



Operations Office  
512 SE 25th Ave.  
Pratt, KS 67124-8174

Phone: (620) 672-5911  
Fax: (620) 672-2972  
www.ksoutdoors.com

Brad Loveless, Secretary

Laura Kelly, Governor

Dear Volunteer Boating Instructor Applicant:

Thank you for your interest in the Kansas Boating Education Course (KBEC). Offering this program to Kansas' boaters is one of the most important duties of the Boating Education Section of KDWPT. The goals of the course include the reduction of boating accidents and violations, promotion of boating risk management and enhancing the quality of boating through wise use of Kansas' aquatic resources. Your efforts will help further these goals through education by increasing the availability of the Kansas Boater Safety Course.

This packet contains information and materials you need to apply for certification as a KBEC Instructor. Please review this information thoroughly. This packet includes:

1. **KBEC Instructor Application and Certification Steps:** Outlines all the steps required for the application and certification process.
2. **KBEC Instructor Position Description:** Describes the Minimum Qualifications for applicants and the Duties and Responsibilities of certified instructors.
3. **KBEC Instructor Application (KBEC 3214):** Once this application is approved you will become an eligible candidate to enroll in an Instructor Certification Course.
4. **Authority to Release Information (KBEC 3215):** This form permits completion of a required background check which is necessary to become an eligible candidate.

Once you have met all the Minimum Qualifications listed on the Job Description page, submit the KBEC Instructor Application (KBEC 3214) and Authority to Release Information (KBEC 3215) along with a photocopy of your Kansas Boater Safety Course certificate to:

KDWPT Boating Education  
ATTN: Boating Education Coordinator  
512 SE 25<sup>th</sup> Ave  
Pratt, Kansas 67124

Thank you for your interest in the state's boating education program. You will be contacted regarding the status of your application in approximately four weeks after submitting your application.

Sincerely,

Chelsea Hofmeier, Boating Education Coordinator  
Phone: 620-672-0770  
E-mail: [Chelsea.hofmeier@ks.gov](mailto:Chelsea.hofmeier@ks.gov)

Enclosures:  
Instructor Applicant Packet

## **KANSAS BOATING EDUCATION COURSE VOLUNTEER INSTRUCTOR POSITION DESCRIPTION**

Job Title: Kansas Boating Education Course (KBEC) Instructor  
Responsible To: Boating Education Coordinator and/or Boating Education Instructor Area Coordinator

### **TIME REQUIREMENT**

8 hours per class, plus preparation time. Instructors are required to teach a minimum of 1 class per year and attend a recertification training session once every 3 years to remain certified.

### **MINIMUM QUALIFICATIONS** A Kansas Boating Education Course (KBEC) Instructor Candidate shall:

1. Be at least 21 years of age.
2. Pass a criminal background check.
3. Have successfully completed the classroom version of the Kansas Boating Safety Course within the previous five years.
4. Have a minimum of one year of power boating experience.
5. Have a minimum of 40 hours teaching and/or public speaking experience.

### **DUTIES AND RESPONSIBILITIES** A KBEC Instructor must:

1. Plan, promote, organize and conduct the Kansas Boating Safety Course within the local community.
2. Instruct the Kansas Boating Safety Course according to the standards set by the Kansas Department of Wildlife, Parks & Tourism Boating Education Section.
3. Be familiar with and observe Kansas boating rules and regulations.
4. Be familiar with all sections of the Kansas Boating Safety Course Instructor Manual and audio-visual materials.
5. Be able to operate and maintain audio-visual equipment used in teaching the Kansas Boating Safety Course including a television, DVD player, laptop computer, and PowerPoint projector.
6. Complete online course forms and maintain course records and submit them in a timely manner as required.
7. Adhere to the Policies and Procedures set forth in the KBEC Instructor Manual.
8. Teach/co-teach a minimum of one course each year and attend and complete an Instructor Re-Certification Training once every three years.
9. Display a willing attitude to deal with the public in a professional, courteous and helpful manner.
10. Present a neat, clean and professional appearance at all times while representing KDWPT.

### **REVOCACTION OF CERTIFICATION**

The Boating Education Coordinator reserves the right to revoke an Instructor's Certification for failure to maintain an active status or for non-compliance with KBEC Policies and Procedures as stated in the KBEC Instructor Manual.

## **KANSAS BOATING EDUCATION COURSE INSTRUCTOR APPLICATION & CERTIFICATION STEPS**

### **APPLICATION STEPS**

1. Applicant contacts KDWPT Boating Education Section and obtains a Kansas Boating Education Course, Instructor Applicant Packet. *Please review this information carefully.* Packet includes:
  - a. Instructor Application and Certification Steps
  - b. Instructor Position Description
  - c. Instructor Application (KBEC 3214)
  - d. Authority to Release Information (KBEC 3215)
2. Applicant meets all Minimum Qualifications.
3. Applicant completes and submits Instructor Application (KBEC 3214) and Authority to Release Information (KBEC 3215) forms to:

KDWPT Boating Education  
ATTN: Boating Education Coordinator  
512 SE 25<sup>th</sup> Ave  
Pratt, Kansas 67124
4. Application review and a background check will be conducted by the KDWPT Law Enforcement Division, the Kansas Bureau of Investigation and the Boating Education Section of KDWPT.
5. Applicant is notified of acceptance or denial of application. Allow up to four weeks for notification. If accepted, applicant becomes an Instructor Candidate and will receive:
  - a. KBEC Instructor Manual
  - b. Manual Receipt and Conduct Agreement form (KBEC 3416)
  - c. Listing of upcoming KBEC Instructor Certification Courses
6. Instructor Candidate completes Manual Receipt and Conduct Agreement form (KBEC 3416) and submits form to the Boating Education Coordinator.
7. Instructor Candidate begins completing the Instructor Certification Steps.

