



National Association of State Boating Law Administrators

The NASBLA Instructor Credentialing Program

Instructor Requirements, Credentialing and Administration

May 3, 2013

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EXECUTIVE SUMMARY – NASBLA Instructor Credential Program (NICP)

Background

The National Association of State Boating Law Administrators (NASBLA) is a national, nonprofit, 501(c)(3) organization comprised of state and territorial recreational boating authorities. NASBLA's mission is to strengthen the ability of the state and territorial boating authorities to reduce death, injury and property damage associated with recreational boating and ensure a safe, secure and enjoyable boating environment.

NASBLA addresses its mission by fostering partnerships among and between the states, the Coast Guard and others, crafting model boating laws, maintaining national education and training standards, providing members with critical knowledge and skills, assisting in the homeland security challenges on our waterways, and advocating the needs of the state boating programs before Congress and federal agencies.

Through its training, and specifically its Boat Operations and Training (BOAT) Program, NASBLA develops and delivers consistent, high-quality training to meet the varying needs of marine enforcement officers and emergency responders from local, state and federal jurisdictions.

Purpose

To ensure a consistent approach and delivery of BOAT Programs, the NASBLA Instructor Credentialing Program (NICP) has been designed to meet the specific needs of the member agencies and our partners as recommended by NASBLA's BOAT Advisory Board. The NICP includes selection, credentialing, and retention phases for NASBLA credentialed instructors as well as an emphasis on training and professional development opportunities. Evaluations and assessments will be conducted on a regular basis to ensure that the minimum standards for credentialing are being sustained.

Effective training of marine enforcement officers and emergency responders is essential to NASBLA's goal to establish, coordinate and maintain the availability of a high quality instructor cadre across multiple course curricula. Instructor credentialing is an essential process to ensure consistent, high quality delivery of training in order to provide maximum benefit to the personnel who receive the training and the agencies they represent.

Glossary of Terms Used in this Document

Accreditation: A voluntary process through which a third-party, standards-setting organization grants recognition to an organization, system or program after verifying that it has met minimum criteria, usually including, but not limited to, demonstration of compliance with established performance standards through documentation and an onsite review process.

BOAT Advisory Board: A panel of up to fifteen (15) members, appointed by the Chairman of NASBLA's Preparedness & Response Committee. The Board shall be governed by rules established and approved by the Committee to function as a consultative board relating directly to training courses within NASBLA's BOAT Program.

Certification: A voluntary process through which an organization grants recognition to an individual in a particular subject area after verifying that he or she has met minimum criteria, including, but not limited to, passing an assessment process to include subject matter testing.

Certificate Program: A voluntary program in which an organization grants recognition to an individual after verifying that he or she has met minimum criteria, including participation in a training or education program and demonstrating comprehension of the program's learning outcomes by passing an assessment.

Credentialed Instructor: An instructor who meets the minimum standard established for credentialing and is responsible for the delivery of the learning objectives of a course.

Credentialing: An umbrella term to describe the various types of formal recognition programs, including certification, certificate programs, accreditation and licensure. For the purposes of this document and the NASBLA BOAT Program, credentialing is the process by which a candidate's instructor capabilities are assessed and evaluated in order to be granted the permission to deliver NASBLA BOAT Program courses.

Credentialing Renewal: The triennial review of a credentialed instructor's qualifications and performance which leads to an instructor credential being extended for another credentialing period.

Currency: The process that ensures minimum requirements are maintained.

Direct Delivery: A NASBLA course delivered by NASBLA directly to students by a credentialed and contractually paid instructor. The students in a "direct delivery" course register through a NASBLA registration site, course materials are provided by NASBLA, certificates of completion and student tracking will be a function of NASBLA and the course costs are tuition based.

Indirect Delivery: A NASBLA course delivered by permission of the Law Enforcement Director and the Program Director by a NASBLA credentialed contractually un-paid instructor. All course materials are provided by the host agency and successful graduates will only receive a NASBLA certificate by submitting an affidavit of student participation, test scores, evaluations and by paying a registration fee.

Lead Instructor: A NASBLA-credentialed instructor responsible for on-site delivery and operation of course; ensures that all course learning objectives are met.

NASBLA Assistant Instructor: An individual who has successfully applied for and met the baseline instructor qualifications, as verified by the NASBLA Program Manager. Assistant Instructors are not credentialed and/or compensated, other than travel and per diem, until such time that they have demonstrated instructor proficiency and successfully passed an instructor evaluation as verified by the NASBLA Program Director.

NASBLA BOAT Program Manager: An Instructor who is designated to act as a “Lead Instructor” by the NASBLA BOAT Program Director, whose responsibility it is to assure curriculum standardization, Instructor Credentialing Standards and record retention.

