



# XXXVI PCA Training Fair

## February 19<sup>th</sup> & 20<sup>th</sup>, 2011 at Coast Guard Island

ALL MEMBERS OF THE AUXILIARY ARE WELCOME TO ATTEND!

**All morning classes will start at 0800, and all PM classes will start at 1300 unless otherwise noted.**

Course	Day/Time offered	Description
Aid Verifier Certification Course	Saturday	For new Aid Verifier Qualification For more information go to <a href="http://aton.d11nuscgaux.info/index.html">http://aton.d11nuscgaux.info/index.html</a> Instructor: Jim Duncan
AUX-MSAM	Sunday	Marine Safety Administrative & Management Specialist Workshop. Instructors: Sue Fry & Simone Adair
AUX Tech Support: Use of applications	SAT AM	Email communications, address from AuxDirectory, using word for reports and flyers, using excel for record keeping. Using PDF Reader for AUX Forms Instructors: Irene Wetzel & Marilyn McBain
AUX Tech Support: Internet Resources	SAT PM	Locating information on websites, district forms, usage of AuxDirectory, eLearning, AuxInfo, AuxData, etc. Instructors: Irene Wetzel & Marilyn McBain
Boat Crew Academy <b>PRE-REQ: ICS 100 &amp; 700, and a NASBLA approved boating class</b>	<b>2-DAY CLASS: BOTH SAT &amp; SUN</b>	This class is intended for members with a sincere interest in meeting the requirements for Crew, Coxswain or PWC Operator certification. Will include swim test in pool available. <b>(No skills will be signed off during class except the swim test)</b> Instructors: Gail Ramsey & Wayne Farnsholtz
Chart Updating	Sunday	Chart Updating Workshop Instructor: Jim Duncan
Coastie Training	SUN AM	This class is mandatory if you would like to use "Coastie" at boat shows, parades, or your PA events. Instructor: Wally Smith
Dockwalkers	SAT AM 10:00-12:00	Learn about boating practices that reduce water pollution and get training on how to talk to boaters about clean boating practices Instructor: Vivian Matuk
Ferry Vessel Examiner course	SAT AM 08:00-10:00	Initial training for those interested in becoming Ferry Boat Auditors as well as Annual Requal. Instructor: Abigail Wagg
Flotilla Leadership Course	<b>2-DAY CLASS: BOTH SAT &amp; SUN</b>	This course provides potential Flotilla Commanders with the organizational framework and resources to successfully manage their Flotillas. The FLC may be used to satisfy current requirements to stand for election, and meets the Leadership Course requirement for AUXOP status Instructors: TBD
ICS 210 – 4 hr class	SUN AM <u>OR</u> PM	Mandatory ICS Class for those members who perform certain tasks. Take advantage of this excellent opportunity. Instructor: Jerry Bynum
Intro to Webinar- 2 hr class	SAT OR SUN 8:00,10:00,13:00, or 15:00	This class will allow both novice and expert computers users the ability to learn how to set up and administer a webinar program for their flotilla or division. Recommend a wired USB headset and a laptop. This program functions well on both PC and MAC. Instructor: Mike Marseille
New Member Orientation Course	Saturday	A "must" course for new Auxiliarists! Includes a discussions of Auxiliary offices, opportunities, DIRAUX, uniforms, protocols, Chain of Leadership and other topics. Will include an afternoon tour of the Island, and a cutter if in port. Instructor: Roger Haynes
Prevention Outreach Specialist (MEES) PQS	SAT PM	This course will provide an overview and the materials required to complete one of the new Performance Qualification Standards (PQS) for the Marine Safety Program. Instructors: Sue Fry & Simone Adair
Program Visitor- 4 hrs	SAT AM	Review and Test. Study material must be read prior to class. Manuals needed: RBSVP # M16796.C & VSC # M16796.8 Instructor: Phillip Grove
TCT – (8hr) Team Coordination Training	<b>ALL-DAY SAT OR SUN</b>	Be sure to check your due date for this important class Instructor: Joyce Bell
Vessel Examiner	<b>2-DAY CLASS: BOTH SAT &amp; SUN</b>	Receive 2 days training and then take the written test. After this class, you will need to do the 5 practical Vessel Safety Checks with a qualified VE to become VE qualified. Sample vessel will be available for practical VE. Instructor: Mike Lauro
Website Workshop: Data driven websites	SUN AM	Database websites are for FC, VFC, DCDR, VCDR, SO-CS, FSO-CS editing. During class, edit sites. Learn how to use Goggle/Yahoo Groups and Calendars for email/site member communications Instructors: Irene Wetzel & Marilyn McBain
Website Workshop: Webmaster Discussion	SUN PM	Share ideas, discuss template usage, social media. Demonstrate special effects. Bring ideas to demonstrate. We will have internet capabilities. Instructors: Irene Wetzel & Marilyn McBain

Classes and rooms are subject to change and/or deletion, depending upon sign ups and last moment room problems.

**Contact your FSO-MA for needed materials**



# XXXIV PCA Training Fair Registration

## February 19<sup>th</sup> & 20<sup>th</sup>, 2011



Registration fee for weekend: \$15, OR **\$10 early-bird registration if postmarked before January 15<sup>th</sup>**  
 Free for members of the PCA. Registration deadline: February 5<sup>th</sup>

**PLEASE PRINT CLASS TITLES AND OTHER NECESSARY INFORMATION BELOW:**

Class Choice #1: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day  Time: \_\_\_\_\_

Class Choice #2: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day  Time: \_\_\_\_\_

Class Choice #3: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day  Time: \_\_\_\_\_

Class Choice #4: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day  Time: \_\_\_\_\_

Class Choice #5: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day  Time: \_\_\_\_\_

**Meal reservation for the Galley (Auxiliary identification cards/AP letter necessary):**

Saturday:  Breakfast  Lunch  Dinner      Sunday:  Breakfast  Lunch  Dinner  
 Please pay Galley directly for meals: \$2.10 breakfast, \$4.25 Lunch/Dinner (may increase in 2011)

Hotel Information:  please send me information about hotels in the area

**Registration information (PLEASE PRINT):**

Last Name	First Name	Member #	Division	Flotilla
Street Address	City	State	Zip	
Email Address	(for confirmation)	( )	Phone #	

Early registration fee is \$10.00; all applications postmarked after **January 15<sup>th</sup>** will be \$15.00. Registrations will only be accepted by mail. Sorry, no registrations by phone or email.

**Registration fee is required with your application. Please, no registrations by phone or e-mail, or walk-in registrations.**

**Please make your check payable to the "PCA Fair".**  
 Please send check and class choices to:  
**Attn: Past Captains Association Fair**  
**c/o Mary Kirkwood**  
**5 Orchard Way, Novato, CA 94947**  
 Phone # (415) 209-9999      E/Mail: [divermary@comcast.net](mailto:divermary@comcast.net)

**Please check this box if you are a current member of the PCA :**

**Remember your class fee must accompany this application. Pay for meals separately at the Galley.**

**Please send via standard mail- registered or certified will not be picked up at Post Office!**

**Registration Deadline February 5<sup>th</sup>!**