



2021 INSTRUCTOR WORKSHOP

- This workshop may be completed as an “Independent Study” course by any member.
- Upon completion of the workshop, it will be the responsibility of the member to send a Workshop Self Attestation form to their FSO-IS. The form can be found in the same location as this workshop presentation on the E-Directorate website.





National Public Education Directorate Instructor Workshop 2021



March 2021



Welcome

Key Points:

- **Virtual Classes via Videoconferencing**
- **Instructor Development 2020**
- **Maxim Award**
- **Boat America**
- **Spanish Language Classes**
- **E-Directorate Website Navigation**
- **E-Directorate Blog**
- **Engine Cut Off Switch (ECOS)**



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This workshop is designed to bring Staff Officers for Public Education at all levels up to speed on the E-Directorate's programs and to assist instructors improve their presentation skills with the resources available from the E-Directorate.

Emphasis will be on the items listed, including:

- Virtual Classes via Videoconferencing – this will cover the current state of affairs relative to the offering of virtual classes
- Instructor Development 2020 – this section will introduce the ID2020 program and the related Performance Qualification Standard (PQS)
- Maxim Award – the Maxim Award winners for 2019 activity have been selected and announced. It's now time to get the 2020 packages in
- Boat America – About Boating Safely is no longer an authorized NASBLA course. It has been replaced by Boat America
- Spanish Language Classes – when reviewing boating accident and fatality statistics it became apparent that the Hispanic and Latin population was underserved. The E-Directorate has responded with several translations
- E-Directorate Website Navigation – recognizing prior issues with finding information on the E-Directorate's website, the pages have been reorganized and enhanced
- E-Directorate Blog – to increase the communications from the E-Directorate to the deckplate and all levels in between, an E-Directorate Blog has been initiated
- Engine Cut Off Switch (ECOS) – NOT A KILL SWITCH – new requirement for wear on certain vessels beginning April 1, 2021



E-Directorate Missions

Provide exceptional boating education to:

- **Reduce:**
 - **Loss of life**
 - **Personal injury**
 - **Property damage**

Provide timely materials to:

- **Support:**
 - **Instructors**
 - **Public Education Staff Officers**


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The mission of the Education Department of the US Coast Guard Auxiliary is two-fold: to provide exceptional boating safety education to the American public with the aim of reducing loss of life, personal injury and property damage to recreational boaters; and to deliver the highest possible quality training, resources and timely materials in support of our flotilla instructors and public education staff officers at every level who are furnishing such boating safety education.

The Education Department is committed to focusing its attention helping realize those goals by reaching as many people with the safe boating information as possible, especially the high risk boaters.

In addition, we have these goals:

- Develop and/or maintain up to date and effective educational materials;
- Continue to focus on the segment of the boating public most at risk Increase flotilla-taught basic boating safety education by 10% annually;
- Provide and promote ongoing quality instructor development;
- Make use of appropriate technological resources;
- Adopt e-learning as a viable way to reach boaters;
- Utilize e-learning to challenge and grow our instructor corps;
- Partner with outside organizations where applicable to further boating education;
- Continue to team with the experience and expertise of the other National Departments to provide solid programs and course




Virtual Classes via Videoconferencing

Visit the E-Directorate Virtual PE Classes Web Page

- Located in Member Zone protected pages
- Describes:
 - Value of virtual classes
 - How-to of virtual classes
 - Marketing of virtual classes

<http://wow.uscgaux.info/content.php?unit=E-DEPT&category=virtual-pe-classes>




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The workshop attendee is encouraged to check out the information and resources available in the Virtual PE Classes menu on the left side of the page. The information is protected from the public by being in the member zone. Log in with the same login you use for most of your Auxiliary areas (user name = member number; password = unique to each user)

With the advent of the COVID-19 pandemic and the subsequent shutdown of Auxiliary missions, the E-Directorate quickly embraced the virtual technology to enable the members to continue instructing public education classes within the RBS mission area.

