



POWERBOAT INSTRUCTOR PROCEDURES

FREQUENTLY ASKED QUESTIONS & ANSWERS

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US POWERBOATING an affiliate of US SAILING



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POSTING COURSES ONLINE

Question: How do I post my powerboat courses on the US Powerboating website course calendar?

Answer: Courses are posted by logging onto your My-US Sailing account with your US Sailing member ID number and password. Click on "My Events," then click on "Add a new Event" and enter the details. For "Event Type," select "Sailboat Education – Powerboat." When you add a course and select an event type, the course will show up on all pre-filtered calendars for powerboat student courses including www.uspowerboating.com. The person who logs-in and adds the course is the person who "owns" the course and the only person allowed to edit/delete the course from the online calendar.

INSTRUCTOR NUMBER

Question: What is my Instructor Number that is required to be used on an answer sheet, logbook, or order?

Answer: It is your US Sailing member number.

STATE-SPECIFIC INFORMATION

Question: Where can I find a list of states that have approved the Safe Powerboat Handling course?

Answer: Click on the Instructor Training button on the US Powerboating website, then click on the Instructor Resources button and log in with your US Sailing member ID number and password, then click on "NASBLA State Specific Information."

Question: If I will be including state-specific materials in my Safe Powerboat Handling courses for my students to get a state boating certificate, how do I order these materials?

Answer: These state-specific materials can be downloaded at no charge by going to the Instructor Resources page on the US Powerboating website. Click on the Instructor Resources button and log in with your US Sailing member ID number and password. Then click on "NASBLA State Specific Information," select a state, and download the documents.

Question: If a state-specific exam/test was given in a Safe Powerboat Handling Course, how is this indicated on the answer sheet?

Answer: It is depicted by the following three items (see sample later on in this document):

1. The 2-letter abbreviation for the state is entered in the indicated space below the "Instructor No."
2. The answers to the state specific exam/test are entered by the student starting with 51. (1-50 are reserved for answers to the Safe Powerboat Handling Exam.)
3. The instructor adds the name of the state-specific exam/test with the student's grade in the bottom left-hand box, titled "Name of test here."

Question: Can a state-specific exam/test be given in an Accelerated Safe Powerboat Handling Course?

Answer: No. Only state-specific exams/tests can be given in NASBLA-approved courses where 6 to 8 classroom hours are spent on NASBLA required topics. Accelerated Safe Powerboat Handling courses do not meet this requirement.

EXAMS & GRADES

Question: What is the passing grade for all student powerboat exams and state-specific exams?
Student powerboat exams include the 50-question Safe Powerboat Handling Exams A and B, the 25-question Safety and Rescue Boat Handling Exams A and B, and the 15-question Mark-Set Boat Handling Exams A and B.

Answer: 80% is the passing grade.

Question: Where should I show the grades of the written exams on the answer sheets?

Answer: In the bottom left-hand box, titled "Name of test here" along with the name of the exams, including whether it is exam A or B. (See sample later on in this document.)

Question: If a student fails a written exam for a Safe Powerboat Boat Handling, Accelerated Safe Powerboat Handling, Safety and Rescue Boat Handling, or Mark-Set Boat Handling course, what should be done?

Answer: Give the student the option of taking a make-up exam after he or she has an opportunity to study for it. The make-up exam is typically Exam B. If the student fails the exams, do not issue a certification sticker, and submit the original answer sheets for both exams with all the data entries completed and leave the "Sticker #" box blank.

ISSUING CERTIFICATION STICKERS

Question: When are certification stickers issued and where do I enter the sticker number on the answer sheet?

Answer: Certification stickers are issued when a student has successfully completed all certification requirements. Successful completion includes passing all required written exams with a grade of 80% or more AND passing all required boathandling skills. A certification sticker is not issued if a student fails a written exam and/or one or more required boathandling skills. The certification number is entered in the right-hand box, titled "STICKER #".

COMPLETING & SUBMITTING ANSWER SHEETS

Question: After a powerboat course is completed, what is the required post-course paperwork that needs to be submitted to US Sailing/US Powerboat and what is the deadline for submitting it?

Answer: All original answer sheets and post course surveys (on the back of the answer sheet) should be sent not later than one week. Make sure all the required information is correct and complete.

Question: If a student has successfully completed a Safe Powerboat Handling Course by passing the written powerboat exam and required boathandling skills, and has also passed a state-specific test, what entries should be made on the student's Answer Sheet?

Answer: The answers for the state-specific questions should be entered starting with number 51, and the 2-letter state abbreviation (e.g., FL) be entered in the appropriate space. The grades for both the Safe Powerboat Handling Exam (include the exam letter, e.g., Exam A or Exam B) and the state-specific exam should be entered in the "Name of Test" box along with the names of the exams. (See sample later on in this document.)

Question: If a student does not successfully complete a course by failing a written exam or any required boathandling skills, does any paperwork need to be submitted to US Sailing/US Powerboating?

Answer: Yes. All original answer sheets must be submitted with complete information, except a certification sticker number will be entered on them.


Question: What are some common errors in completing an answer sheet?

Answer: They include:

- Incomplete information concerning the course facility or student
- The 2-letter state abbreviation is entered when a state-specific test has not been taken.
- State-specific answers are not depicted starting at 51.
- The certification sticker number is not depicted in the right-hand "STICKER #" box on answer sheets where student successfully completed the course.
- The name of the exam, including whether its exam A or B, and its grade is not depicted in the left-hand box, titled "Name of test here."

