



# Parks, Recreation and Historic Preservation

**Snowmobile Unit**

Albany NY, 12238

T: (518) 474-0446

F: (518) 486-7378

snowmobile.unit@parks.ny.gov

## ***Prospective Snowmobile Safety Education Instructor Application Form***

Name \_\_\_\_\_

Address (if providing your work address rather than home, include name of business/employer & street)

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Telephone # (\_\_\_\_) \_\_\_\_\_ Work Telephone # (\_\_\_\_) \_\_\_\_\_

Which # should be used to contact you directly or to leave a message during the day?

Circle One: Home or Work or Either

Optional: E-mail Address \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

If law enforcement officer, please provide name of employer \_\_\_\_\_

**If you have taken the NYS Snowmobile Safety Course, provide certificate letter & number** \_\_\_\_\_

**Snowmobiling Experience:** send photocopy of course certificate (not yellow or pink copy) and write a brief note regarding snowmobiling experience (*use back of this sheet if more room is needed*)

**Teaching/Volunteer Experience** (other than snowmobile):(provide certification copies & brief outline)

### **Affiliations:**

Have you ever been a NYS Snowmobiling Safety Course Instructor? Yes ( ) No ( )

If you were a Course Instructor, what was your Instructor #? \_\_\_\_\_

Are you a member of the New York State Snowmobile Association? Yes ( ) No ( )

If you are a member of a NYS snowmobile club, please provide club's name \_\_\_\_\_

- Have you ever been convicted or have charges pending involving violence, dishonesty, deceit, indecency, degeneracy, moral turpitude, or crimes relating to reckless operation or snowmobiling while intoxicated? Yes ( ) No ( )
- Have you ever been charged with child neglect or abuse? Yes ( ) No ( )
- Snowmobile Safety Instructors often teach classes including or exclusively to 10 –17 year olds. Is there any reason to call into question your being entrusted to supervise, teach, or care for the welfare of young people? Yes ( ) No ( )

If yes to any of the above, explain \_\_\_\_\_

\_\_\_\_\_

**\*\*NYSOPRHP reserves the right to conduct a background investigation of all applicants\*\***

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return to: NYS OPRHP Snowmobile Unit, Albany, NY 12238

**Prospective Instructor**

## **General Information**

### **Snowmobile Operator Requirements**

Anyone who is at least eighteen years old may operate a snowmobile in New York State without any qualification except as defined by state and local laws regulating that operation. A person ages 14 through 17 years old may operate a snowmobile without adult or other supervision if they have completed a snowmobile safety training course recognized by the State of New York and have their snowmobile safety certificate in their possession. A person ages 10 through 13 may operate a snowmobile, on lands which snowmobiling is allowed, if they have completed a snowmobile safety training course recognized by the State of New York and are accompanied by (within 500 feet of) a person who is at least 18 years of age. The law requires that a person ages 10 through 13 have their snowmobile safety certificate in their possession while operating a snowmobile. Children under 10 years old or under age 14 without a safety certificate may operate a snowmobile only on lands owned or leased by their parent or guardian. NYS Parks recommends that snowmobilers, regardless of age, who have completed a snowmobile safety course, have their certificate in their possession when operating a snowmobile.

### **Course Age Requirement**

This course is offered for individuals age 10 through adult.

**A student must have reached his/her tenth birthday on or before the day the course ends in order to take the course and to be eligible to receive a Snowmobile Safety Course Certificate.** A permanent certificate will not be issued to any student that is not 10 years old on the day the course ends. If an instructor issues a temporary certificate to an underage student, s/he will be responsible for notifying the student's parent(s) to explain that the temporary certificate has been voided and no permanent certificate will be issued. If the student wishes to receive a certificate, s/he will need to complete the course when eligible.

