

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE NEW HAMPSHIRE DEPARTMENT OF SAFETY  
DIVISION OF SAFETY SERVICES  
AND  
THE UNITED STATES POWER SQUADRONS®**

**STATEMENT OF POLICY ON INSTRUCTING BOATING SAFETY COURSES**

This memorandum of understanding is between NEW HAMPSHIRE DEPARTMENT OF SAFETY-DIVISION OF SAFETY SERVICES (hereafter referred to as NHDOS-Marine Patrol) and the United States Power Squadrons (hereafter referred to as USPS).

In furtherance of their mutual goals, the NHDOS-Marine Patrol and the USPS agree to work together according to the guidelines for activities set forth below, to work in mutual cooperation in teaching boating safety courses and ultimately to create a safer operating experience for New Hampshire boaters.

The parties agree as follows:

1. The United States Power Squadrons shall have the following responsibilities:
  - A. Schedule and administer boating safety courses in the state through the USPS administrative structure.
  - B. Continue to conduct and administer the boating safety course in accordance with the National Association of State Boating Law Administrators (NASBLA) guidelines and course requirements.
  - C. Include publications and other materials relevant to the specific boating laws in New Hampshire in the USPS NASBLA approved courses. Provide adequate discussion time in all courses to familiarize students with these laws and administer a proctored final examination. The examination must include up to ten New Hampshire law specific questions provided by NHDOS-Marine Patrol.
  - D. Certify USPS boating safety course instructors in New Hampshire consistent with the process used by the USPS nationally.
  - E. Inform the USPS membership of the NHDOS-Marine Patrol boating safety program. Encourage members to attend at least one of NHDOS-Marine Patrol boating safety courses and recommend each USPS instructor to attend the NHDOS-Marine Patrol orientation workshop.
  - F. Provide NHDOS-Marine Patrol timely information on the date, time and location of boating safety public courses. Provide the name and telephone number of a contact person.

- G. At the end of each class each student that has successfully completed the test must show proper picture identification before receiving their certificate.
  - H. Provide each student successfully completing the USPS NASBLA approved courses with a USPS Certificate of Completion. In addition, the USPS will provide each student a NHDOS temporary certificate which the USPS and the student will jointly complete and that contains name, mailing address, legal address, city, state, zip code, DOB, hair color, eye color, height, date of issue, test score, instructor name and location of class. The NHDOS temporary certificate is a three-part form. The instructor will collect the white copy and send it to NHDOS headquarters. The yellow and pink copies will be given to the student. The yellow copy should be retained by the student. The student will send the pink copy to NHDOS headquarters with a payment voucher (also provided by NHDOS) along with a \$10.00 payment for a permanent card.
  - I. Designate any fees charged for USPS course textbooks, materials, and supplies and those fees necessary to defray any cost associated with custodial or classroom usage as specific USPS fees.
  - J. Provide a principal USPS point of contact to work directly with the State Boating Law Administrator, or designated representative, in the execution of this program.
  - K. Maintain a database of people who pass the USPS course.
2. The New Hampshire Department of Safety-Division of Safety Services shall have the following responsibilities:
- A. Recognize successful completion of the USPS NASBLA approved courses as meeting state boating education requirements.
  - B. Provide boating reference materials, specific to the State of New Hampshire, to the USPS for classroom courses and presentations. Also provide up to ten (10) examination questions on state-specific laws and regulations.
  - C. When appropriate, provide a maximum of two orientation workshops annually to all USPS instructors covering New Hampshire State boating laws and rules.
  - D. The principal point of contact for USPS will be provided periodic updates on changes to state boating laws and rules to be distributed to USPS instructors.
  - E. All obligations of the NHDOS-Marine Patrol are subject to appropriations and all other applicable laws, regulations and policies.
  - F. Provide NHDOS temporary certificate forms and student payment vouchers.
3. Mutual responsibilities:
- A. Work to support each organization's respective boating safety mission.

- B. Maintain open communication to promptly address concerns that may arise on boating safety.
- C. Review this memorandum of understanding at least every three- (3) years in order to modify/update its content.
- D. In carrying out the terms of this memorandum, there shall be no discrimination against any person because of sex, race, color, creed, national origin or disability.
- E. Work cooperatively to identify opportunities to enhance both USPS and NHDOS- Marine Patrol collaborative efforts.

This Memorandum of Understanding shall become effective upon the date of its execution by both parties and shall remain in effect until terminated by either party upon 30-day written notice. The parties understand that this memorandum and its attachments represent the complete agreement between both parties. Any amendments made to this understanding are subject to the written consent of both parties.

All notices to be given by either party to the other hereunder shall be in writing and deemed to have been given when delivered personally or when deposited in the United States mail, by registered or certified mail with postage prepaid, address as follows:

1. to USPS at its National Headquarters, 1504 Blue Ridge Road, Raleigh, NC. 02607
2. to NHDOS – Marine Patrol at 31 Dock Road Gilford, NH 03249

IN WITNESS WHEREOF, the said parties have herewith set their hands and seals as of the day and year first above written.

**For the United States Power Squadrons**

C/O Leslie Johnson SW

March 1, 2004  
Date

**For the New Hampshire Department of Safety  
Division of Safety Services-Marine Patrol and New  
Hampshire NASBLA Boating Law Administrator.**

[Signature]

**Director of Safety Services**

MARCH 8, 2004  
Date