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## **CERTIFICATION STEPS**

1. Instructor Candidate receives the KBEC Instructor Manual and becomes familiar with its contents, including the Policies and Procedures, Lesson Plan and audio-visual materials. A worksheet is provided along with the manual that will guide the candidate through a review of the manual. The worksheet must be completed prior to attending the KBEC Instructor Certification Course.
2. Instructor Candidate attends and completes the KBEC Instructor Certification Course and meets all course requirements. Contact the Boating Education Coordinator for dates and locations and course requirements. Based on the Instructor Candidate's performance, the Boating Education Coordinator reserves the right to require additional public speaking training and/or co-teaching experience or additional knowledge of lesson plan content.
3. Instructor Candidate receives KBEC Instructor Certification

## **RE-CERTIFICATION STEPS**

1. Instructor must teach/co-teach a minimum of one course per year to maintain an active Instructor Certification.
2. Instructor must attend and complete an Instructor Re-Certification Update once every three years to maintain an active Instructor Certification. This session is provided annually at various locations across the state. There is no fee for this required session.
3. The Boating Education Coordinator reserves the right to revoke an Instructor's Certification for failure to maintain an active status or for non-compliance with KBEC Policies and Procedures as stated in the KBEC Instructor Manual.

## KANSAS BOATING EDUCATION COURSE INSTRUCTOR APPLICATION

This application is to indicate my intent and willingness to receive training in policies and procedures and standardized content of the Kansas Boating Education Course and, upon successful completion of the Instructor Certification program, offer the course to the general public. I understand that I must be 21 years of age or older and meet the Minimum Qualifications listed on page 3 of the Instructor Applicant Packet.

Complete and mail this application to: **KDWPT Boating Education**  
**ATTN: Boating Education Coordinator**  
512 SE 25<sup>th</sup> Ave  
Pratt, Kansas 67124

Please type or print

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street City State Zip Code

Phone: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip Code

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
Have you ever been convicted of and KDWPT laws or regulations? Yes \_\_\_\_\_ No \_\_\_\_\_  
Complete and attach a signed Authority to Release Information form (KBEC 3215) with this application.



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Laura Kelly, Governor

Do you have any special communication skills (ie; sign language, foreign languages, etc.)?  
Describe: \_\_\_\_\_

List any groups, clubs or organizations of which are a member or volunteer:  
\_\_\_\_\_  
\_\_\_\_\_

List and describe any teaching or public speaking experience which meets the minimum qualification of (40) forty hours of experience:  
\_\_\_\_\_  
\_\_\_\_\_

Require Prerequisite: Attach a copy of your Kansas Boating Education Course certificate.

Date of Course: \_\_\_\_\_ Location of Course: \_\_\_\_\_

List any other boating courses you have successfully completed. Indicate which courses are NASBLA approved, if known. (attach of copy of certificate(s) if available)  
\_\_\_\_\_  
\_\_\_\_\_

Indicate years of experience in operation of the following types of boats:

\_\_\_\_\_ Inboard      \_\_\_\_\_ I/O      \_\_\_\_\_ Outboard      \_\_\_\_\_ Personal Watercraft  
\_\_\_\_\_ Sailboat      \_\_\_\_\_ Canoe      \_\_\_\_\_ Kayak      \_\_\_\_\_ Other: \_\_\_\_\_

Describe any experience in operation of the boats indicated above:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any counties in which you are interested in teaching the Kansas Boating Education Course:  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that all statements on this application are true and correct to the best of my knowledge. I am aware that all statements contained herein may or will be verified and that willful misrepresentation will result in disapproval of this application. I grant permission for KDWP to conduct a background investigation for the information of any criminal record. I have attached a signed copy of the Authority to Release Information form (KBEC 3215) for this purpose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved:  Yes  No      Date: \_\_\_\_\_

**KANSAS BOATING EDUCATION COURSE  
AUTHORITY TO RELEASE INFORMATION**

To Whom It May Concern:

I hereby authorize any authorized representative of the Kansas Department of Wildlife, Parks and Tourism bearing this release, or copy thereof, within one year of its date, to conduct a complete background investigation and release their findings to the Kansas Department of Wildlife, Parks and Tourism, Boating Education Section, Boating Education Coordinator. I further authorize any KDWP representative to collect background information from the Kansas Bureau of Investigation, and/or any police, sheriff, or law enforcement agency they deem necessary. I hereby direct you to release any information upon request by the bearer. I hereby release you, as the custodian of such records, and any law enforcement agency, including its officers, employees, or related personnel, both individually and/or collectively from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Please print or type

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: Day: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

City of Employment: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Exp: \_\_\_\_\_

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

(witness signature is required)