



# OHIO BOATING EDUCATION COURSE COURSE REGISTRATION FORM

OBEC Instructors must submit this completed form to the Division of Watercraft PI&E Section Manager no later than six weeks prior to the start of the course. Submit one form for each course. Send form by fax (614-267-8883) or mail (ODNR Division of Watercraft, 2045 Morse Road, Bldg. A-2, Columbus OH 43229) to the attention of OBEC/PI&E.

## COURSE LOCATION

County: \_\_\_\_\_ D.O.W. Field Office: \_\_\_\_\_

Facility: \_\_\_\_\_ Accessible:  Yes  No

Street Address: \_\_\_\_\_ Room #: \_\_\_\_\_

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

Co-Sponsoring Agency (if any): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## COURSE SCHEDULE

Start Date: \_\_\_\_\_ Number of Sessions: \_\_\_\_\_ Total Hours of Course: \_\_\_\_\_

Schedule of Sessions: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

\_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

\_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

\_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**STUDENT REGISTRATION** Is registration required?  Yes  No

To Register, Call: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Fee:  Yes  No Amount: \$ \_\_\_\_\_ Email: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

## COURSE INSTRUCTOR(S) (list additional instructors on back)

Lead Instructor First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Asst. Instructor First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**NOTE: To borrow teaching aids for use in this course, contact your home field office well in advance to confirm availability and to arrange for obtaining the equipment.**



# OHIO BOATING EDUCATION COURSE COURSE MATERIALS ORDER FORM

QUANTITY ITEM

Date materials needed by: \_\_\_\_\_

\_\_\_\_\_ **STUDENT MATERIALS PACKETS – \$5.00 per set**  
Includes: STUDENT TEXT: "Ohio Boating Education Course"  
PAMPHLET: "Ohio Boat Operator's Guide"  
Student Registration Cards/45-Day Temporary Certificates  
OBEC ST 203 - Test Review Worksheet  
OBEC ST 204 - Rules of the Road Pre-test  
OBEC ST 205B- Final Exam Answer Sheet  
OBEC ST 206 - Course Evaluation



\_\_\_\_\_ **OBEC ST 205 - Final Exam (Re-use tests unless written on or damaged)**

\_\_\_\_\_ **"Boat Smart Ohio" Course Graduate Decals**

\_\_\_\_\_ **INSTRUCTOR FORMS PACKET** (available online at [www.ohiodnr.com/watercraft/ed/edops.html](http://www.ohiodnr.com/watercraft/ed/edops.html))

Includes: OBEC INST 101 - Course Registration Form  
OBEC INST 102 - Course Materials Order Form  
OBEC INST 103 - Student Registration Sign-Up Sheet  
OBEC INST 104 - Course Equipment Checklist  
OBEC INST 105 - Course Record Sheet

\_\_\_\_\_ **Boat Smart Posters**

\_\_\_\_\_ **Mandatory Education Posters**

Student materials are invoiced at \$5.00 per set.  Payment Enclosed : \$ \_\_\_\_\_

## SHIP TO

Instructor Name: \_\_\_\_\_  
FIRST LAST

Shipping Address: \_\_\_\_\_  
(NO P.O. BOXES)

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

## BILLING

ATTN: \_\_\_\_\_  
FIRST LAST

Phone: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

MAIL OR FAX COMPLETED FORM TO: Attn: OBEC  
P. I. & E. Section Manager  
ODNR Division of Watercraft  
2045 Morse Road, Building A-2  
Columbus, Ohio 43229-6693  
Fax: (614) 267-8883



# OHIO BOATING EDUCATION COURSE REGISTRATION SIGN-UP SHEET

START DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**NOTE: BE SURE TO GET CORRECT SPELLING OF NAMES AND COMPLETE ADDRESSES.**

NAME	MAILING ADDRESS	ZIP	PHONE: DAY/EVENING
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# OHIO BOATING EDUCATION COURSE COURSE EQUIPMENT CHECKLIST

- Fully Accessible Classroom/Restroom Facilities

## AUDIO-VISUAL EQUIPMENT

- Flipchart, markers
- Projection Screen
- Laptop Computer, Cables
- LCD Projector, Cables
- VHS Video Player
- Television Monitor
- Extension Cord(s)
- Other: \_\_\_\_\_
- Whiteboard, dry erase markers, eraser
- Chalkboard, chalk, eraser
- Overhead Projector, Spare bulb
- Slide Projector, Spare bulb
- Projector Stand or Cart
- VCR/Monitor Stand
- Multi-plug outlet strip(s)

## AUDIO-VISUALS / TEACHING AIDS

- O.B.E.C. Instructor Notebook
- Course Record Sheet, Roster, Receipts
- Final Exam Grading Template and Answer Keys
- Audio Visuals:
  - CD-Rom: "Ohio Boating Education Course" by Division of Watercraft
  - CD-Rom: "Boat-Ed Ohio Boating Education Course"
  - Video: "Boat America"
  - Video: "The Test Files"
  - Videos: \_\_\_\_\_
- Slides: "Ohio Vessel Requirements" with Instructor Notes pages
- Slides: "Ohio Operating Laws" with Instructor Notes pages
- Slides: "Navigation Rules" with Instructor Notes pages
- Required Equipment Bag (PFDs, VDS, Fire Ext., Sound Signals, etc.)
- Navigation Charts (Lake Erie and Ohio River)
- Handouts: \_\_\_\_\_
- Other: \_\_\_\_\_

## STUDENT MATERIALS

- Pamphlets: "Ohio Boat Operator's Guide"
- Student Texts: "Ohio Boating Education Course"
- Student Registration Cards/45-Day Temporary Certificates
- Student Materials Packets (includes: ST203, ST204, ST205B, ST206)
- Final Exams (ST205)
- Boat Smart Ohio Decals
- Pencils/pens
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_



# OHIO BOATING EDUCATION COURSE ATTENDANCE / RECORD SHEET

INSTRUCTOR(S): \_\_\_\_\_ COURSE #: \_\_\_\_\_

STUDENT NAME	ATTENDANCE						COURSE FEE PAID AMOUNT:	FINAL EXAM SCORE	CERT. NUMBER ISSUED
	SESSION 1 <small>DATE:</small>	SESSION 2 <small>DATE:</small>	SESSION 3 <small>DATE:</small>	SESSION 4 <small>DATE:</small>					
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STUDENT NAME	ATTENDANCE						COURSE FEE PAID AMOUNT:	FINAL EXAM SCORE	CERT. NUMBER ISSUED
	SESSION 1 DATE:	SESSION 2 DATE:	SESSION 3 DATE:	SESSION 4 DATE:					
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NOTES/COMMENTS: