

NATIONAL ASSOCIATION OF STATE BOATING LAW ADMININSTRATORS
Course Approval Procedure for NASBLA

There are three phases to have your course approved and certified by the NASBLA Training and Certification Committee with final approval by the Executive Board.

Below is the checklist for each phase of the process and the required documents needed for each. These documents should be created on a separate sheet of paper with phase and topic being explained as the header. NASBLA has formatted lesson plans. These may be obtained through the NASBLA office for distribution.

Once this form is completed you may send all documents in an electric version along with hard copy to NASBLA, attention Training Coordinator.

PHASE 1 – Course Selection

- The need for the course – Include benefits of the course, such as increased knowledge, etc. Also, you must show a need for the course and the benefit for NASBLA

- Explain the target audience and how it will benefit them

PHASE 2 – Course Certification

- Prepare a summary of detailing the value to recreational boating, the target audience, NASBLA and its membership, and the proposed time frame for the course and chapters.

- Prepare an instructor lesson plan (with example provided), including the objectives and student measurements for each objective. Information required to successfully meet minimum course delivery standards.

- Prepare a student manual in Microsoft Word and appropriate visual aids developed by using Microsoft Power Point if there is a student manual. If not instructor notes must be included in the instructor lesson plan to emphasize the learning objectives.

- Prepare the written and/or practical student examinations, including pre-tests and remedial examinations if applicable. Exam questions will be developed in accordance with accepted test development standards.

- Prepare a submission of minimum criteria for identifying qualified instructors for teaching the course content.

PHASE 3 – Retention of Certification

- By September 1 annually you must submit information on courses taught and any updates you make to your course. NASBLA will review all material annually and will renew certifications for a period of usually three years unless other wise stated.