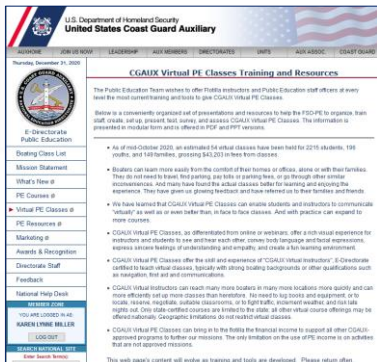
The virtual PE web page contains valuable information on the rationale for offering classes online via videoconferencing. In addition, there are numerous tools to help the FSOs-PE and instructors set up the virtual platform, kick-start the whole process of offering virtual classes, collecting class fees using PayPal, conducting “proctored” testing in a virtual environment, and marketing the classes even during these difficult times.



Virtual Classes via Videoconferencing

Visit the E-Directorate Virtual PE Classes Web Page

<http://www.uscgaux.info/content.php?unit=E-DEPT&category=virtual-pe-classes>



The Public Education Team wishes to offer Public Educators and Public Education staff officers at every level the most comprehensive and best to give CGAUX Virtual PE Classes. The information is presented in modular form and is offered in PDF and PPT versions.

Below is a conveniently organized set of presentations and resources to help the PFD/PE to organize, train and create, design, present, test, review, and assess CGAUX Virtual PE Classes. The information is presented in modular form and is offered in PDF and PPT versions.

As of mid-October 2020, an estimated 14 virtual classes have been held for 2215 students, 198 public and 1018 members, generating \$65,000 in fees from classes.

- Students can learn more easily from the comfort of their homes or offices, alone or with their families. This is not meant to be a replacement for in-person training, or to get through other similar circumstances. And, it may have been the actual classes. Later for testing and review the knowledge. This has given us growing feedback articles, referrals to the virtual platforms.
- We have learned that CGAUX Virtual PE Classes can enable students and instructors to communicate "virtually" as well as or even better than in face-to-face classes. And with practice can expand to more classes.
- CGAUX Virtual PE Classes, as differentiated from online or webinars, offer a rich individual experience for instructors and students to see and hear each other, come back language and social experiences, review review history of understanding and empathy, and create a new learning environment.
- CGAUX Virtual PE Classes offer the skill and experience of CGAUX Virtual Instructors, E-Directorate certified to teach virtual classes, typically with strong boating backgrounds or other qualifications such as navigation, first aid and communications.
- CGAUX Virtual instructors can teach more than 1000s of hours more effectively than in-person and can more effectively set up more classes than in-person. It is used to log books and equipment, or to create online, regulate, update, resources, or to facilitate, present, monitor, and test the rights out. Only state-certified courses are limited to the state. All other virtual course offerings may be offered nationally. Ongoing feedback to virtual virtual classes.
- CGAUX Virtual PE Classes can bring in to the Public Education income to support all other CGAUX-approved programs to further our missions. The only limitation on the use of PFD/PE income is in activities that are not approved missions.

This web page's content will evolve as training and tools are developed. Please return often.

Title / Description	File Type	File Type	Last Modified
1. Virtual PE Classes Overview and Strategy	EDE	EPT	09/2020
2. Six Steps to Setting up Virtual Platform	EDE	EPT	09/2020
3. Marketing Virtual PE Classes	ESE	EET	10/2020
4. Kick-Starting Virtual PE Classes	EDE	EPT	09/2020
5. How to Teach Virtual Classes (Best Practices)	EDE	EPT	09/2020
6. Cross-selling and Recruitment (under dev.)	EDE	EPT	09/2020
7. FAQ (under dev.)			