NASBLA Certified Course: A training course sponsored, conducted, funded, and/or certified by NASBLA.

NASBLA Instructor Credentialing: A designation that indicates an applicant has met the minimum standards of the NASBLA Instructor Credentialing Program (NICP).

Operational Course: A course within the NASBLA BOAT Program which contains an on-the-water component or requires vessel or vehicle operations.

Professional Development: An opportunity which enhances instructors’ knowledge, skills, and abilities. Professional development may include, but is not limited to, seminars, workshops, recommended books, and websites.

Subject Matter Expert (SME): An individual who, by virtue of position, education, training, or experience, is expected to have greater than normal expertise or insight relative to a particular technical or operational discipline, system, task, or process, and may be chosen by a Program Manager as a technical advisor to contribute to a BOAT Program course delivery.

I. REQUIREMENTS OF THE NASBLA INSTRUCTOR CREDENTIALING PROGRAM

The NASBLA Instructor Credentialing Program (NICP) is the means by which candidate instructors may seek NASBLA Instructor Credentialing and maintain that credentialing. The program is designed to promote general instructional excellence for those instructors credentialed by NASBLA to teach maritime related course curricula or components.

There are two primary components in the NASBLA Instructor Credentialing Program:

1. Formal instructor training in delivery of curriculum based on adult learning principles (Methods of Instruction).
2. Subject matter expertise and experience in the field of the course.
 - Note: Both elements are required to attain a NASBLA Instructor Credential.

The requirements to obtain and maintain credentialing are:

- A. Instructor Candidate must hold documented instructor credential from a recognized state or federal entity, or
- B. Instructor Candidate must complete the requirements of the NASBLA Instructor Training Manual, and;
- C. Instructor Candidate must complete the “Assistant Instructor” classroom development and evaluation process for each specific NASBLA course for which credentialed, and;
- D. Instructor Candidate must participate in the Triennial NASBLA Instructor re-credentialing process for each course for which credentialed, and;
- E. Instructor Candidate must possess subject matter expertise and a recommendation from current and/or past agency or organization.

NASBLA sets the highest standard for Instructor Credentialing which meets or exceeds the qualifications required in state or federal law enforcement training standards. NASBLA Instructor Credentialing is based upon collective state law enforcement academy guidelines nationwide, as well as Federal Law Enforcement Training Accreditation (FLETA) standards (which are most often the adopted standard for state law enforcement credentialing). The NICP is a synthesis of these standards that ensures all instructors who deliver maritime-related training to marine law enforcement, first responders and federal enforcement partners demonstrate the highest level of instructor competency and professionalism. Instructor candidates who fail to become credentialed within one year of application may be removed from the NICP.

All Instructors who deliver NASBLA course offerings, on behalf of NASBLA, are required to possess the NASBLA Instructor Credential. Nothing in this document shall prevent the use of a “Subject Matter Expert” (SME) to deliver specialized subject material within a NASBLA course, as outlined and approved by the specific NASBLA course Program Manager and Program Director.

II. SELECTION GUIDELINES and QUALIFICATIONS FOR INSTRUCTORS

The purpose of this component is to establish the process for the review of the qualifications of instructors for enrollment and/or application in the NASBLA Instructor Credentialing Program.

Step 1: Instructor Candidate provides the following:

- A. Completed instructor application (Appendix C)
- B. Resume
- C. Evidence of subject matter and instructor experience
- D. Evidence of performance and character references (duty evaluations, professional references, etc.)
 - 1. Example: Letter of recommendation from agency/department head
 - 2. Example: Copy of last performance evaluation
- E. Evidence of formal education/training
 - 1. Copies of certificates of specialized and/or instructor training

Step 2: NASBLA BOAT Program Manager does the following:

- A. Reviews application packet as described above.
- B. Conducts interview with applicant.

Step 3: NASBLA BOAT Program Manager approves or disapproves instructor candidate's application for enrollment based upon established NICP criteria.

Step 4: The NASBLA BOAT Program Manager notifies the Instructor Candidate of acceptance and reviews training criteria and responsibilities, inclusive of the Instructor Contract (Appendix F).

Step 5: **Phase One:** The Instructor Candidate attends (or provides documentation of prior participation in) the course of instruction in which he/she seeks subject matter expertise for instructor credentialing.

Phase Two: The Instructor Candidate attends at least one course and participates as an assistant or instructor in training.

Phase Three: The Instructor Candidate attends at least one course as principal instructor and delivers multiple modules to the class. The Lead Instructor in each of the courses in which the candidate participates will provide a review and evaluation of the candidate's performance.

