

# How to Become a NARCOA Certified Excursion Coordinator

NARCOA provides liability insurance that is acceptable to the railroads over which its members operate motorcar excursions. NARCOA requires uniform training for its Excursion Coordinators (ECs) in order to make sure the insurance provisions are followed appropriately.

**Requirements:** The member interested in becoming a NARCOA Certified EC be an insured operator with a minimum of two years of active operating experience in the hobby and successfully complete the process below.

## The process for becoming a NARCOA Certified Excursion Coordinator:

1. Go to the NARCOA web site ([narcoa.org](http://narcoa.org)) and download the NARCOA Excursion Coordinator Application available on the "Documents and Forms" page.
2. Fill out the applicant portion of the form. **Write the one-page (maximum) statement as explained and attach it to the application.**
3. Contact your local NARCOA affiliate and explain your interest. The appropriate affiliate officer will need to affirm your application, assign a mentor and fill out the "Affiliate" portion of the application.
4. Contact your assigned mentor and introduce yourself if necessary. The mentor will serve as your "coach."
5. The affiliate officer will forward your application to your NARCOA Area Director who is required to endorse your application and sign the "Area Director" portion of the application and forward it to the NARCOA Operations Committee Chairperson.
6. After receipt of the above, the Operations Committee Chairperson will authorize the Testing Manager to send you an email containing the link and password for the online NARCOA "Excursion Coordinator Test." The email will direct you to the appropriate forms, manuals, policies, and rule book on the web site. The test open-book test and has no time limit.
7. After completing the test, you will receive an email showing your score. You may take the test more than once if unsuccessful. After passing the test, you will be designated a NARCOA Excursion Coordinator-in-Training. This will allow you to assist your mentor in fulfilling all of the responsibilities of an EC under his/her direction.
8. Your mentoring period will consist of at least one year from the passage of the test. During that year your mentor will guide you through a variety of EC excursion activities during which you will demonstrate to your mentor your knowledge of and attention to all of the NARCOA expectations of a Certified Excursion Coordinator.
9. After one year your mentor will evaluate your performance, write up that evaluation, and send it to the NARCOA Operations Chairperson. This evaluation will summarize your EC activities during that year, your demonstration of the appropriate knowledge and abilities, and his/her recommendation for approval of your EC Certification.
10. After the successful completion of the above activities, you will be designated a NARCOA Certified Excursion Coordinator.

NARCOA's success and the safety and enjoyment of its members depends on your skills and attention to detail.

## For More Information Contact the NARCOA Operations Committee Chairperson:

Bill Andrews, 191 Azalea Dr., Grants Pass, OR 97526 541-295-5631 [railsnrods@msn.com](mailto:railsnrods@msn.com)

# NARCOA Certified Excursion Coordinator Application

Applicant's Name \_\_\_\_\_

Last

First

MI

Address \_\_\_\_\_

Street

City

State

Zip

Telephone # \_\_\_\_\_ email \_\_\_\_\_

NARCOA Rule Book Certification # \_\_\_\_\_ Insurance # \_\_\_\_\_ Year Applicant First Insured \_\_\_\_\_

**\*\*\* Please attach a one-page typewritten statement to this form explaining (1) why you want to become an EC, (2) what you would hope to achieve as one, (3) what traits in an EC you admire (and why), and (4) which railroad(s) you might approach as an EC to organize a motorcar excursion.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## To be completed by Applicant's NARCOA Affiliate:

Name of Sponsoring NARCOA Affiliate \_\_\_\_\_

Name of Approving Affiliate Officer \_\_\_\_\_ Title \_\_\_\_\_

Name of Assigned Mentor \_\_\_\_\_

Mentor's Address \_\_\_\_\_

Street

City

State

Zip

Mentor's Telephone # \_\_\_\_\_ Mentor's E-mail \_\_\_\_\_

Approving Affiliate Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## To be completed by Applicant's NARCOA Area Director:

Name of Area Director \_\_\_\_\_ Area # \_\_\_\_\_

Area Director's Endorsement Statement: (Attach statement to this form if more room is needed)

Signature of Area Director \_\_\_\_\_ Date \_\_\_\_\_

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## To be completed by NARCOA Operations Committee:

Date EC Application Received \_\_\_\_\_

Date EC Test and Materials Sent \_\_\_\_\_

Date EC Test Returned \_\_\_\_\_ Date Passed \_\_\_\_\_ Score \_\_\_\_\_

Notes:

Date Mentoring Completed \_\_\_\_\_ (Mentor's Statement Attached)

Date Applicant Certified as NARCOA Excursion Coordinator \_\_\_\_\_

Signature of Operations Committee Chairperson \_\_\_\_\_

## For More Information Contact: NARCOA Operations Committee Chairperson:

Bill Andrews  
191 Azalea Dr.  
Grants Pass, OR 97526  
541-295-5631  
railsnrods@msn.com