



Boating Education Course Review and Approval Procedure

1. Submittal of Application:

The National Association of State Boating Law Administrators (NASBLA) reviews boating courses to determine if a course meets an indicated National Boating Education Standard. Course providers seeking NASBLA review and certification of a course must first complete and submit the application package in both electronic and hard copy formats, including, the completed application, course materials, chapter assessments, final exam (minimum of two versions), signed Terms and Conditions document, all completed appendices, and application fee. (Note: States and Territories receive course reviews as a member benefit and are not required to pay an additional application fee. All other requirements apply.)

All [application documents](#) are available on the NASBLA website.

2. NASBLA Review:

NASBLA will review all course materials for meeting national and administrative requirements and final examination and chapter quizzes for meeting requirements of the indicated assessment standards. If NASBLA finds that the course does not meet one or more sections of the standard, or the application is incomplete, the course provider will be notified of the deficiencies in writing (electronic or printed). A provider may modify the course to correct such deficiencies and resubmit for additional review within 120 days of the original application date, or within 30 days of official notice of needed modification, whichever is greater. If a course modification is not received within the indicated time frame the course will not be approved. All course materials will be returned to the Course Provider who must reapply meeting all application requirements including payment of fees.

Once it is determined that a course meets the indicated national standard and related administrative policies including payment of fees, NASBLA will notify the applicant who will then be responsible for sending the application package to at least one state for review of state-specific information.

3. State Review:

The State Boating Law Administrator (BLA), or their designee, will review the course and accompanying materials for accuracy, correctness, and sufficient content

in the coverage of the state-specific information. If the State Reviewer finds that the course is deficient in meeting the state-specific content, the reviewer will notify the course provider of the deficiencies. *NOTE: A state may require additional content beyond what is listed in Section 8.* If the course is sufficient in meeting the state requirements, the state reviewer will sign the application form and send it to NASBLA. NASBLA will provide final notification to the course provider. Additional charges may apply.

If the State BLA so chooses, the state review portion of a boating safety course may be conducted by NASBLA. A letter from the BLA to NASBLA's Executive Director signifying that the review of state-specific information and test questions has been relinquished to NASBLA must be on file at NASBLA headquarters before such review will take place. In addition, the State BLA must furnish to NASBLA a copy of the state-specific information and test questions written exactly as the State BLA would want to see that information included in a boating safety course. NASBLA will then supply these documents to any interested course providers who request it and will review the courses to ensure that the information has been included verbatim.

4. Notice of NASBLA Approval:

When a course receives NASBLA approval, NASBLA will notify the course provider and will issue an invoice for any outstanding fees. Upon payment, NASBLA will issue written notification to the course provider, the state BLA involved, and the United States Coast Guard (USCG) - Boating Safety Division of NASBLA approved course status. A copy of all course materials will be retained in the NASBLA Office along with a copy of the letter granting NASBLA approval. *NOTE: NASBLA Approval means the course has been found to conform to the indicated national boating standard only and does not mean a state has accepted a course for delivery in that state. **No state is required to recognize, accept, or endorse any course that has been approved by NASBLA.*** NASBLA maintains and provides a list of [NASBLA Approved courses](#) on NASBLA's website.

In the event that a course is denied approval, NASBLA will provide written notification to the course provider, with a copy of the letter provided to the NASBLA Executive Board. Course review must be completed within indicated time frames unless prior written authorization to extend this time frame is received by the course provider from NASBLA.

5. Appeals Process:

In the event that a course does not receive NASBLA approval, the course provider will have 30 days to file a formal, written appeal to NASBLA in accordance with the [Association's Bylaws \(Part VI\)](#). The appeal must provide information that details the point(s) of contention on the course not being approved. The course provider will file

an administrative fee with the appeal. The fee will be refunded if the course provider is successful in the appeals process.

The Boating Education Course Appeals Committee, as authorized in NASBLA Bylaws, will receive the appeal and all documents for review. The Committee will have 30 days to provide the course provider with a decision in writing. Decisions regarding NASBLA policy and administrative procedures are the sole discretion of NASBLA Appeals Committee. Decisions regarding interpretation of an education standard may be deferred to the National Education Standards Panel.

5. Course Provider Responsibilities:

Course Providers notice of NASBLA Approval are authorized to use the NASBLA logo including the words “Course approved by the National Association of State Boating Law Administrators and recognized by the U.S. Coast Guard.” Per the 2015 Terms and Conditions document, course providers who are neither a state nor associate member will be assessed an annual maintenance/ licensing fee to cover ongoing costs of course monitoring and database administration for the three year approval period.

7. NASBLA’s Responsibilities:

- A. NASBLA retains copyright to the National Boating Education Standard(s) document and other publications as produced by NASBLA, policy committees, and the National Boating Education Standards Panel. NASBLA retains all rights to the ‘NASBLA-Approval’ process and logo trademark.
- B. Standards developed and/or revised and new documents regarding the conformity assessment process will be made available to the public through the NASBLA website. NASBLA will contact the Course Provider if there are amendments in the National Boating Education Standards to be addressed in an approved course before the end of the renewal term.
- C. NASBLA may routinely monitor courses for content changes and continued adherence to the NASBLA National Boating Education Standards including appropriate use and reference to ‘NASBLA-Approval.’
- D. No state is required by NASBLA to recognize, accept, or endorse any course that has been approved by NASBLA.

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Replaces all previous versions.