NOTE: Phases 1 through 3 above describe the core apprenticeship model utilized in NASBLA's instructor development process. This model has proven consistently effective in developing high quality instructors across areas of subject matter training. However, the NICP also recognizes that unique combinations of knowledge, skills and experience may also yield highly qualified instructor candidates in specific areas of subject matter expertise. NASBLA Program Managers are permitted to seek minor modifications to the instructor development process on a course-by-course

basis based on the technical nature of the subject matter area and on the respective pool of instructor candidates, subject to review by the BOAT Program Advisory Board. In each case where the development process deviates from the core apprenticeship model, the cognizant Program Manager will provide written criteria to augment these guidelines, as well as contemporaneous documentation of the alternative capabilities demonstrated to qualify the respective course instructors.

Step 6: Upon successful completion of the NICP training and evaluation process the NASBLA BOAT Program Manager will notify the NASBLA Program Director for issuance of the NASBLA instructor credential.

Step 7: Candidate receives NASBLA Instructor Credential.

III. INSTRUCTOR TRAINING and EQUIVALENCY GUIDELINES

The NICP is based on the NASBLA Instructor Manual and recognized adult learning principles. This foundation is used to further the development of instructional planning skills, presentation and facilitation capabilities, adult learning techniques, and application of the training delivery abilities and techniques required of a NASBLA Credentialed Instructor.

The NASBLA BOAT Program Manager is responsible for evaluating and verifying instructor competency by doing the following:

- A. NASBLA BOAT Program Manager reviews previous instructor development training of instructors/applicants wishing to participate in the NICP.

If Instructor Candidates have previously attended at least 24 hours of general instructor development training but have **not** received instruction on the NASBLA Instructor Manual, specific to each NASBLA course, the BOAT Program Manager may provide for participation in a Boat Program-approved tutorial on these topics. Following completion of the tutorial, the BOAT Program Manager will provide an opportunity for candidates to demonstrate instructional competency. (See the protocol for equivalency determination in "C" below.)

- B. Effective January 1, 2012, new instructors are required to attend the NASBLA Instructor Course unless they qualify for instructor competency review as outlined in "C" below.
 - 1. The course is to be taught by an instructor development trainer skilled in the competencies emphasized in the NASBLA Methods of Instruction Course.
 - 2. The instructor competency course must include the minimum content specified in the NASBLA Instructor Manual.
- C. The NASBLA BOAT Program Manager shall review "equivalency" instructor candidates with written evidence of their previous successful completion of at least 24 hours of instructor development training. Evidence could include, for example, a certificate of completion or an expanded course outline.
- D. Upon determination of sufficiency of the evidence-of-training documents, the Instructor Candidate will be provided with an opportunity to demonstrate proficiency by assisting in teaching a NASBLA course associated with the candidate's field of knowledge and expertise under the audit of a NASBLA Lead Instructor within the "Competency Verification Component" below.

IV. COMPETENCY VERIFICATION COMPONENT

The competency verification component enables the participating Instructor Candidate to demonstrate the knowledge and skills learned in prior (24 or more hours) instructor training and/or learned through the NASBLA Instructor Manual. The Instructor Effectiveness Form is used to assess performance during the demonstration.¹

This component provides the opportunity for the Instructor Candidate to demonstrate competency to a credentialed NASBLA Lead Instructor or NASBLA BOAT Program Manager serving as auditor.

- A. The NASBLA BOAT Program Manager reviews Instructor Candidate's prior instructor development training.
- B. The NASBLA BOAT Program Manager or Lead Instructor observes the Instructor Candidate demonstrate competency while teaching.
- C. The NASBLA BOAT Program Manager or Lead Instructor observes the presentation in order to verify competency. Competencies not demonstrated can be verified through discussion with the observing lead instructor/development trainer at the conclusion of the presentation or verified at future NASBLA Course presentations. At a minimum, the Instructor Candidate is expected to demonstrate that he or she is able to do the following:
 1. Create a written lesson plan.
 2. Make a presentation in a topic area that is taught within the NASBLA BOAT Program.
 3. Facilitate a learning activity that uses a particular delivery technique other than lecture.
 4. Use a training aid that is appropriate for the teaching point(s) involved in the demonstration.
 5. Participate in the evaluation of peers.
- D. The Instructor Evaluation Form (Appendix E) must be signed and dated by the observing Lead Instructor and NASBLA BOAT Program Manager and placed in the Instructor Candidate's file.
- E. Re-evaluation is afforded anyone who receives an unsatisfactory evaluation, and the re-evaluation protocol is as follows:
 1. The Instructor Candidate must submit a written request to the NASBLA BOAT Program Manager for re-evaluation within 10 days of receiving the unsatisfactory evaluation.
 2. The NASBLA BOAT Program Manager must provide appropriate remediation as designed by the BOAT Program Director to meet the specific areas of deficiency.
 3. The NASBLA BOAT Program Manager must provide one opportunity for re-evaluation.
 4. The re-evaluation must be scheduled at a mutually agreeable date, time and place, but must occur within one (1) year of the Instructor Candidate's date of completion of the NASBLA Instructor Credentialing Course as outlined in Section II of the NICP.
 5. A new Competency Verification Checklist must be completed.

