



### **COURSE AUDITING POLICY AND APPLICATION FORM**

In upholding its commitment to safe boater education, the Brentwood Bay Power & Sail Squadron may, at its discretion, permit auditing of courses as a means of further enriching the learning experience of its members who have previously completed CPS courses.

The following Course Auditing Policy must be adhered to for any audit application:

#### **Policy:**

- You must be a graduate of the course you are applying to audit.
- You must join, or be a current member of the Brentwood Bay Power & Sail Squadron in good standing.
- Auditors do not receive books or learning materials unless they are purchased.
- Auditors do not receive credit or certification for an audited course.
- Auditors are not permitted to ask questions during the class sessions but may ask questions at the conclusion of a training session.
- Auditors may not sit with students; a separate seating area will be arranged.
- Auditors do not participate on the student cruise.

#### **Audit Application Process:**

- A request to audit a course must be made in writing to the Commander or Training Officer, Accompanied by this application form.
- The request must detail your current CPS status and membership number, Squadron membership status, past courses taken, the course you wish to audit, and why you wish to audit.
- The Commander or Training Officer, upon approval, will sign this application and notify the applicant.
- A nominal donation to cover your seat cost to the Squadron would be appreciated. (please make cheques payable to Brentwood Bay Power & Sail Squadron).

I have read, acknowledge and agree to abide by the Brentwood Bay Power & Sail Squadron Course Auditing Policy;

\_\_\_\_\_  
Auditor Printed Name

\_\_\_\_\_  
Auditor Signature

Approved by: \_\_\_\_\_  
Brentwood Bay Power Squadron Commander or Training Officer