### **Instructor Requirements**

The New York State Office of Parks, Recreation and Historic Preservation Snowmobile Unit certifies all prospective snowmobile safety course instructors. To become a certified instructor, you must contact the Snowmobile Unit and begin the application process. Interested applicants will need to first take/complete a course (& receive a certificate) conducted by a New York State Snowmobile Safety Certified Instructor (for a minimum of 8 hours) and then assist in two additional Snowmobile Safety Courses (for a minimum of 16 hours).

If a prospective volunteer instructor has teaching experience, s/he will need to first attend a course (for a minimum of 8 hours) and then assist in one additional Snowmobile Safety Course (for a minimum of 8 hours) conducted by a certified instructor(s). **Prospective instructors may not assist in**

**courses until receiving prior approval from the Snowmobile Unit and until all necessary paperwork is on file in the Snowmobile Unit office. Prospective instructors may not sign Student Record Forms. Only certified instructors with an active status may sign Student Record Forms (ADM 116).**

**Once a person has been certified as a Snowmobile Safety Instructor, s/he must complete/return a Volunteer Service Agreement form each year and must teach at least one course every two years in order to remain active.**

If an instructor fails to return the Volunteer Service Agreement form each year and/or fails to teach a course within a two-year period, the Snowmobile Unit will deem the instructor inactive. If one wishes to be reinstated as a certified instructor, s/he must reapply through the Snowmobile Unit and then participate, along with an active certified instructor, in another eight-hour course. If for any reason an instructor wishes not to be a certified Snowmobile Safety Instructor any longer, s/he must contact the Snowmobile Unit. All materials must be returned to the Snowmobile Unit.

### **Conduct**

The certified instructor's actions and interactions with his/her students should always reflect mature, ethical, and responsible behavior.

1. The use of alcoholic beverages and illegal drugs before or during class is totally inconsistent with the purpose of the State Snowmobiling Safety Education Program, and is strictly forbidden.
2. The classroom will be smoke free.
3. Profanity must not be used in the classroom.
4. A certified instructor shall be present in the classroom whenever students, regardless of age, are present.
5. The instructor must not discriminate in his/her classes because of sex, age, disability, race, religion, or national origin.
6. While participating in the program, snowmobiling safety instructors will not:
  - a. make a false statement or any other comment that would degrade the snowmobiling education program, other personnel, or the State of New York
  - b. engage in any conduct which would discredit the snowmobiling education program, other personnel, or the New York State Office of Parks, Recreation and Historic Preservation
  - c. perform any act or demonstration, or request such a demonstration, or act in any manner which would place any student(s) in an unsafe or uncomfortable situation

Students are responsible for their individual behavior. Ensure that your students understand their responsibilities and what is expected of them. Establish ground rules up front.

### **Fees**

**No instructor fee may be charged for anyone taking a New York State Snowmobile Safety Education course. New York State Certified Snowmobile Safety Course Instructors may not receive payment for course instruction.**

If there is a charge for the use of the facility in which a course is taught, instructors may pro-rate this charge by the number of students enrolled and pass it along to students regardless of age. **Any such charge must be clearly stated as a "facility fee" when advertising/announcing the course and at the time of enrollment.** When an instructor calls to register a course, **the Snowmobile Unit must be notified that a facility fee will be charged** and must be notified of the cost to be incurred by each student as well as the total cost being paid for the use of the facility. A copy of the receipt for the paid facility fee and a note regarding the cost charged per student is to be returned to OPRHP with course records.

### **NYS Snowmobile Safety Education Course listings**

Please visit & refer people to our web site:

www.nysparks.com

once there, choose Recreation, Snowmobiles, then Education  
or call (518) 474-0446

The course list is updated daily, when possible,  
during the snowmobiling season.