¹NASBLA Instructor Training Manual (Module 8 Evaluation of Training. December 1, 2010)

V. CREDENTIALING PROCESS

Issuance of the NASBLA Instructor Credential validates the additional training and experience gained by the Instructor Candidate and acknowledges a high level of performance as an instructor.

- A. After the participating Instructor Candidate has successfully completed the NASBLA Instructor Credentialing Course (or the equivalency process), the instructor information is entered into the NASBLA instructor database. The required information includes:
 1. Date of issuance of NASBLA Instructor Credential
 2. Name
 3. Social Security Number
 4. Individual's specialized subject expertise and specific NASBLA course credentialed to teach for NASBLA.
- B. The designation of "Instructor" applies specifically to those persons involved in NASBLA delivered curriculum/courses, and to do so within the contractual limitations of the Instructor Contract (Appendix F).
- C. The NASBLA Program Director must ensure that written re-credentialing procedures are provided to course instructors at the time of the initial credentialing.

VI. RE-CREDENTIALING PROCESS

The purpose of re-credentialing is to assure that NASBLA Instructors maintain instructional proficiency and obtain further professional training relating to his or her subject matter expertise or training in instructor development. The NASBLA BOAT Instructor credentialing shall be renewed every three (3) years, for each training course the Instructor is qualified to teach.

- A. NASBLA Instructors seeking re-credentialing shall provide documentation that supports compliance with the following:
 - 1. Twenty-four (24) hours of teaching or presentations during the previous three (3) years, which exercises or expands the instructor core competencies.
 - 2. Eight (8) hours of professional development, via a course, conference, symposium, self-directed study, or any other training experience approved by the NASBLA BOAT Program Manager, which exercises or expands the instructor core competencies, in one of the following areas:
 - a. Relevant specialized subject
 - b. Instructor development
- B. The NASBLA Instructor seeking re-credentialing shall provide the following information pertinent to the teaching, presentations or professional development training:
 - 1. Location of training
 - 2. Date(s)
 - 3. Hours
 - 4. Subject(s)
 - 5. Brief description of teaching, presentation or professional development training
- C. The NASBLA BOAT Program Manager, upon approval of re-credentialing, shall submit the re-credentialing information for entry into the NASBLA instructor database. The re-credentialing date shall be on the three-year anniversary of certificate issuance. The NASBLA BOAT Program Manager will be responsible for verifying, updating, and submitting this data to NASBLA.

APPENDIX A: BOAT Advisory Board

*NOTE: Information below taken from the BOAT Advisory Board Rules Document.

Introduction

The National Association of State Boating Law Administrators (NASBLA) is a national, non-profit organization representing the U.S., state and territorial recreational boating authorities responsible for administering and enforcing recreational boating laws. Since its founding in 1960, NASBLA has provided national leadership to focus policies and resources on reducing risks associated with recreational boating; fostered partnerships and coalitions among key stakeholders in the boating community to ensure safe and secure boating environments; and strived to provide models and standards that support best practices and consistency among the states and territories.

In keeping with the Association's mission, the NASBLA Boat Program Advisory Board was created and charged by NASBLA's Policy Committee on Preparedness and Response in 2011 to function as a consultative board relating directly to training courses within NASBLA's BOAT Program.

Objective

Pursuant to the vision statement of NASBLA Preparedness & Response Committee, the Board is charged with providing stakeholder input, to audit and make recommendations to the NASBLA BOAT Program through the Preparedness & Response Committee and the Executive Board for potential modifications and enhancements to the BOAT Program, and to further NASBLA's efforts to provide professional delivery of nationally standardized training.