SAMPLE ANSWER SHEET: Student Successfully Completed a Safe Powerboat Handling Course with a State-Specific Information & Exam

Answers for
50-question
exam

Answer Sheet					
Course Name (check box): <input checked="" type="checkbox"/> Safe Powerboat Handling <input type="checkbox"/> Accelerated Safe Powerboat Handling <input type="checkbox"/> Basic Powerboat Cruising					
Course Facility Name <u>Bayview Community Boating</u> City <u>Tampa</u> State <u>FL</u> Today's Date <u>5/16/2013</u>					
Student's Name <u>John Stevens</u>					
Address <u>Bayview Drive</u> City <u>Tampa</u> State <u>FL</u> Zip <u>33611</u>					
Phone (Primary) <u>(123) 456-7890</u> E-mail <u>john@stevens</u> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth <u>10/25/1990</u>					
Instructor <u>Jamie Jones</u> Instructor No. <u>123456 J</u>					
State-specific test (if taken during course) - insert 2-letter state abbreviation <u>FL</u>					
1. <input checked="" type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d	18. <input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d	35. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	52. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	69. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	MARKING INSTRUCTIONS 1. Please print clearly and legibly. 2. Use a No. 2 pencil or a blue or black ink pen only. 3. Fill in the response completely. 4. Make no stray marks on this form. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">45633</div> STICKER #
2. <input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d	19. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	36. <input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d	53. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	70. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	
3. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	20. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	37. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	54. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	71. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	
4. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	21. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	38. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	55. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	72. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	
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6. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	23. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	40. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	57. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	74. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	
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11. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	28. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	45. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	62. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
12. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	29. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	46. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	63. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
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15. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	32. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	49. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	66. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
16. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	33. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	50. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	67. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
17. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	34. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	51. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	68. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
Safe Powerboat Handling Exam A - 94% FL State-Specific Exam A - 90% Name of test here					I hereby certify that this individual was not assisted in any way or given any answers by any other person in order to complete this test.  Instructor's Signature

FL indicates Florida state-specific exam was given

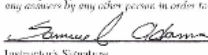
Answers for 10-question FL exam

Passed course; certification sticker no. identified

Safe Powerboat Handling Exam A with 94% passing grade and FL State-Specific Exam A with 90% passing grade

SAMPLE ANSWER SHEET: Student Successfully Completed a Safe Powerboat Handling Course but State-Specific Information & Exam was NOT included in the Course

Answers for
50-question
exam

Answer Sheet					
Course Name (check box): <input checked="" type="checkbox"/> Safe Powerboat Handling <input type="checkbox"/> Accelerated Safe Powerboat Handling <input type="checkbox"/> Basic Powerboat Cruising					
Course Facility Name <u>Best Boating Center</u> City <u>Mobile</u> State <u>AL</u> Today's Date <u>05/16/2013</u>					
Student's Name <u>Jane Miller</u>					
Address <u>123 Bayview Drive</u> City <u>Mobile</u> State <u>AL</u> Zip <u>36652</u>					
Phone (Primary) <u>(123) 456-7892</u> E-mail <u>jane@millar.com</u> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Date of Birth <u>06/01/1986</u>					
Instructor <u>Samuel Adams</u> Instructor No. <u>123456 S</u>					
State-specific test (if taken during course) - insert 2-letter state abbreviation <u>n.a.</u>					
1. <input checked="" type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d	18. <input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d	35. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	52. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	69. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	MARKING INSTRUCTIONS 1. Please print clearly and legibly. 2. Use a No. 2 pencil or a blue or black ink pen only. 3. Fill in the response completely. 4. Make no stray marks on this form. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">45620</div> STICKER #
2. <input type="radio"/> a <input checked="" type="radio"/> b <input type="radio"/> c <input type="radio"/> d	19. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	36. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	53. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	70. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input checked="" type="radio"/> d	
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17. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	34. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	51. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d	68. <input type="radio"/> a <input type="radio"/> b <input checked="" type="radio"/> c <input type="radio"/> d		
Safe Powerboat Handling Exam B - 96% Name of test here					I hereby certify that this individual was not assisted in any way or given any answers by any other person in order to complete this test.  Instructor's Signature

n.a. indicates no state-specific exam was given

Passed course; certification sticker no. identified

Safe Powerboat Handling Exam B identified; 96% passing grade

SAMPLE ANSWER SHEET: Student Did NOT Pass a Safety and Rescue Boat Handling Course as a Result of a Failing Grade on the Exam

Answers for
25-question
exam

Answer Sheet																																																																																
Course Name (check box) <input checked="" type="checkbox"/> Safety and Rescue Boat Handling <input type="checkbox"/> Mark Set Boat Handling																																																																																
Course Facility Name <u>ABC Community Center</u> City <u>Rochester</u> State <u>NY</u> Today's Date <u>8/16/2013</u>																																																																																
Student's Name <u>Oliver Perry</u>																																																																																
Address <u>123 Lakeshore Road</u> City <u>Rochester</u> State <u>NY</u> Zip <u>14617</u>																																																																																
Phone (Primary) <u>(123) 456-7899</u> E-mail <u>oliver@perry.com</u> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth <u>12 / 25 / 1995</u>																																																																																
Instructor <u>Nathaniel Bowditch</u> Instructor Membership No. <u>123456 B</u>																																																																																
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<p>MARKING INSTRUCTIONS:</p> <p>1. Please print clearly and legibly.</p> <p>2. Use a box 2 pencil or a blue or black ink pen only.</p> <p>3. Fill in the response completely.</p> <p>4. Mark no more than one on the form.</p>																																																																																
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<p>I hereby certify that this individual was not assisted in any way or given any answers by any other person in order to complete this test.</p> <p><u>Nathaniel Bowditch</u> Instructor's Signature</p>																																																																																
<p>Safety and Rescue Boat Handling Exam B - 76%</p> <p>Name of test here</p>																																																																																

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