# New York State Snowmobile Safety Education Instructor Certification Process

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## Requirements to become a NYS Certified Snowmobile Safety Course Volunteer Instructor:

### 1. Must be a minimum of 18 years of age

AND

### 2. Successfully complete the New York State Snowmobile Safety Education Course – includes taking course and receiving temporary Snowmobile Safety Certificate

(course is to be taken prior to assisting, one may not get credit for assisting in the same course in which one will be obtaining a Snowmobiling Safety Certificate)

OR

Successfully complete the NYS Office of Parks, Recreation and Historic Preservation Snowmobile Law Enforcement School Advance Course

AND

### 3. Have a prospective instructor application on file with the Snowmobile Unit of the Office of Parks, Recreation and Historic Preservation (OPRHP)

\*\* Individuals interested in becoming an instructor need to call 518-474-0446 to obtain a prospective instructor application. \*\*

Application is to be on file prior to assisting with any course!!!

AND

### 4. Demonstrate an ability to instruct by:

Assisting in teaching a minimum of two Snowmobile Safety Education Courses with a NYS Certified Snowmobile Course Instructor and receiving a satisfactory recommendation from the instructor

**(You may assist in these courses only after you have taken the NYS Snowmobile Safety Course & received a temporary certificate, your application has been received, and you have prior approval from the Snowmobile Unit.)**

The instructor should include your name on back of the Course Attendance Sheet {form ADM 115} when you assist as a prospective instructor.)

OR

Presenting a state teacher's certification, or demonstrating equivalent training or experience as a teacher or instructor

AND assisting in teaching a minimum of one Snowmobile Safety Education Course with a NYS Certified Snowmobile Course Instructor and receiving a satisfactory recommendation from the instructor

**(You may assist in a course only after you have taken the NYS Snowmobile Safety Course & received a temporary Snowmobile Safety Certificate, your application has been received, and you have prior approval from the Snowmobile Unit.)**

*The instructor is to include your name on back of the Course Attendance Sheet {form ADM 115} when you assist as a prospective instructor.*

OR

Presenting current certificate as having attended Division of Criminal Justice Services Instructor Development General Topics Training

OR

Attendance at a training seminar conducted by a representative or designated representative of the New York State Office of Parks, Recreation and Historic Preservation (courses such as these are offered on a very limited basis)

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Once **all** the above requirements are met and you have completed all necessary instructor application paperwork, you will receive your instructor card authorizing you to teach New York State Snowmobile Safety Education Courses for youth and adults.



*Volunteer Service Agreement*

**Please Print**

Name:

Street:

City/State/Zip:

Telephone #:

Social Security #: XXX-XX-  
(only enter the last four digits)

Are you 18 years of age or older?  
 Yes  No

**OPRHP Description of Volunteer Service: To provide snowmobiling education to the snowmobiling and non-snowmobiling public of New York State.**

**In Case of Emergency Notify:**

<b>Name:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>City/State/Zip:</b>

I certify, to the best of my knowledge, that the statements I have made are true and correct. I understand that the volunteer services described above are to be performed at no cost to the state. I will be required to comply with all regulations of the Office of Parks, Recreation & Historic Preservation ("OPRHP") and the regulations and procedures of the Snowmobile Unit.

The Snowmobile Unit of the Office of Parks, Recreation & Historic Preservation agrees, during the period of service, to provide for the volunteer Worker's Compensation coverage to the extent provided by law. If I am injured, I agree to promptly notify OPRHP and OPRHP shall process my claim under the Worker's Compensation Law. As a volunteer, I am also entitled to defense and indemnification pursuant to the Public Officers Law § 17. I agree to immediately notify OPRHP's Counsel's Office at (518) 486-2921 should I require such defense and indemnification. The personal information on this form will be treated as private pursuant to the Personal Privacy Protection Act.

^ (Date)

^ Signature of Volunteer

for OPRHP personnel only ^ (Date)

^ Signature of Snowmobile Education Representative or Designee

This form is valid until August 31, 2017 or prior to this date if the volunteer notifies the Snowmobile Unit in writing that (s)he no longer wishes to be a NYS Parks Snowmobile Safety Course Instructor or if an instructor is terminated for cause.

Return to :  
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snowmobile.unit@parks.ny.gov  
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