Authority, Organization and Selection:

1. The BOAT Program Advisory Board shall be the consensus body and have such authority as shall be granted to it by the NASBLA Bylaws and the Executive Board.
2. The BOAT Program Advisory Board shall be appointed by and report directly to the Chair of the Preparedness & Response Committee. The Chair of the BOAT Program Advisory Board shall be elected by the members of the Advisory Board. A Chair who is for any reason relieved of duties by the Chair of the Preparedness & Response Committee, or who is otherwise unable to serve in that leadership position, may remain a BOAT Program Advisory Board member, if in good standing, until the completion of his or her term of office. NASBLA shall designate staff to provide technical, research, and administrative support to the work of the BOAT Program Advisory Board. Staff may provide additional assistance at the request of the Chair of the Advisory Board. Coast Guard members serving on the Advisory Board shall be appointed by the Coast Guard and will not serve as voting members or as the Chair.
3. Membership on the BOAT Program Advisory Board shall not exceed fifteen (15) members, including the Chair. A minimum number of members in each identified group are as follows: two (2) State BLA members, two (2) MLEO members, one (1) USCG Boat Forces representative, one (1) USCG Boating Safety Division representative, one (1) Federal Law Enforcement Training representative, one (1) USCG field representative, NASBLA CEO, and (1) Commercial Towing representative. The remaining membership may be distributed amongst any of the groups with no more than (2) additional members from any of the groups and/or a category not mentioned here but upon the agreement of the BOAT Program Advisory Board.

The responsibilities of the Advisory Board shall include:

- Attending Advisory Board meetings and serving on committees and/or in roles as requested by the Chair and NASBLA staff.
- Monitoring the need for and approving the recommendation of substantive changes to the course curricula and assessment procedures.
- Ensuring appropriateness and alignment of the program's design, development and delivery.
- Approving the examinations, pass/fail standards, and other essential certificate decisions based upon its own determination or upon recommendations from NASBLA staff.
- Serving as a sounding board for and responding to concerns and recommendations by stakeholders.
- Maintaining notes of all Advisory Board meetings and decisions. (NASBLA may assign a non-voting recorder.)

APPENDIX B: Administrative structure and position responsibilities in support of the “NASBLA Instructor Credentialing Program”

Purpose:

The NASBLA Boat Operations and Training (BOAT) Program shall be the banner under which all maritime-related training will be delivered by NASBLA.

To maintain and deliver maritime-related training opportunities at the highest possible level of professionalism, it will take clear and well defined interaction among NASBLA Staff, contractors and instructor contractors. Within this document the role and responsibilities at every level of administration and delivery will be defined and adhered to.

Roles and Responsibilities:

Chief Executive Officer (CEO): It is the responsibility of the CEO to negotiate all contracts for the employment of contractors by NASBLA in support and delivery of BOAT Program course offerings and coordination of services. The CEO is also the signature authority on all instructor credentialing, contracts and successful course completion certificates in collaboration with the NASBLA Law Enforcement Director.

Law Enforcement Director: The Law Enforcement Director has managerial oversight and coordination of all course offerings under the NASBLA BOAT Program. The primary function of this position will be to appoint a Program Director and work in collaboration with the Program Director in development of the expansion of course offerings, sponsorships, subject matter expertise in relationships with federal, state and local partnerships and service on various workgroups and committees representing NASBLA’s BOAT Program.

Individual courses within the NASBLA BOAT Program will be assessed by the Law Enforcement Director in collaboration with the Program Director to establish appropriate instructor levels that meet the demands for delivery and sustainability.

On a quarterly basis, the Law Enforcement Director will review financial performance with the BOAT Program Director and the Administration Director and Program Manager to assure fiscal oversight and tuition levels are appropriate to sustain delivery and instructor development.

BOAT Program Director: The Boat Program Director has managerial oversight of all BOAT Program course offerings. The BOAT Program Director also serves as the Program Manager and/or Lead Instructor for all operational course offerings unless the Program Director delegates or authorizes an individual to assume the responsibilities of a Program Manager or Lead Instructor.

This position is responsible for course curriculum development, branding of all course materials, instructor development, instructor assignment, instructor data retention, student evaluations and testing of learning assessments (Level 1, 2 and 3).

In addition to operational management, the BOAT Program Director is also responsible for and will work in collaboration with the Law Enforcement Director the expansion of course offerings, sponsorships, subject matter expertise in relationships with federal, state and local partnerships and serve on various workgroups and committees representing NASBLA’s BOAT Program.

Chief Financial Officer (CFO): The Chief Financial Officer will provide the Law Enforcement Director and the BOAT Program Director with quarterly financial statements on the BOAT Program revenue and expenditures. The CFO will alert the BOAT Program Director and the Law Enforcement Director to any detrimental financial concerns as soon as possible, especially relating to excess billing, late payment on invoices and/or insufficient purchase orders received for classes to be delivered.

Membership Services Director: The Membership Services Director will maintain the NASBLA BOAT Program database of instructors, student applicants, graduates, and the currency of graduates as appropriate in the operational courses which have a currency standard as identified by the BOAT Program Director.

