



Dear Offshore Passage Making Instructor Candidate,

Welcome to the next phase in the Keelboat Certification System. We are pleased with your desire to join an exceptional group of US Sailing instructors. Enclosed you will find everything you need to begin this process.

Your evaluation will consist of completing the required prerequisites, a written exam and the development of a detailed Passage Plan. However, unlike every other US Sailing Instructor certification in which you have participated, there will be no on-the-water examination.

Please return your completed application and fee to me. Your application will be forwarded to the US Sailing Ocean Passage Making Evaluation Board. Once accepted, you will be contacted to make arrangements for taking the US Sailing Celestial Navigation Student exam. The exam will be returned to me for grading, and you will be notified of the result. A passing grade of 90% is needed to pass the exam.

After you pass the written exam, I will assign you a transoceanic route for which you will develop a detailed Passage Plan. To write your plan, delve deeply into your own and others' ocean experiences. Utilize the resources provided by US Sailing and the writings of experienced passage makers. As soon as you have returned your completed Passage Plan to me, it will be forwarded to the Evaluation Board for full review. I will notify you of the results within 20 business days of receipt of the plan.

There are three possible outcomes: Pass, Fail or Plan of Improvement. When the Evaluation Board approves your Passage Plan, you will be appointed an Ocean Passage Making Instructor. Unsatisfactory plans will result in a Fail. Some reasons your work may be considered unacceptable are plagiarism, inaccuracies, or decisions that could result in the endangerment of the crew or vessel. If your Passage Plan is incomplete, you will be assigned a Plan of Improvement. Plans of Improvement are generally required to be completed within 90 days.

US Sailing is looking forward to your successful completion of this project. If you have any questions or concerns regarding this process, call me at -401-342-7934 or you can email me at karendavidson@ussailing.org. I look forward to assisting you.

Sincerely,

A handwritten signature in black ink that reads "Karen Davidson". The signature is written in a cursive, flowing style.

Karen Davidson
Adult Program Operations Manager



OFFSHORE PASSAGE MAKING INSTRUCTOR

PREREQUISITES:

- Hold a current US Sailing Coastal Passage Making Instructor Certification and have taught, US Sailing Coastal Passage Making course(s) for a minimum of 12 days.
- Pass the US Sailing Celestial Navigation Student test with a score of 90%+ or have a U.S. Coast Guard Celestial Navigation endorsement on your U.S. Coast Guard license.
- Pass the Offshore Passage Making Student Written Exam with a grade of 90% or better.
- Demonstrate radar proficiency by either passing a Coastal Passage Making Instructor Course with radar or having a radar endorsement on your U.S. Coast Guard license.
- Provide recommendations:
 - From your current employer *and*
 - From both of your Coastal Passage Making Instructor Trainers *or*
 - From two recognized sailing authorities.
- Document an unbroken ocean passage of more than 700 miles as skipper or mate. Acceptable documentation is either a copy of the vessel's log or a letter from the vessel's skipper/owner stating your position and responsibilities. Vessel name, and documentation number, dates and ports of departure and arrival should be included.
- Provide documentation of your current CPR, First Aid, and U.S. Coast Guard License.
- Provide sailing resume

EVALUATION:

- Prepare a Passage Plan for a route assigned by the Adult Program Operations Manager. The Passage Plan should include, but is not limited to, the following topics:

| | |
|------------------------------|-------------------------------|
| Safety | Seamanship |
| Navigation | Vessel Selection |
| Repairs & Maintenance | Heavy Weather Tactics |
| Provisioning & Menu Planning | Crew Management & Health Care |

Offshore Passage Making Instructor Application

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DATE OF BIRTH (minimum age 21) _____

PHONE (W) _____ (H) _____

EMAIL ADDRESS _____ @ _____ (Cell) _____

US SAILING MEMBERSHIP NUMBER _____

I attest that all the information I submit for my evaluation as an Offshore Passage Making Instructor is true and correct. I understand that any false information provided by me either accidentally or intentionally may result in *US Sailing* revoking all my training credentials.

Signature: _____

FEE \$400.00 Make check payable to *US Sailing*THIS FEE IS NON-REFUNDABLE****

PAYMENT METHOD ___ CHECK ___ MASTER CARD ___ VISA

CARD NUMBER _____ EXP DATE _____