Resources:

- a. Holding Classes Electronically EDE EPT 09/2020
- b. Marketing Materials EDE EPT 09/2020
- c. Kick-Starting Presentation (recordings) EDE EPT 09/2020
- d. Class Checklist ESE EET 09/2020
- e. Registration (under development) EDE EPT 09/2020
- f. Payroll Payment for Virtual PE Classes ESE EET 09/2020
- g. Testing EDE EPT 01/2021
- h. Surveys (under development) ESE EET 09/2020
- i. Gift Certificate (under development) ESE EET 10/2020
- j. Video Template LEB 10/2020

Contact: [Division Chief, Course Management](#) for inquiries about the course content and testing.


Contact: [Division Chief, Electronic Media Development and Maintenance](#) for inquiries about 1, 2, 3 and 5.

Contact: [Division Chief, Instructor Development](#) for inquiries about 4, d, f and Video Templates.

We welcome your **observations and feedback** to make this information more helpful to you.

With the advent of COVID-19, the E Directorate team began to develop best practices and training material to help our instructors deliver classes in the virtual environment.


In record time, this material was published on our website and we had virtual sessions with the DSOs-PE and the DCOSs to get them up to speed and help them make the transition to the virtual delivery of education.



Instructor Development 2020

Updated material and exam

- Introduced in January 2020
- New instruction techniques
- Emphasis on learning vis-à-vis memorization
- Includes:
 - Use of electronic media
 - Compliance with ADA
 - Value and use of lesson plans



<http://www.uscgaux.info/content.php?unit=E-DEPT&category=2020-instructor-dev> 7

Prior to this updated program, the Instructor Development course had not be modernized since 2007. A lot has happened during that time to help the Auxiliary instructor perfect their presentation methods. This course – ID2020 – does that. This course is recommended for both initial qualification as well as a refresher for seasoned instructors.

The course has eight units with emphasis on learning the information through practical application rather than memorizing theoretical instructor material. The units include:

14 instructor competencies

Lesson planning

Using Media Effectively

Effective Communications Skills

Handling Difficult situations

Accommodating all students


Learning with Electronic Technologies

There are also several appendices:


Instructional equipment

Presentation tips and best practices

The performance qualification standard



Instructor Development 2020




August 2020 National ID2020 Class



Screenshot courtesy of Karen Miller


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The completion and deployment of Instructor Development 2020 prepares new instructors not just for public education, but also qualifies them for member training to help address an ever shrinking cadre of instructors. Uniquely during August of 2020, the E Directorate conducted a series of virtual classes to qualify new instructors online. The students completed all PQS tasks with the exception of the final 2-hour presentation which they completed with their own flotillas. The final sign-offs and certifications were completed at flotilla level. The upside of completing their certifications in a virtual environment ensured each student was comfortable and competent using this technology to teach public education and member training. Feedback received has been outstanding with no negative comments. The E Directorate will be offering ID2020 again in 2021.



Instructor Currency Maintenance

- **2020 COVID-19 “shutdown” – all instructor currency maintenance waived**
- **2021 Instructors must meet standard currency maintenance requirements**
 - **Virtual**
 - **In-person when permitted**



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During 2020 following the practically organization-wide shutdown, the Chief Director’s office decided that it was impractical to require instructors to maintain their currency maintenance that year. As a result, they waived the requirements.

Unless again waived, the current policy will be that instructors will have to maintain currency in 2021. This includes:

- Two hours as lead instructor or
- Four hours as non-lead instructor or
- A combination of both



Maxim Award

Designed to:

- **Motivate instructors**
 - **To achieve excellence in instruction**
 - **Develop innovative methods and training aids**
 - **Increase mentorship**
- **Nominated by flotilla no later than February 28th**



<http://wow.uscgaux.info/content.php?unit=E-DEPT&category=maxim-award>

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The Commodore Daniel Maxim Award for Excellence in Education was established to motivate and inspire the entire Instructor cadre to reach beyond the comfortable or ordinary to achieve the extraordinary. Some of the goals of the Award are to increase the diversity of courses offered by flotillas and additional numbers of classes offered; to improve Public Education and Member Training Instructor effectiveness and performance; to improve mentorship of newer or lesser experienced Instructors; to develop new and innovative teaching methods and techniques; and to develop new and innovative teaching aids.