When notified by the BOAT Program Director of a Purchase Order or successful grant, the Membership Services Director will open a specific student registration link and distribute that link through the appropriate Program Manager. The week prior to delivery of a specific course the student roster from the registration site will be provided to the appropriate Program Manager. (No registration link shall be opened without complete information within the purchase order to facilitate accurate invoicing.)

In the case of an open registration course for individual student tuition, the opening of a specific course registration link will only be approved by the Law Enforcement Director. The criteria for marketing, minimum student registration levels and cutoff date will be provided by the Law Enforcement Director prior to requesting a registration link and documented by both internal and external communication portals.

Upon completion of any course, the appropriate Program Manager will notify the Membership Services Director within three (3) days and provide a signed roster for validation of student identification and successful course completion. The Membership Services Director will (a) create and forward an invoice to the course recipient within 7-10 business days, (b) issue student certificates and modify the student database to reflect currency of training within 30 days.

NASBLA Program Manager: The NASBLA Program Manager is assigned by the NASBLA BOAT Program Director to manage the operation, curriculum, instructor development and delivery of a specific course or series of courses. The Program Manager must also have the capability to function as the Lead Instructor within the assigned course and as certified within the NICP. In collaboration with the BOAT Program Director, it is the responsibility of the Program Manager to assure that all course materials are branded to the NASBLA BOAT Program and that instructors within the course hold current credentialing, current employee contract and wear only NASBLA BOAT Program issued shirts, life jacket, helmet and approved pants and shoes, as appropriate.

Upon notification of receipt of a Purchase Order, grant award or advertisement of an open registration course by the Program Director, it shall be the responsibility of the Program Manager to assign the Lead Instructor and an appropriate number of instructors based on confirmed class size. The Program Manager must also assure that a Point of Contact (POC) is identified and coordinating with the Lead Instructor and/or assigned NASBLA Staff that all on-site accommodations, logistics, course materials and all instructor and student needs specific to the course are pre-arranged and met prior to date of delivery.

The Program Manager, if not functioning as the Lead Instructor, must:

- ✓ Assure curriculum is updated and distributed appropriately.
- ✓ Provide instructor development counseling.
- ✓ Track all instructor performance and assure instructor proficiency.
- ✓ Audit and approve all instructor expense reports and instructor invoices.
- ✓ Assure all student rosters are validated and signed, then immediately forwarded to the Director of Member Services.
- ✓ Review all After Action Reports and forward to the Program Director within 5 days of receipt.
- ✓ Review and record all knowledge test scores, final exam scores, and student evaluations, prior to forwarding to the Program Director for inclusion in the national database of Level 1 and Level 2 learning assessments.

NASBLA Lead Instructor: The Lead Instructor is responsible for successful delivery of an assigned course by the Program Manager. This position is considered the most important within the delivery of any NASBLA course – the Lead Instructor becomes the face of NASBLA to students participating in any course offering. Therefore, professional delivery, coordination and logistics must be the foremost consideration in planning, delivery and follow-up. A Lead Instructor may function as either a Lead Instructor or Instructor in delivery of NASBLA course curriculum as certified under the NICP.

In addition to being a pivotal instructor in the delivery of training the Lead Instructor must:

- ✓ When notified by the Program Manager, establish communication with the host POC.
- ✓ Assure adequate lodging, classroom, media support, dockage, vessel configurations and other appropriate resources are in place prior to delivery of training.
- ✓ Coordinate travel arrangements with instructors to assure efficiency of travel costs, lodging and meals.
- ✓ Assign instructor responsibilities at least 2 weeks in advance of training date.
- ✓ Allow arrival time to complete a site visit before the beginning of any class to assure supplies, support equipment and learning environment is adequate.
- ✓ Assure that all instructors wear NASBLA approved clothing attire and maintain a professional and unified appearance and demeanor.
- ✓ Validate student identity and contact information on the roster.
- ✓ Administer all tests and evaluations and forward all to the Program Manager immediately following the conclusion of the course.
- ✓ Make arrangements and/or assign closeout and shipping of any course material as directed by the Program Manager.
- ✓ Post any photographs and or video to the NASBLA Flickr site as soon as possible after the conclusion of the course.
- ✓ Complete and forward to the Program Manager an After Action Report that details the events and quality of the delivery, including but not limited to positive takeaways, lessons learned, and advice to other instructors from the experiences.
- ✓ Provides assessments of the “instructors-in-training” or of instructors that require re-assessment as directed by the Program Manager.

NASBLA Instructor: A NASBLA Instructor has been credentialed and is current in all requirements of NASBLA’s NICP. An instructor is contractually bound to maintain confidentiality of course material and distribution only as approved by the NASBLA Program Director.

When participating in the Direct Delivery of a NASBLA course offering, the instructor will follow all guidance and direction of the assigned Lead Instructor while maintaining a professional appearance and decorum.

