

# BCUNA Paperwork Flow

Quantity	Form	Notes
<b>1-2 Star Assessment</b>		
1 per program	Course Report.....	No paperwork is required for 1 Star assessments, if certificates are pre-purchased.
1 per student	Program Fee Form BCU Fees.....	See Fee Form for prices. No fee for Fail.

**All the following programs need to have Course Notification done before the program.**

## **All Safety and Navigation Programs (FSRT, Coastal Navigation, etc.)**

1 per program	Course Report	
1 per student	Program Fee Form BCU Fees.....	See Fee Form for prices.

## **3 Star Assessment**

1 per program	Course Report	
1 per student	Program Fee Form BCU Fees.....	See Fee Form for prices. No fee for Fail.

## **4 Star & 5 Star Leader Training**

1 per program	Course Report	
1 per student	Program Fee Form BCU Fees.....	No fee for these programs.

## **4 Star & 5 Star Leader Assessment**

1 per program	Course Schedule	
1 per student	Approved LR Form .....	Must have an embossed stamp in "Registered" box.
	BCU Fees.....	Paid with LR Form.

## **All Coach Education Programs (Training and Assessment)**

1 per program	Course Schedule	
1 per student	Approved CR form.....	Must have an embossed stamp in "Registered" box.
	Check Pre-requisites .....	Check date on 1st aid/CPR and BCU membership and other prerequisites.
	BCU Fees.....	Pre-paid with CR Form.

**See the BCU Star Award Guidance Document for additional information.**

**Star and Safety forms should be submitted within 2 weeks along with payment.**

**Coaching forms must be submitted within 7 days of the course.**

Updated 9/8/09