

## **Filling out an Intent to Teach Form a7023s**

To refresh everyone's memory, the process is as follows:

Please use form ANSC a7023s.

You find this form at our National web site.

Click on members, then on  
forms and then on  
electronic forms,  
scroll down and choose "Intent to Teach", 7023.

If you have the whole Adobe Acrobat program, you can download the form and complete it on your own computer. If you only have Adobe Acrobat Reader, you have to stay on-line at the National web site and fill our the form there.

In the upper right hand corner there is a blue box. List all of the email addresses that you wish to sent the notice to in this box, separated by a comma.

Please send it to the following, at a minimum:

dso-cs@d13cgaux.org,  
courseline@boatus.com,  
boating@parks.wa.gov,  
bkhardingwa@earthlink.net,  
yourself ( Person filing the form )  
your SO-PE or RBS person and anyone else that you want to inform about the class.

The advantage of using the a7023s instead of the short cut form on the District web site, is that you can send the notice to any number of email addresses that you want to inform. If you wish to use the form on the District web site, the information will go to the email addresses listed above.

**If the class you are listing is not open to the public, you do not have to fill out an Intent to Teach. However, you should keep your FC, SO-PE and DSO-PE informed.**

**If you have any questions, please contact Keith Harding, DSO-PE-13  
<bkhardingwa@earthlink.net>**

Keith Harding

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