



# National Association of State Boating Law Administrators

## APPLICATION for REVIEW/ APPROVAL/ RE-APPROVAL of a BOATING EDUCATION COURSE

Submission Date: _____	<b>OFFICIAL (STATE and NASBLA) USE ONLY</b>	Final Review Date: _____
<b>NASBLA Review:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>NASBLA Education Director or Designee</span> <span>Date</span> </div>		<input type="checkbox"/> Meets National Content/ Administrative Policies <input type="checkbox"/> Does Not Meet National Content (Sections 1-6) <input type="checkbox"/> Does Not Meet Administrative Policies (9-10)
<b>State Review:</b> _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Signature</span> <span>Title</span> <span>State</span> <span>Date</span> </div>		<input type="checkbox"/> Meets State-Specific Content (8) <input type="checkbox"/> Does Not Meet State-Specific Content (8)
Additional State Requirements or Restrictions _____ _____		

Completed application packets and questions regarding the NASBLA National Boating Education Standards may be directed to NASBLA at: 1648 McGrathiana Parkway, Suite 360, Lexington, KY 40511, Attention: Tom Hayward Phone: 859.225.9487 E-mail: [tom@nasbla.org](mailto:tom@nasbla.org)

**Note:** After original NASBLA review, and satisfactory review by a state, a **Notice of NASBLA Approval** will be forwarded to the course provider, the state, and the U.S. Coast Guard Boating Safety Division. Course Providers are responsible for contacting the respective State Boating Law Administrator (BLA) for acceptance, endorsement, or recognition requirements and submitting the course to individual state(s) for review.

<b>Check the appropriate box for the type of review you are requesting:</b> <input type="checkbox"/> Original review request <input type="checkbox"/> Additional state review (for currently-approved courses) <input type="checkbox"/> Re-approval request
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<b>Section 1 – Contact Information</b>
Course Title: _____ Course Sponsor/Provider: _____ Contact Person: _____ Address: _____ City _____ State __ Zip _____ Phone # _____ Fax #: _____ E-mail _____

<b>Section 2 – Course Format</b>	<b>Check All that Apply</b>
<input type="checkbox"/> This course is classroom-based. <input type="checkbox"/> This course is home study. <input type="checkbox"/> This course is designed for web-based delivery.	
<b>For review purposes, all submissions must be in BOTH printed and electronic format.</b>	

### Section 3 – Application Checklist

**The following information and materials are required for original review, re-approval, and new provider requests only. Additional state reviews need only to submit a copy of this application with the signature of the state reviewer on the first page to NASBLA.**

- Include the appropriate application fee in accordance with the 2015 fee schedule posted on the NASBLA website. Please make checks payable to NASBLA. (Minimum fees can be submitted with application; any additional fee must be paid in full prior to issuance of the Notice of NASBLA-Approval).
- Submit BOTH a printed and electronic (scanned) copy of all course materials to NASBLA including supplemental handouts or materials used in the course.
- The course text must be presented in paragraph form, not outline form with supplemental diagrams, graphics or photographs which have been created to engage target markets.
- List the title and producer of any videos used in the course. You may need to submit a copy of the item(s) if NASBLA does not already have a copy on file.
- Links or references to the NASBLA website should be correct and included in appropriate locations throughout the course.
- Submit a completed copy of the Education Standard Checklist.
- Complete Appendix A to show the goals and learning objectives for the course and estimate the length of the course in hours.
- Submit a copy of the course exam(s) – see Appendix D and complete Appendices E/F, and G.
- Indicate the reading comprehension level for the course – see Appendix H.
- Submit a written Examination Integrity Plan in accordance with Administrative Policy 9. See Appendices B and C.
- Indicate the passing score for your examination. \_\_\_\_\_%. (Note: States reserve the right to establish passing scores.)
- Submit a signed copy of the NASBLA Terms & Conditions document for Course Approval.
- Submit a copy of the Course Certificate of Completion. If this course is approved, you will be given authorization to display the NASBLA logo. The course certificate of completion must include the appropriate NASBLA logo, and the language "Course Approved by the National Association of State Boating Law Administrators and recognized by the U.S. Coast Guard." The course completion certificate should also identify the state for which the course was presented.
- Will this course be presented in more than one state? \_\_\_\_ Yes \_\_\_\_ No

### Section 4– Course Provider Release Statement

**Scope of NASBLA Review:** NASBLA reviews submitted courses for national standards and administrative policy compliance. A successful State-Specific review must be obtained from the state official in the state where the course is proposed to be taught. NASBLA makes no representation that a state will accept this course for use, the decision for which rests solely with each state. Final Course Approval requires both a successful national review AND a state approval. The fee submitted with this application applies to the NASBLA portion of the review process only. No refund will be made due to individual state action or inaction. Additional administrative fees will be assessed as indicated in the Conformity Assessment Fee schedule effective November 1, 2014.

**Warranty of Content:** By submitting this application for course review, Applicant represents and warrants to NASBLA that all course content is either (a) original material, including all text, pictures, drawings, and other intellectual content, such that Applicant has or is eligible to copyright same in its name, or (b) material which is in the public domain and is not subject to copyright(s) held by others.

\_\_\_\_\_  
Signature of Course Provider

\_\_\_\_\_  
Date