

UNITED STATES COAST GUARD AUXILIARY



Recreational Boating Safety Visitation Program
Seventh Coast Guard District Auxiliary
DEPARTMENT OF HOMELAND SECURITY



From: Barbara Burchfield, DSO-PV

Date: January 19, 2018

Subject: DISTRICT 7 RECERTIFICATION PROCESS FOR PROGRAM VISITORS

If a Program Visitor fails to perform the annual certification procedures during a year, they are put into REYR status (recertification required for failure to meet yearly requirements).

To recertify as Program Visitor in District 7:

1. The PV must complete two (2) satisfactory visits under the supervision of a certified Program Visitor.
2. The certified Program Visitor receives the credit for the two recertifying visits.
3. The 2 supervised visits must be reported on ANSC 7046 with the certified PV shown as "Lead" and the PV in REYR status shown as "Trainee".
4. After the 2 visits are shown in AUXDATA, the Flotilla Commander or a Staff Officer must submit a District 7 Help Desk Ticket to request the member be recertified and removed from REYR status.
 - D7 Help Desk: <http://d7help.cgaux.org/>
 - Category: "Recertification (REYR – FC/staff use)"
 - Subject: "PV recert for John M. Smith, 1234567" (example)
 - Include member name, member ID, flotilla, type of certification, date of visits and name/member ID of the Lead.

Help Desk Ticket Example:

Subject: "PV RECERT FOR JOHN M. SMITH, 1234567"

Requesting removal of REYR status and PV recertification for John M. Smith, 1234567, Flotilla 1-18.

Mr. Smith completed 2 supervised PV visits on 7-11-17 with Lead Jack White, 7654321, Flotilla 1-18. Auxdata entries are complete.

2. D7 will issue a Ticket number and reply to the recertification request.
3. After completing the recertifying visits, the Program Visitor must then complete an additional four (4) more visits to meet the requirements for that year.

Unless the Program Visitor becomes recertified, the PV will remain in REYR status in AUXDATA for five (5) years before being removed from the REYR list.

If more than five (5) years has elapsed since loss of certification, the member must requalify the same as a new Program Visitor.