



# Instructor Cheat Sheet

## *Before Your Course*

### ☐ **Secure course location**

- Course location must be in a public location and meet the requirements outlined on page 8-9 of your instructor guide (found on your flash drive or the instructor only website)
- If this is your first time using this location in conjunction with the register-ed website, you will need to create the location in the system before you can register a course there.

### ☐ **Register your course on the register-ed website at least 14 days before the course start date**

- The URL to the register-ed website is:
- You can also find this on the instructor only website
- Designate your course as **public** if you want it visible on the website for anyone to attend
- Designate your course as **private** if you have a known list of individuals for whom the course will be privately held. This will allow you to send invitations to register to these individuals.
- Designate the course as **unlisted** if the course is for a select group of people, but you do not know the individual participants. This will generate a link that can be distributed. Anyone with the link can register for the course.

### ☐ **Request Materials A MINIMUM OF TWO WEEKS IN ADVANCE (course rosters, textbooks, student record forms, exams, return envelopes, Spanish language materials)**

- Use the Microsoft Forms link to request materials:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5\\_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVFPNIhISEJMR1o5My4u](https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge5_NB4-cO3xFLkRFBq8460gJUQ1dNT1VQMUJVUE9QVVFPNIhISEJMR1o5My4u)
- You can also find this on the instructor only website.

### ☐ **Advertise your course**

- Consider networking with local businesses or community organizations to advertise your course. Libraries, City/Town/County Parks and Rec departments, Chambers of Commerce, Tourism agencies, Campgrounds and Farmers Markets all have potential. Not only can these locations serve as good host sites for your courses, but they may have member listservs or newsletters that they may advertise your courses in.
- Course must be registered on register-ed before advertising.



## Instructor Cheat Sheet

### *During Your Course*

- ☐ **Remember that the NY Safe Boating course is a minimum of 8 hours, including one 10-minute break every hour and exam time.**
  - If teaching a multi-session course, be sure to mark student attendance at each session on the course roster
  - Students must attend all 8 hours of course instruction to be eligible to take the exam.
  
- ☐ **All students must be at least 10 years of age at the start of the course -no exceptions!**
  
- ☐ **A NYS Parks instructor must always be in the room**
  
- ☐ **At the end of the course, students who have attended all 8 hours of instruction take the exam**
  - Exam is closed book and proctored
  - Passing grade is 76%.
  - Students requiring special testing accommodations, such as having the exam read to them, should be accommodated to the best of your ability.
  - Any student who fails the exam should discuss retest options with the instructor.
  - Students may not leave the class with the exam, transcripts of exam questions, or any part of the two-part student record form.



## Instructor Cheat Sheet

### *After Your Course/ Student Record Form*

- ☐ **Instructors must make sure the student has completely and legibly filled out all information in the two-part student record form.**
  - If listed on your form, gender field is the only field that does not need to be filled out.
- ☐ **Every student who passes the final exam takes home the **WHITE** copy of the student record form.**
  - This is their Temporary Certificate and is valid for 90 days.
  - ☐ Instructors must be sure to sign the bottom of the temporary certificate
  - ☐ After receiving an email from Event Manager, students then can go to [llostmycard.com](http://llostmycard.com) and pay for their safe boating carding.
  - ☐ Students 18 and over may opt to add the anchor on their license by going to the DMV website with their certificate number or taking their PERMANENT card in person.
- ☐ ****PINK** copies of the student record form should NOT be sent home with any student, under any circumstance.**
  - ☐ Instructors must be sure that the student signs the attestation on the side of the pink form before they leave the class.
- ☐ **Enter student results on your roster on register-ed.**
  - Before submitting results, manually add in information from the student record form for walk-in students.
  - Enter the certificate number, course result (pass, fail, etc) and grade for each student on your roster.
  - Be sure assisting instructors are noted before submitting results.



## Instructor Cheat Sheet

### *Mailing back your Paperwork*

- ☐ **What to mail back to Parks (within 5 days)**

- **PINK** copies of the student record form for **ALL** students in your class.
- **ALL** parts of the student record form for students who failed the exam
- **Course Roster**

**□ DO NOT Mail the following items back to Parks**

- Yellow copies of the student record form for students 18+ years old.
- Payment for permanent certificates on behalf of students. Instructors must never collect this fee (instructor guide, page 9)
- Yellow copy of the Class Roster/Attendance Sheet. Keep this for your records.
- Any unused/extra student record forms, exams, textbooks etc. Please hold on to these for your next course.