



National Safe Boating Council

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Sample Letter to NSBC Instructor Candidates

**** This sample letter is only for NSBC Instructor Trainers hosting the NSBC Instructor Certification course to email to students prior to the course.***

**** Please copy/paste and update the yellow fields to customize the letter with the specifics of your course.***

Email headline: NSBC Instructor Certification Course Information

NAME,

I'm excited to host you for the National Safe Boating Council Instructor Certification course from **DATES**. I will be your Instructor Trainer. I can be contacted at **MOBILE** and **EMAIL** with any questions.

The training location will be at **ADDRESS**. You are expected to participate all days of the course from **TIMES**. Expect **INFORMATION ABOUT WEATHER**. **List information about location parking, bathrooms, and general information.**

On day 1, we will have a classroom session for approximately two hours. The location is: **ENTER ADDRESS**. On days two and three, we'll meet at the **LOCATION** each day where we'll begin with shore side chats, dockside orientation, and then behind-the-wheel training.

We anticipate running the course rain or shine, but if we reach an upper wind limit that isn't manageable, we will make adjustments. Outside of that, it's not likely that we'll reschedule due to weather – so bring gear for all types of weather.

We'll take a lunch break mid-day. **Include information if candidates need to bring their own lunch or if there are places nearby.** Please also bring a refillable water bottle.

You will receive a binder with instructional materials that are yours to keep from the National Safe Boating Council. I will distribute this on day one during the classroom portion of the course. The binder includes both the NSBC Instructor Certification curriculum that will be covered in the course, and their Boat Control On-Water Training curriculum.



Upon the successful completion of the NSBC Instructor Certification course, you'll be certified to teach the NSBC Boat Control On-Water Training curriculum. This curriculum is taught in four modules designed to teach boat handling skills to recreational boaters or personnel hired to operate a vessel used in marine patrol. A Certificate of Completion may be awarded for each module, but this is not a NSBC Instructor Certification course.

When you arrive on the first day, we will sign waivers, do introductions, review the course, and go over other logistics for the training days. To save time on the first day of the course, please fill out the digital [waiver and release of liability form](#).

Part of the curriculum involves you each teaching classroom concepts (white board on land) and teaching boat maneuvers. Each candidate will first demonstrate each maneuver, then teach the maneuver.

Along the way, you will be evaluated and given feedback. The goal of this course is to demonstrate understanding, and then teach each concept as presented. Upon course completion, you'll receive a NSBC instructor certificate. The NSBC will then provide you with information to access instructor resources. The NSBC maintains a public database for instructors, and you may choose to opt-in to be included.

We'll provide most everything you'll need boat-wise, but bring a pen, personal boating gear, comfortable clothes, and your life jacket. Wearing your life jacket is required at all times on the vessel. We'll be standing much of the day using a **BOAT INFORMATION**, so comfortable, closed-toe, non-slip boating shoes are recommended.

Please don't hesitate to ask if you have any questions. I look forward to meeting you all soon.

Best,

INSERT INSTRUCTOR TRAINER NAME

INSERT INSTRUCTOR TRAINER CONTACT INFORMATION