

## **CT CONSERVATION ID:**

Each student will need a Conservation ID number issued by the State. They will visit Internet Sales ([aspirafocus.com](http://aspirafocus.com)) to get their Conservation ID number. It is free and if you already have a fishing, hunting, clamming, trapping license you already have a Conservation ID and will use that already issued number for your Boating Certificate. The state of Connecticut puts all your outdoor licenses under one Conservation ID number which kind of acts like your own "account" with the state. It is easier to carry one license with all your credentials than 4 or 5 different licenses for each of your outdoor activities. You can also go back to the site 24-7 and reprint your license at any time so it is a good system. We provide click-by-click instructions for this in all the pre-class communications. When we do the class, students will have plenty of opportunities to get this done before the exam which is when we really need the number. Students cannot get into the system without the Conservation ID number. This should only take about 5 minutes to get a Conservation ID. One fills out an online form and gets the number.

## **UPLOADING STUDENTS TO THE STATE PORTAL:**

When students complete the class and pass the test, we enter all the names into the system through a provider portal given to us from the State of Connecticut specific to our company. Only sanctioned providers can enter people into the system, otherwise the option to purchase your Safe Boating Certificate will not appear when signed in with your Conservation ID number. Unlike other providers, we pride ourselves in getting everyone into the system directly after class and will send an all-inclusive "Class Completion Email" with step-by-step instructions for the purchase and downloading of the certificate.

## **ADDITIONAL COST DUE TO THE STATE OF CONNECTICUT:**

What is meant by "purchasing the license" is that not included with the course fee is an additional one-time fee due to the state of Connecticut of 50 dollars.

## **THE TEST:**

The test is accessed via a link to the Microsoft testing website, and the instructor will proctor the students taking the exam via the Zoom class. The proctor will need to see everyone on camera while taking the exam. If a student does not pass the exam, we'll handle rescheduling them and again this is at zero cost to the student.

## **AFTER THE EXAM:**

Once done with the class, and after the student gets "class complete" email, they go back to the state website, sign in with their Conservation ID number and will see that the option to purchase the license will be available.