When seeking authority for the Indirect Delivery of the NASBLA course for which the instructor is credentialed under the NICP, the instructor will first confirm with the Program Manager the target audience of students who will receive the training and the parameters for NASBLA involvement regarding registration and graduation certificates. Initial approval and development of an Indirect Delivery course will be developed and structured in collaboration with the Program Manager. Once the proposal is fully developed it must be forwarded to the NASBLA Program Director for final approval. Final approval will be based on:

- ✓ Instructor ability and past performance recommendation by the Program Manager.
- ✓ Adequate instructor/student ratio.
- ✓ Use and production of student materials.
- ✓ If a NASBLA certificate is requested, establish registration cost to cover registration, student tracking and certificate issuance.

Appendix C: INSTRUCTOR APPLICATION FORM

Name: _____ **Title/Rank:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone (wk): _____ **Phone (Other):** _____
Email Address: _____

Agency/Employer Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone: _____

BOAT Program Course Title(s) for Instructor Application: _____
(Boat Crew Member, Boating Under the Influence, etc.)

Purpose of Application: Direct Delivery (NASBLA Contracted Instructor)
 Indirect Delivery (Agency Sponsored/Employed Instructor)

Qualifications: Check here if attached

- | | |
|--|---|
| 1. Resume | <input type="checkbox"/> <i>verify attached</i> |
| 2. Character References | <input type="checkbox"/> <i>verify attached</i> |
| 3. Letter of Recommendation | <input type="checkbox"/> <i>verify attached</i> |
| 4. Copy of duty/performance evaluation | <input type="checkbox"/> <i>verify attached if applicable</i> |
| 5. Education documentation/verification | <input type="checkbox"/> <i>verify attached</i> |
| 6. Formal Instructor training documentation/verification | <input type="checkbox"/> <i>verify attached</i> |
| 7. Two examples of Boat Accident Investigation Reports | <input type="checkbox"/> <i>verify attached (AI Only)</i> |

For NASBLA USE: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Justification: _____ _____ _____	
_____ NASBLA BOAT Program Director	_____ Date:

Appendix D: Standards of Conduct and Application Attestation

I, _____, pledge to:

- Maintain exemplary standards of professional conduct.
- Actively model and encourage the integration of ethics into all aspects of instruction.
- Recognize and discharge my responsibilities to uphold all laws and regulations in implementing the policies and conducting the training of the course(s).
- Strive to continually advance my knowledge and achieve higher levels of excellence in instruction.
- Maintain the confidentiality of all privileged information, except when so doing becomes an ethical or legal breach of conduct.
- Serve all students fairly, holding foremost the interests of the organization that employs me; fully executing my duties and never using my position for undue personal gain; and promptly and completely disclosing to appropriate parties all potential and actual conflicts of interest.
- Actively advance, support and promote marine safety and security through word and deed.

In making this application, I fully understand that it is an application only and does not guarantee credentialing. I agree to submit further information as determined by the NASBLA Law Enforcement Director. I further understand and, by my signature attest, that I now and will in the future adhere to the NASBLA Instructor Standards of Conduct. I further understand that any false statement or misrepresentation I may make in the course of these proceedings and application may result in the revocation of this application and any subsequent credential from NASBLA.

I understand that NASBLA reserves the right to revise or update this application and the NASBLA Instructor Standards of Conduct, and that it is my responsibility to be aware of NASBLA's current requirements. I further understand that I am obligated to inform NASBLA of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide NASBLA with any requested documentation in connection with this application.

If I am credentialed, I authorize NASBLA to include my name in a list of credentialed individuals and agree to use the NASBLA Certified Instructor designation and related NASBLA trade name, trademarks and logos only as permitted by NASBLA policies. I attest that I have no felony convictions.

Applicant Signature

Date

Appendix E: Instructor Evaluation Form

Through its training, NASBLA develops and delivers consistent, high-quality training to meet the varying needs of boating law enforcement officers and other boating safety professionals from local, state and federal jurisdictions. To ensure a consistent approach and delivery of training, the NASBLA Instructor Credentialing Program (NICP) has been designed to meet the specific needs of the member agencies and our partners. As part of the NICP, NASBLA instructors are evaluated in their training phase of credentialing and after credentialing to ensure the standards of training are met and that the quality of instruction continues to improve.