Maxim Award



**National Prize Winner
+ Auxiliary
Commendation Medal**



**Area Prize Winner +
Auxiliary
Achievement Medal**

Photos courtesy of Dir-E, Dave Fuller

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Flotillas should consider assembling a team now to begin accumulating supporting documentation for the numbers of courses taught, numbers of graduates, variety of courses taught, and all other data and testimonials deemed pertinent to preparing the nominee package. **Flotilla nomination packages will be due on February 28** to their division, so now is the time to start in order to avoid the last-minute rush as that date will be here before we know it!

The Public Education Directorate recognizes that 2020 was an especially challenging year for most Auxiliarists because of COVID-19 precautions. However, many flotillas openly embraced the option of offering virtual online classes via videoconferencing and nomination packages should include how the nominee overcame the obstacles of using new technology for course presentation and what successes s/he experienced. Go to <http://wow.uscgaux.info/content.php?unit=E-DEPT&category=maxim-award> for more information on the Commodore Daniel Maxim Award for Excellence in Education.

NOTE: Schedule

- Package from flotillas to division: 28Feb
- Division selected package to district: 31Mar
- District selected package to Dir-E and Dir-Ed: 30Apr

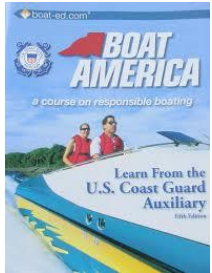
NOTE: Eligibility

- All instructors in the CG Auxiliary are eligible if nominated for the Maxim Award except a prior National Prize Winner




Boat America

- **About Boating Safely** received extension to **June 30, 2021**
- **Boat America** provided as **NASBLA approved certificate course**
- **Order from AUXCEN (Shop Auxiliary)**



<https://auxcen.com/public-education/>



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About Boating Safely, our mainstay eight-hour, public education course reached its end-of-life for NASBLA approval on December 31st 2020. The E-Directorate worked with NASBLA to provide a waiver that will end on June 30, 2021 to assist flotillas in using up their inventory.

The E-Directorate found an excellent replacement in Boat America and encourages flotillas to embrace this newer course. The slides and instructor notes are included on the E-Directorate website under a Member Zone-protected section titled PE Courses. There is also a DVD available from AUXCEN that includes numerous videos to incorporate into the course presentation.

The state supplements remain and are used without change for Boat America and Boating Skills and Seamanship, thus ensuring a seamless transition and ease of use for flotillas teaching this certificate courses.



Spanish Language Classes

- Spanish-speaking boaters:
 - Represent fast-growing boat buyers
 - Emerging market of first-time boat buyers
- Under-served boating education market



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A 2017 study published by the National Marine Manufacturers Association, Recreational Boating & Fishing Foundation and Discover Boating showed that Spanish-speaking boaters represent a fast-growing, emerging market of first-time boat buyers. In response, the E-Directorate is rolling out a series of the courses translated into Spanish. All supplemental material – PowerPoint Slides, Instructor Notes, and Final Exams are all in Spanish; the textbooks will remain in English.



Spanish Language Classes

- All slides, instructor notes, and exams in Spanish - books are offered only in English

Las diversas partes de un barco



Luces laterales-roja y verde

Proa

Casco

Borda (borde superior)

Estribor (lado derecho)

Cornamusa

Hélice

Popa (parte trasera)

Luz del todo horizonte (luz blanca)

Babor (lado izquierdo)

