

Dear Potential Boating Exam Monitors:

I want to thank you for considering volunteering your time to monitor boating safety exams for the Tennessee Wildlife Resources Agency. It has been a grueling process to get the final implementation plan in place and I appreciate your patience. I am going to go over the process with you and hopefully you will understand the way this will work.

To become a volunteer, you must complete the application, send it to the Boating Division, and then we will process it. When we accept your application, you will hear from us and be issued an ID # for the purposes of monitoring boating safety exams.

**The Law:**

Anyone born after January 1, 1989 must show proof of successful completion of a NASBLA (National Association of State Boating Law Administrators) approved course accepted by the TWRA. The certificate (or what we call a wallet card) must be issued by TWRA.

Notes:

This TWRA-issued wallet card is the only boating safety education certificate that law enforcement officers will recognize for Tennessee residents.

A person may take a course or study the material anywhere, but he/she must take a monitored exam provided by TWRA Boating Division.

If a person thinks he/she knows enough about boating, then he/she may challenge the exam (take the exam without taking a course).

No one under the age of 11 can take this exam.

This applies to Tennessee residents only. However, if a boat operator from another state is operating in Tennessee waters, and falls within this age category, then he/she must show a certificate proving successful completion of a NASBLA approved course.

This does not apply to people renting vessels. However, if the person renting a vessel allows another person operate the vessel, then this operator must meet the requirements of the law.

Anyone who is already in our data base and meets this age requirement will automatically receive a wallet card from TWRA sometime during January, 2005.

**The Plan:**

The student must first visit any business which sells Tennessee hunting and fishing licenses and purchase the “boat safety exam permit” for \$10. The receipt one receives from this transaction is the student’s “ticket” to take a TWRA boating safety examination. WalMart sporting goods, bait shops, etc. are places where licenses are usually sold.

The student can challenge the exam without studying at all if he/she wishes; that is, if he/she thinks they know enough about boating safety to pass, then they prepay the \$10 fee to a license agent and submit their “ticket” (receipt similar to the fishing and hunting license) to a monitor at a testing site and take the exam.

Here is a sample of a “ticket”



Note: The TWRA # (or customer ID #) is a unique 9- digit number assigned to a TWRA customer. It is printed out on the receipt/ “ticket” as shown

The main idea is to be sure that the student taking the exam is in fact the person he/she says they are. We are also striving for set times, dates, and locations to be posted on the TWRA website and on our automated boating education information line (1-800-837-6012).

This receipt is shown to the monitor, and the student is directed to fill out the Student Registration Form (this form is similar to the Hunter Ed student registration form). The monitor may need to help the student fill this form out correctly.

Note: If for some reason the student information on the Student Registration Form does not match the information presented at the license agent, the student will not receive a wallet card.

**The Student Registration Form:**

Front

Back

The image displays two views of the Tennessee Boater Education Student Registration form. The front view (left) includes fields for last name, first name, middle initial, sex, date of birth, drivers license, social security number, TWRA logo, hair color, and eye color. The back view (right) includes fields for street address, city, state, phone number, zip code, and exam grade. A callout box on the right side of the back form states: "This bottom right corner on the back of the form is for the exam monitor use only".

The exam is then administered, graded, and the “ticket” is stamped (a sticker is applied) and this “ticket” will serve as the temporary certificate until the wallet card is mailed to the student within a few weeks.

I do not have a sample of the sticker at this time. It will be a small 1-inch shape with the TWRA logo that will permanently stick to the “ticket.”

The monitor must then complete a Monitor Report Form (also similar to the Hunter Ed Instructor Final Report Form), and send all forms to the Boating Division in Nashville.

## The Monitor Report Form:

MONITOR'S FINAL REPORT

MONITOR INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CLASS INFORMATION

NAME OF FACILITY AND/OR LOCATION: \_\_\_\_\_

CLASS CODE: \_\_\_\_\_

NO. STUDENTS PASSED: \_\_\_\_\_

NO. STUDENTS FAILED: \_\_\_\_\_

TOTAL STUDENTS: \_\_\_\_\_

Demographic Data:

Male		White	
Female		Black	
Total		Native Am.	
		Hispanic	
		Other	
		Total	

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

Social Security No.: \_\_\_\_\_

Nashville will scan the forms into the data base and a permanent boating education certification card will be mailed to the student.

### Summary of responsibilities of an exam monitor will be:

1. Receive the \$10 transaction receipt (“ticket”) and ensure that the student is indeed the person taking the exam.  
This receipt/“ticket” shows the student’s TWRA ID # on it.
2. Make sure the student correctly and legibly fills out the Student Registration Form.
3. Administer the exam.
4. Grade the exam.
5. On the Student Registration Form, located in the bottom right hand corner of the back of form, the monitor fills out date of certification, the Monitor ID, the Form number (this is the exam – Form A, B, C, D, E, or F), and the exam grade (satisfactory/unsatisfactory).
6. Place the sticker provided on the receipt so this receipt can now act as the temporary certificate until a wallet card is mailed.
7. Complete the Monitor Final Report Form.
8. Send the Monitor Final Report Form and the Student Registration Forms to the Boating Division in Nashville.
9. Be able to direct the student to the appropriate page in the course manual if the student has any questions about the test questions or answers. (A reference will be provided in the Monitor Kit)
10. Strive for set times and locations, for example, the 2<sup>nd</sup> Tuesday each month at Tech State Community College from 7 p.m. until 8 p.m.

## Questions:

What if the student loses his/her receipt/ticket?

We are encouraging the student to try not to lose this receipt/ticket on all of our publications. However if the exam monitor has access to a telephone, there is a 1-888 number that can be called to get the student's customer ID number (TWRA #).

