterfront businesses lend out kids' life jackets for the day or weekend to families that have a temporary need for them. It makes it easier for boating families to stay safe.

## Teens Afloat

- 23 After finding that teens are an underserved niche for life jacket programs, the Foundation teamed up

with the *Brunswick Public Foundation* to offer a limited number of organizations the chance to purchase life jackets for their teen on-the-water education programs. The pilot program offers adult-sized life jackets at a very reasonable price to nonprofit organizations that regularly and frequently take teens on the water. Organizations that incorporate boating safety and clean water education into their programs are favored.

## Emergency Position Indicating Radio Beacons (EPIRB) Rentals

- 24 For the skipper doing a single race or infrequent long-distance cruise, \$1,000 is just too much to spend for a 406 MHz EPIRB. Through a joint effort with the *U.S. Coast Guard*, offshore boaters can now have peace of mind with an affordable rental program that gives boaters nationwide access to the latest satellite-linked EPIRBs.

## Free Boating Safety Brochures

- 25 Providing boaters with safety information is an important part of the Foundation's role in boating education. Over eight million pieces of Foundation-produced safety literature have been distributed free to boaters nationwide. Included are such topics as *Hey Kids* (coloring book), *Weather*, *Life Jackets*, *Sober Truth*, *Hypothermia*, and *Boater's Source Directory*.

## Courseline and Courseline Online

- 26 Since 1984, the BoatU.S. Foundation has been providing the toll-free *Foundation Courseline* (1-800-336-BOAT) as a free service to boaters, supplying current information on boating safety courses offered around the nation. *Courseline Online* is a new Internet program added to support the *Courseline*. Information on arranging a *Vessel Safety Check* through the *United States Power Squadrons* and the *U.S. Coast Guard Auxiliary* is also available by calling the *Courseline*.

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