Copyright © 2018 Boat Ed®



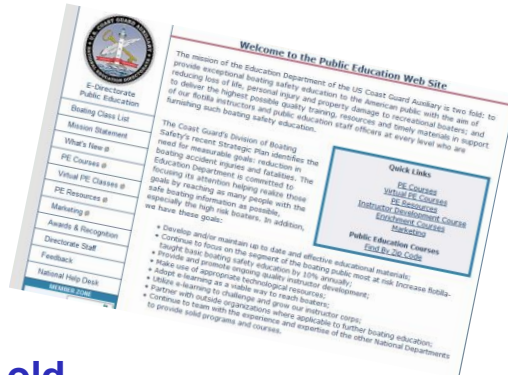
A team of bi-lingual CG Auxiliary members converted all of the Boat America and Boating Skills and Seamanship slides, instructor notes and examinations into the Spanish language. This effort is intended to help educate members of the Hispanic community in safe boating through their native language.



Website Navigation

Re-organized website

- Reordered menu
- Intuitive navigation
- Fewer clicks
- Archiving of old material



<http://wow.uscgaux.info/content.php?unit=e-dept>

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E-Directorate website refresh and reorganization is complete. Reorder of menu choices enables users to find what they need more intuitively and with fewer clicks. Older material has been archived.



Course Finder

Refreshed/Re-organized Course Finder

Boating Safety Education

Become a better, safer boater. Find a course near you!

U.S. Coast Guard Auxiliary boating courses provide education to boaters at all levels, from the fundamentals to the advanced. Our courses (virtual and classroom) are taught by experienced and knowledgeable CGAUX instructors committed to the highest standards of the U.S. Coast Guard Auxiliary. They are offered in two modalities: virtual, video conference with CGAUX Virtual PE Instructors, and classroom settings with CGAUX PE Instructors. The links below provide short descriptions of each course.



FIND A BOATING COURSE NEAR YOU!

To find upcoming courses near you, please use the PUBLIC EDUCATION COURSE FINDER (BY ZIP CODE)

Abbreviation	Course	Length	Audience
ABS	About Boating Safety (course expires on 12/31/20)	8 hours	All boaters
BA	Boat America (replacing ABS course)	8 hours	All boaters
BAF	Boating Fun	1 hour	4-9 year olds
BSSAS	Boating Skills and Seamanship	8 to 13 lessons	Power Boaters
BK4ds	Boats N' Kids	Variable	6 - 12 year olds
GPSFM	GPS for Mariners	8 hours	All boaters
IBBESP	Introducción a la Seguridad Básica de la Navegación	2 horas	Niños/as
IBBS	Introduction to Basic Boating Safety	2 hours	NoVICE Boaters
KIPC	Kids and Paddle Craft	Variable	6 - 10 year olds
NAWAM	Navegando América (en español)	8 hours	All boaters



www.cgaux.org/boatinged/class_finder/index.php

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Completely updated and reorganized the Course Finder to include certificate courses and seminars. This will allow flotillas to advertise all Auxiliary classes they offer. It is now possible to advertise that a class is virtual and not an in-person classroom class.



E-Directorate Blog



PUBLIC EDUCATION DIRECTORATE BLOG
 "Reimagining how we communicate to accomplish more"
 "Adelantando la Educación con Tecnología Virtual"



Our mission:
 to deliver the highest possible quality training, resources and timely materials in support of our flotilla instructors and public education staff officers at every level who are furnishing such boating safety education...

www.cgauxboatingclasses.org




Blog developed to expand and broaden timely communications
Additional channel of communication

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Our objective is to share regularly and in a timely manner, recognition of achievements, the latest ideas, information, and materials, and receive feedback, questions, suggestions and ideas.

- information,
- presentations,
- industry practices,
- teaching advice,
- shared successes,
- flotilla innovations,
- creative ideas,
- regulatory updates,
- policy and procedure

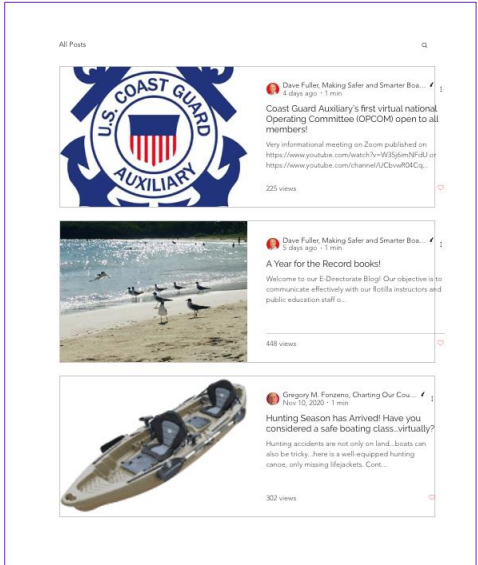
Communications to the deckplate has traditionally been poor to non-existent. This has long been a challenge to the entire organization. We are addressing it in 2021 with an E Directorate blog for national, district, division, and flotilla level PE officers as well as individual instructors. It will be a place for two-way communications for everyone involved with Public Education. This does not replace the Chain of Communications; it supplements it!




E-Directorate Blog

Benefit to:

- **DSO-PE**
- **SO-PE**
- **FSO-PE**
- **Instructors**



www.cgauxboatingclasses.org



BENEFITS TO THE DSO: helps emphasize the information already cascaded via emails. The blog will help with DSOs since their forwarded email announcements are received from two sources - potentially eliminating time gaps

BENEFITS TO THE SO: similar to that of the DSO, but even more time and effort savings because SOs have even more flotillas to support

BENEFITS TO THE DECKPLATE: probably benefits the most because they too receive the announcements simultaneously they don't have to wait, or be hit or miss



New Material to Cover in Class

Federal Law Change
Effective; April 1, 2021
Recreational Boat Engine Cutoff Switch
Requirements




Photos courtesy of Dir-V, Jim Cortes

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- While statistics are not kept on deaths and injuries related to runaway boats (boats where the occupants are ejected from the vessel while the vessel has propulsion), [the USCG has periodically analyzed their data and found dozens of deaths and injuries they believe could have been avoided through the use of engine cut off devices.](#)
- The hope is that increased placement of engine shut off devices, along with continued education will lead more boaters to use these safety devices.
- This will put more engine cut-off switches on more small craft which will hopefully reduce deaths and injuries from “circle of death” incidents.

**Federal Law Change
Effective; April 1, 2021
Recreational Boat Engine Cutoff Switch
Requirements**



- **Congress passed two laws:**
 - **Manufacturers to install engine cut-off switches on recreational vessels**
 - **Recreational vessel operators use the engine cut-off switch**
- **Designed to reduce potential of propeller injuries from runaway boats**

Photos courtesy of Dir-V, Jim Cortes


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Over the last three years (2018-2020), Congress has passed two laws requiring, first, that manufacturers install engine cut-off switches on recreational vessels and, second, that recreational vessel operators use those engine cut-off switches. The laws that have placed these requirements on recreational vessel manufacturers and recreational vessel operators are found in United States Code (USC), as opposed to the Code of Federal Regulations (CFR) where these types of requirements are typically found. These are federal laws and not enforceable by state and local marine officers at this time. These new laws will improve safety for all recreational boaters by reducing the potential for propeller injuries to recreational vessel operators, other users of the nation's waterways, and marine law enforcement officers responsible for responding to runaway boats.

Federal Law Change Effective; April 1, 2021 (Cont'd) Recreational Boat Engine Cutoff Switch Requirements

Specifics:

- Applies to recreational vessels under 26' capable of 115 pounds of thrust
- Act requires manufacturer, distributor or dealer of those vessels or motors to equip them with the ECOS



Photos courtesy of Jim Cortes, DIR-V ²¹

More specifically, Section 503 of the LoBiondo Coast Guard Authorization Act of 2018 created 46 USC 4312 to require a manufacturer, distributor, or dealer that installs propulsion machinery and associated starting controls on a covered recreational vessel (less than 26 feet long and capable of 115 pounds of static thrust) to equip the vessel with an ECOS per compliant with ABYC Standard A-33. This law went into effect on December 4, 2019 one year after the 2018 CGAA was enacted and is referred to as the “installation requirement.”