Please use this form to evaluate the instructor you are tasked with observing on the indicated items using the following standards:

1. **Levels of performance.** In each of the six sections of performance – Organization, Instructional Strategies, Instruction in Exercises, Content Knowledge, Presentation Skills and Rapport with Students – rate the instructor you observe as follows:

- a. **Above Standard.** The instructor's performance in this area is such that it can serve as a model for other instructors.
- b. **At Standard.** The performance in this area fully supports the accomplishment of the training objectives.
- c. **Below Standard.** The performance in this area barely covers the minimal elements of the training objectives. There are enough deficiencies in the instructor's performance that monitored instructor improvement and subsequent re-evaluation are appropriate.
- d. **Unsatisfactory.** This element of the instructor's technique or subject matter expertise was so poor that the evaluator feels the instructor should not be considered qualified to teach the topic.
- e. **Not Observed.** An area that was not evaluated because either the element is not applicable or appropriate or the evaluator did not observe the element.

2. **Overall evaluation.** Upon completion of the evaluation, evaluate the overall performance of the instructor as follows:

- a. **Above Standard.** The instructor may serve as a model for other instructors.
- b. **At Standard.** The instructor was effective and no individual element was evaluated as unsatisfactory.
- c. **Unsatisfactory.** One or more evaluated elements were unsatisfactory OR the cumulative effect of those elements that were evaluated as below standard rendered the training ineffective.

NASBLA Instructor Evaluation Form

Instructor Observed: _____ Date: _____

Course Name: _____ Location: _____

Observer Name: _____ Signature: _____

1. Instructor Organization	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. The instructor is well prepared for class.					
b. The objectives of the class are clearly stated.					
c. The instructor uses class time efficiently.					
d. The learning activities are well organized.					
e. The class remains focused on its objective.					
COMMENTS: 					
OVERALL RATING: <div style="display: flex; justify-content: space-around; align-items: flex-end;"> _____ Above Standard _____ At Standard _____ Unsatisfactory </div>					

2. Instructional Strategies	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. The instructor's choice of teaching techniques is appropriate for the goals.					
b. The instructor mediates discussion well.					
c. The class schedule proceeds at an appropriate pace.					
d. The instructor uses multimedia effectively.					
e. The instructor gives clear directions for group work or other forms of active learning.					
f. The instructor helps students apply theory to solve problems.					
g. The instructor effectively holds class attention.					
h. The instructor provides an effective range of challenges.					
COMMENTS:					
OVERALL RATING: _____ Above Standard _____ At Standard _____ Unsatisfactory					

3. Instruction in Exercises or Field Settings	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. Class exercises are well understood and organized.					
b. Procedures/techniques are clearly explained and demonstrated.					
c. The instructor is thoroughly familiar with all aspects of the exercise.					
d. Instructor provides assistance and is always available during drills/exercises.					
e. Instructor takes control of the exercise and students and makes decisions when necessary.					
f. Exercises are of appropriate length and the instructor manages the time well.					
g. Instructor adapts each exercise to the appropriate level of difficulty that matches each student's capabilities and skills.					
h. The instructor provides aid with interpretation of actions or execution of the students.					
i. The instructor's emphasis on safety is evident.					
j. Criticism of procedures/techniques is constructive.					
k. The instructor makes the exercises realistic.					
COMMENTS:					
OVERALL RATING: _____ Above Standard _____ At Standard _____ Unsatisfactory					

4. Content Knowledge	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. The instructor is knowledgeable about the subject matter.					
b. The instructor delivers instruction at an appropriate level.					
c. The instructor uses a variety of illustrations to explain content.					
d. The instructor is confident in explaining subject matter detail.					
e. The instructor demonstrates awareness of current developments in the field.					
f. The instructor shows curiosity toward new ideas or perspectives.					
g. The instructor incorporates views of women and minorities.					
COMMENTS:					
OVERALL RATING: _____ Above Standard _____ At Standard _____ Unsatisfactory					

5. Presentation Skills and Clarity	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. The instructor is an effective speaker.					
b. The instructor uses classroom space well.					
c. The instructor is enthusiastic about the subject matter.					
d. The instructor makes the subject interesting.					
e. The instructor responds to questions clearly.					
f. The instructor emphasizes major points in the delivery of the subject matter.					
g. The instructor relates course material to practical situations.					
COMMENTS:					
OVERALL RATING: _____ Above Standard _____ At Standard _____ Unsatisfactory					

6. Instructor's Rapport with Students	Unsatisfactory	Below Standard	At Standard	Above Standard	Not Observed
a. The instructor welcomes student participation.					
b. The instructor motivates students.					
c. The instructor responds well to student differences.					
d. The instructor demonstrates a sense of humor.					
e. The instructor is flexible in responding to student concerns					
f. The instructor anticipates student problems.					
g. The instructor treats students impartially.					
h. The instructor respects constructive criticism.					
i. The instructor does not express sexist or racist attitudes.					
COMMENTS:					
OVERALL RATING: _____Above Standard _____ At Standard _____ Unsatisfactory					