Note: the monitor may have to ask a few questions during this process – for example the student may have given WalMart the name Bill and he may tell you his name is William. So you may have to give the person on the phone his address or some other information to try to match the record. If all this information fails to get the student's customer ID number (TWRA #) from this help line, then the student cannot be allowed to take the exam. There may be a situation where the parent purchased this permit for the student and gave the parent's information instead of the student. If the help line cannot give the information you request, then the student must again first purchase the permit for \$10 and then take the exam.

What if the student loses the receipt and the monitor called the 1-888 number and this student did pay the \$10. What about a temporary certificate?

There will be cards provided for these circumstances for which a sticker can be attached. This will act as a temporary certificate until the wallet card is mailed.

What if the student fails the exam?

The student can take the exam as many times as needed and use the same "ticket." It is entirely up to the monitor whether or not to administer the exam right away or wait until another time.

How long does it take to complete the exam?

The exam is made up of 60 questions and generally takes 40 to 50 minutes to finish. If you, as an exam monitor set up certain locations and times as we would like for you to do, then keep in mind the times you want to publicize. For instance, if you are expecting to be at a place for 2 hours then you may want to advertise that student can be there between 5pm and 6pm rather than 5pm and 7pm – this way, if someone shows up right at 6:00, they still have time to take the exam in the amount of time you expected to be there.

### **Classroom situations :**

If the situation is a classroom setting where it is required that the student pass the test for class credit, only the students wanting to be certified will need to prepay the \$10 to a license agent and only these students are required to fill out the Student Registration Form. If, at a later time, one of these students in this class who did not want to be certified decides that he/she wants to seek the legal requirement to operate a boat, then he/she must first prepay \$10 to a license agent, get the transaction receipt, and go to a testing site and take the exam again.

Once the Boating Division receives the Monitor Report and the Student Registration Forms, the forms will be scanned into the data base to match the initial information from a license agent, and a wallet card will be issued within a couple of weeks from this time.

Sample Wallet Card:



Front



Back

### **Monitor Kits:**

Each of you will receive a monitor kit which includes:

Student Registration Forms

Monitor Report Forms

Exams

Templates for grading exams

Pens (student registration forms must be filled out in ink)

Stickers

Course manual

Reference sheet (references answers to exam questions to a page in the course manual)

1-888-help desk phone number

Temporary cards

## Internet Testing:

Soon after the first of the year, we will be executing a monitored internet testing site. A student can take the test anywhere where there is an Internet connection and a registered volunteer exam monitor. The same process applies, that is, the student prepays \$10, shows receipt/ "ticket" to the exam monitor, but there are no forms to fill out, no exams to grade, no monitor final report.

Again, the main idea is to be sure that the student taking the exam is in fact the person he/she says they are. The monitor will log onto the website and enter his/her username and ID number (we may use a default username but your ID number will be the last 6 digits of your social security number). If TWRA has not registered you with the website provider, then you will not be able to gain access to this site. The student enters his/her TWRA ID # (9 digit customer number on the receipt/ "ticket"), his/her date of birth, and a telephone number, and then the test comes up. The test is automatically graded, the monitor is prompted to return and log the student off. If the student passes, the monitor places the sticker on the receipt/ "ticket" and the data is automatically downloaded to TWRA's system.

MONITOR ACCESSES WEBSITE

https://www.twraboatcert.com

Welcome to Tennessee's Boater Certification Website

Connect to [www.twraboatcert.com](http://www.twraboatcert.com) ? X

Tennessee Resident Boating Safety Education Certificate Exam

User Name

Password

Remember my password

https://www.twraboatcert.com

Welcome to Tennessee's online boating safety certification exam

Please provide the following information about you:

Note: you can find your 9 digit TWRA number on your \$10 transaction receipt.

TWRA ID Number

TWRA ID Number (again)

Date of Birth  /  /

Phone Number

1. What does a boat's capacity plate designate?
  - a. The vessel registration number
  - b. The maximum propeller diameter
  - c. The size and capacity of the fuel tank
  - d. The maximum number of persons and weight the boat should carry
2. Where must registration numbers be displayed?
  - a. Bow
  - b. Stern
  - c. Engine
  - d. Transom
3. When selecting a PFD, what should be the most important consideration?
  - a. Size
  - b. Price
  - c. Color
  - d. Uniformity

If student fails, then a message is shown encouraging the student to study the material again.

**24- hour Tennessee Boating Education Information Line: 1-800-837-6012**

In addition to the website, this phone number will have a recorded message about the law and all the testing locations, dates, and times by TWRA region. We plan to update this weekly.

As soon as you set up a exam site, please let me or my secretary know – we also need to know if this is an ongoing activity such as each 2<sup>nd</sup> Tuesday of the month or not. We just need the details.

I know this is a lot of information, but I want you to have a clear picture of what this plan is about. Things are coming together, slowly but surely, and we will be testing by January 1, 2005. My materials for the monitor kits are coming in daily. We expect a good rush beginning mid January until the end of February (boat shows), then some tapering off, then busy around April and May throughout the summer. Postcards, brochures, and posters are currently being printed.

More than anything, I want to thank you for volunteering for this service and for being a part of our mission to strive to ensure safe and enjoyable boating on Tennessee waters. You will be getting your kits soon and please feel free to contact me if you need anything or have any questions.

Sincerely,

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TWRA – Boating Education Coordinator  
P.O. Box 40747  
Nashville, TN 37204  
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[betsy.woods@state.tn.us](mailto:betsy.woods@state.tn.us)

Secretary (onboard December 20)  
615-837-6013