

## **NASBLA Procedures for Review of a Boating Safety Education Course**

### **1. Submittal of Application:**

The National Association of State Boating Law Administrators (NASBLA) reviews boating safety courses and determines if a course meets the NASBLA Boating Education Standards. Course providers seeking NASBLA approval for a course must complete and submit the application package including, the completed application, appendices, course materials, final exam, Terms and Conditions document, and application fee (if applicable) to the NASBLA Education Director. State agencies are exempt from paying the application fee. All application documents may be obtained on the NASBLA website, [www.nasbla.org](http://www.nasbla.org).

### **2. NASBLA Review:**

The NASBLA Education Director will review all the course materials and the final exam for meeting Standards 1-7 and 9. If the NASBLA Education Director finds that the course does not meet one or more of the standards or the application is incomplete, the Education Director will notify the course provider with a letter citing the deficiencies. The course may be modified to correct such deficiencies and then resubmitted. If the course is found to meet standards 1—7 and 9, the NASBLA Education Director will notify the applicant who will then be responsible for sending the application package to at least one state for their review of Standard 8 (state-specific information).

### **3. State Review:**

The State 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 standards, the reviewer will notify the course provider of the deficiencies. If the course is sufficient in meeting the state standards, the state reviewer will sign the application form and send it to NASBLA

If the state BLA so chooses, the state review portion of a boating safety course may be conducted by the NASBLA Education Director. A letter from the BLA signifying that the review of state-specific information and test questions has been relinquished to the NASBLA Education Director 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 them and will review the courses to ensure that the information has been included verbatim.

#### **4. Notice of NASBLA Approval:**

When a course receives the NASBLA approval, NASBLA will provide written notification to the course provider, the state BLA involved, and the United States Coast Guard (USCG) - Division of Boating Safety. A copy of the course materials will be retained in the NASBLA Office along with a copy of the letter granting NASBLA approval. Please note that NASBLA Approval means the course has been found to meet NASBLA standards only and does not necessarily mean a state has accepted a course for delivery in that state. No state is required by NASBLA 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, [www.nasbla.org](http://www.nasbla.org).

In the event that a course is denied NASBLA approval, NASBLA will provide written notification to the course provider, with a copy of the letter provided to the NASBLA Executive Board.

#### **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 Bylaw VI Boating Education Course Appeals. 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 of \$50 with the appeal. The fee will be refunded if the course provider is successful in the appeals process.

The Education Director will have 30 days to reply to the NASBLA Executive Board regarding the appeal.

The Boating Education Course Appeals Committee, as authorized in NASBLA Bylaw VI, 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.

In the event that the course provider does not agree with the decision rendered by the Appeals Committee, the only option available to the provider beyond this process is an appeal to a circuit court in the commonwealth of Kentucky.

#### **6. NASBLA's Responsibilities:**

- A. NASBLA maintains the National Boating Education Standards. As new standards are developed and/or current standards are revised, the new document will be made available to the public through the NASBLA website. NASBLA will contact the Course Provider if there are any amendments in the National Boating Education Standards that would need to be addressed in the course before the end of the three year renewal time.
- B. NASBLA will routinely monitor courses for content changes and continued adherence to the NASBLA National Boating Education Standards
- C. No state is required by NASBLA to recognize, accept, or endorse any course that has been approved by NASBLA.