Federal Law Change ECOS; April 1, 2021 (Cont'd)


- Operator of a vessel covered by new law **MUST USE** the ECOS, except:
 - If main helm is in enclosed cabin
 - If vessel doesn't have an ECOS
 - If vessel doesn't require one
- Penalty for non-compliance
 - 1st offense: \$100 fine
 - 2nd offense: \$250 fine
 - 3rd offense: \$500 fine



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Photos courtesy of Dir-V, Jim Cortes




Section 8316 of the National Defense Authorization Act of 2021 amended 46 USC 4312 to require individuals operating those recreational vessels covered by the installation requirement to use ECOS links, except if the main helm is within an enclosed cabin or the vessel does not have and is not required to have an ECOS. It provides a penalty of \$100, \$250, and \$500 for the first, second, and third offenses, respectively. The law goes into effect on April 1, 2021. This requirement is referred to as the “use requirement.”



Federal Law Change Effective; April 1, 2021 (cont'd) Recreational Boat Engine Cutoff Switch Requirements

The law goes into effect on April 1, 2021.
These seven States have ECOS laws:

- Alabama
- Arkansas
- Illinois
- Louisiana
- Nevada
- New Jersey
- Texas



Photos courtesy of Jim Cortes, Dir-V ²³

The seven States listed have ECOS laws:

- Alabama
- Arkansas
- Illinois
- Louisiana
- Nevada
- New Jersey
- Texas

The Coast Guard will be contacting those states to discuss those laws. Federal law preempts States from enacting or enforcing a law on a subject that is different from a federal law on the same subject.

However, the Coast Guard has the authority to provide an exemption from preemption if recreational vessel safety is not adversely affected, as when a state law is close enough to the federal law and does not adversely affect recreational vessel safety.




E-Directorate Contacts

- **Director: David Fuller**
- **Deputy: Robert Brandenstein**
- **Division Chief-Electronic Media Development: Hortensia Sampedro**
- **Division Chief-Instructor Development: Karen Miller**
- **Division Chief-Course Development: Gregory Fonzeno**
- **Division Chief-Course Management: COMO Michael Morris**
- **Division Chief-Communication Services: Dan Stroup**

Contact info available in AuxDirectory

<https://auxofficer.cgaux.org/auxoff/index.php>






Thank You

If any questions, contact the appropriate E-Directorate Staff following the Chain of Leadership and Management

You may email the E-Directorate at
pe.feedback@cgauxnet.us

REMEMBER TO SEND THE SELF ATTESTATION TO YOUR FSO-IS

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- It's the policy of the CG Auxiliary that we solve issues at the lowest level. If the problem, question or issue cannot be handled at this lower lever, follow the Chain and press the issue higher.
- All issues should be solved at the lowest possible level and elevated as needed through the chain of leadership and management to have the issue addressed. It is NOT appropriate to go outside our organization for answers to education related issues unless specifically instructed by staff of the Education Directorate. Inquiries posed outside our organization confuse our partners and delay a proper response.
- The entire staff of the E Directorate is standing by to answer any and all education questions that cannot be answered at a lower level.
- The E-Directorate also maintains a feedback email address to assist members with answers they could not find anywhere else within the Auxiliary.
- **It is very important that members understand that they are not to contact the Chief Director's office or anyone outside of the CG Auxiliary Chain of Leadership and Management. Any requests outside the Chain unnecessarily tie up resources answering these questions at BSX, NASBLA, and the BLA offices for internal Auxiliary queries. At the very least, it paints the Auxiliary as undisciplined and unable to communicate internally. At worst, it threatens our credibility at a national level with these national partners which can have important ramifications on future relationships.**