



US Powerboating School *Accreditation Application*

APPLICATION TO ISSUE US POWERBOATING STUDENT CERTIFICATIONS

IMPORTANT: Submitting this application does not indicate acceptance as an Accredited US Powerboating school. Until your school has received written notification from the US Powerboating/US Sailing's Adult Department confirming acceptance, you may not imply verbally, or in any advertising and/or promotional items that your school is a US Powerboating accredited school, or offers US Powerboating student level certification. Doing so at any time prior to formal, written, acceptance is grounds for application rejection.

I. General Organization Information

Name of applicant (*hereinafter referred to as "School"*): _____

US Sailing Organizational member number* _____

Mailing address: _____

City, State & ZIP: _____

Physical address: _____

Email address: _____

Website address: _____

Name and title of principal contact: _____

Address (*if different*): _____

City, State & ZIP: _____

Telephone: _____ Email: _____

** If not already a member, please provide a check made out to US Sailing for the \$250.00 organizational membership fee.*

II. Facilities & Equipment

Please list all vessels you intend to use to issue US Powerboating student certifications

Boat(s)	Fleet size	Length	Course Use

Additional boats can be listed on a separate piece of paper entitled Schedule B.

- Photographs of office, classroom, docks and boats. (**Regulation 4**)
- Evidence of owning or renting a facility. (**Regulation 4**)
- Proof of having been in business as a professional powerboating school for at least one year. (**Regulation 5**)

III. Staff Information

List/attach the name(s) and member number(s) of US Powerboating Instructors** in the school. At least one certified Instructor must be employed by the school. List any additional instructors on a separate piece of paper entitled Schedule A. (**Regulation 6**)

We also ask that you indicate any additional US Sailing/US Powerboating Certifications that your instructors have (example: Level 1 Instructor Trainer, Keelboat Instructor, etc.) and indicate what classes they teach in your organization.

Instructor Name	Membership #	Any Additional US Sailing/US Powerboating Certifications

**A current US Sailing/US Powerboating instructor is defined as one who has taken and passed an Instructor level course and has their membership and instructor status current (Note: Instructors need to recertify their instructor certifications every three years to remain current).

IV. Educational/ Safety Documentation

Please submit copies of the following (**Regulation 7**):

- Lesson plans and course syllabi for all courses taught at your School.
- Evaluation forms used for both students and staff.
- Any liability and/or injury waivers used by students.
- Emergency and Safety Procedure and Protocols (i.e. Emergency Action Plan).

V. Insurance & State/Federal Documents

- Copies of state business license and federal ID tax numbers. (**Regulation 9**)
- Insurance documentation. (**Regulation 9**)
 - Certificate of Insurance, which complies with all required elements in *INSURANCE REQUIREMENTS* and states “Students are covered while aboard boats owned, chartered, or leased by the school.”
 - US Powerboating is to be identified as an Additional Insured. A new Certificate of Insurance must be supplied to US Sailing at every renewal.

VI. Additional required information

- You will be invoiced \$300.00 annually for your powerboat program dues. This invoice must be paid in full prior to being able to purchase student materials. (**Regulation 10**)
- Provide a check made out to US Sailing for the \$250.00 organizational membership fee, if not already a member. (**Regulation 10**)

A principal of the School must sign the following statement, acknowledging agreement to the terms, and attesting to the veracity of the information enclosed in this application.

Date _____

Signed _____

Print name _____

Title _____

US Powerboating School Accreditation Application Regulations

(These Regulations are excerpted from the controlling document, *Regulations for the US Sailing Keelboat Certification System.*)

The current *regulations* for participation in the US Powerboating Program include:

1. Certifying schools agree to the terms, conditions and rules as found in the Regulations for the US Powerboating Certification System. School owner must sign a completed US Powerboating school application.
2. Prior to acceptance of application, School is subject to an initial physical site inspection, and subsequent inspections at least once every three years by US Powerboating.
 - a. Proof of access to at least one boat: if owned by School, copy of the documentation or state registration. If chartered, copy of the charter contract. Acceptable boat parameters are outlined below.
3. Any school that declares bankruptcy or violates any of requirements or terms specified in the Regulations of the US Sailing Keelboat Certification System, can be terminated with 30 days written notice.
4. Evidence of owning or renting a facility, a point of contact, accessible to the public. Provide a written description of the facility listing all its benefits to the sailing student and a photograph of each aspect of the facility used by the student. The facility shall include:
 - a. A building/facility that houses the business offices for the school.
 - b. A classroom suitable for conducting classes – see quality inspection list for examples.
 - c. A boat, adequate to properly conduct the requirements for Powerboat Certification. See definition of appropriate vessel types in section 2 of this application.
 - d. Other entities such as yacht clubs, marinas, sailing clubs, community colleges or centers, etc., which cater to the boating public.
5. Proof of having been in business at least one year. If you have not been in business one-year, you will be put on a one-year probationary period beginning the day you are accepted as a provider with US Sailing.
6. All instructors who teach courses leading to student certification must be US Powerboating certified to the level of the course they are teaching. They must be certified within one year of their first hire date or within one year of the acceptance of the School as part of US Powerboating, whichever comes later. US Sailing membership is required of all instructors which will include a 20-million-dollar umbrella policy for an accredited instructor.

A School must have at least one lead instructor, US Powerboating Certified, to be accepted as part of the Powerboat Certification System and in order to issue powerboat certifications. All lead and regular instructors must be at least 18 years of age. Minimum certification is the Powerboat Instructor Certification. Include in this Application the names of all US Powerboat Certified Instructors on staff, their levels and their membership numbers.

7. Lesson plans, course syllabi, and the overall program curriculum (in the case of multiple levels of certification) for all certification courses must be supplied for approval.

8. Schools must submit copies of state business license and federal ID tax numbers with their application.
9. Schools must attach copies of a Certificate of Insurance covering **all** of the items under item “A” below.
 - A. A certificate for a \$1,000,000 Protection and Indemnity (P and I) including Jones Act coverage from an insurer with a minimum Best rating of A-Minus or better for a minimum of \$1,000,000 primary Protection & Indemnity Liability (P&I) including:
 - i. ___ Jones Act coverage
 - ii. ___ General Liability
 - iii. ___ Statutory limits for Worker’s Compensation
 - iv. ___ \$500,000 Employer’s Liability:
 - a. The **Protection and Indemnity** insures the sailing school against losses by students, in or out of the vessel, while on the water during a training course.
 - b. The **Jones Act** requirement protects the sailing school against claims because of injury, death, or damages sustained by the powerboat instructor while on the water.
 - c. The primary **P&I** must cover students on boats chartered or leased by the school.
 - B. \$1,000,000 General Liability: This protection is limited to \$1,000,000 for a single incident of bodily injury or property damage, primarily over land, in a claim against the powerboat school by a powerboat student or member of the public.
 - C. Statutory Limits for Worker’s Compensation with Employer’s Liability Limits at \$500,000. This protects the powerboat school against worker’s compensation claims by instructors, as employees, while performing their duties primarily over land or on the docks.
 - D. The insurance company must carry a minimum Best Rating A- or be Lloyd’s of London (unless this requirement is specifically waived by US Powerboating in writing).
 - E. US Sailing is to be identified as an Additional Insured.
10. Fees:
 - a. School must be a member organization of US Sailing and pay annual organizational membership dues for US Sailing (currently \$250.00) billed yearly from the US Sailing Membership Department. If not already a current US Sailing member organization, include a check made out to US Sailing in the amount of \$250.00, U.S. funds, when submitting the application.
 - b. Assessed Powerboat annual program fees (per school or branch) to cover periodic site inspections, advertising co-op programs and other assessments made from time to time by the Adult Department (currently \$300.00 a year). An invoice is mailed to you each for these fees.

Pricing and regulations are subject to change without notice.