



ACA Certification Course Report Form - 2009

This form is to be submitted with all associated fees, to the ACA National Office by the head Instructor Trainer / ITE within 30 days of course completion
Only one (1) certification course can be reported per report form.

Certification Course Information (see key on page 3 for reference)

Course Discipline	
Course Type	
Course Level	

Course Date(s):		<p>All Certification Course participants are required to be current ACA members.</p> <p><i>If non-ACA members participate, annual ACA membership and SEIC registration fees must accompany this report. Course reports will not be processed until fees are paid in full.</i></p> <p style="text-align: center; color: red;">Note: <i>If an assisting instructor is to receive update credit, his/her name and update information must be included in the course roster on page 2.</i></p>	
Venue:			
City / State:			
Contact Person:			
Address:			
City / State / Zip:			
Phone:			
E-mail:			
Head IT / ITE:		ACA #	
Phone:			
E-mail:			
Assist. Instructor:		ACA #	
Assist. Instructor:		ACA #	
Assist. Instructor:		ACA #	

Was this course covered by ACA Insurance? (yes / no)	
<i>If yes, please attach all original, unaltered, signed ACA Waiver and Release of Liability forms for each participant and instructor.</i>	

Was this course conducted through a Paddle America Club / ACA Affiliate? (yes / no) _____
If Yes, please note the Club / Affiliate name:

All Certification Course Reports should include:
<input type="checkbox"/> Original – Signed Cert Course Report & Roster <input type="checkbox"/> IT/ITE Course Evaluations <input type="checkbox"/> Evaluation of Instructor Candidates <input type="checkbox"/> ACA membership / SEIC fees <input type="checkbox"/> ACA Waivers (if applicable)

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Course Roster *(please use Microsoft Word and type in this information)*

Last Name	First Name	Address	City	State	Zip	Phone	E-mail	Date of Birth	ACA#	Cert Level
Paddler	Joe	1340 Central Park Blvd #210	Fredericksburg	VA	22401	540-907-4460	sei@americancanoe.org	01/01/09	000001	L4: WWC tandem

As the ACA Instructor Trainer / ITE in charge of this course, I hereby agree that the course was conducted in accordance with all ACA requirements, risk management, and all other rules, guidelines and conditions established by the ACA. I have read and I fully understand all insurance requirements (if applicable) established by the ACA. I personally inspected the event site(s) and I attest to the fact that such site(s) is/are appropriate for use in this course and free of undue hazards.

Signature:	Date:
Printed Name:	

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Certification Course Information Key

Course Discipline <ul style="list-style-type: none"> - Adaptive - Canoe - Kayak - Raft - Safety & Rescue 	Course Type <ul style="list-style-type: none"> - Instructor Development Workshop (IDW) - Instructor Certification Exam (ICE) - Instructor Certification Workshop (ICW) - Update - Assessments (Skills Certification) - Endorsement
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Course Level	
Adaptive <ul style="list-style-type: none"> - Adaptive Paddling Equipment Instructor - Adaptive Paddling Workshop Instructor 	Kayaking – Surf Kayaking <ul style="list-style-type: none"> - Level 2: Sit-On-Top Surf Kayaking (L2: SOT SK) - Level 3: Essentials of Surf Kayaking (L3: ESK) - Level 4: Surf Kayaking (L4: SK)
Canoeing – Touring / Freestyle Canoeing <i>(all canoe certifications are solo or tandem. You can award both if the candidate meets all requirements for solo & tandem)</i> <ul style="list-style-type: none"> - Level 1: Introduction to Canoeing (L1: IC – s/t) - Level 2: Essentials of Canoe Touring (L2: ECT – s/t) - Level 3: Freestyle Canoeing (L3: FS – s/t) 	Kayaking – River Kayaking <ul style="list-style-type: none"> - Level 1: Introduction to Kayaking (L1: IK) - Level 2: Essentials of River Kayaking (L2: ERK) - Level 3: River Kayaking (L3: RK) - Level 4: Whitewater Kayaking (L4: WWK) - Level 5: Advanced Whitewater Kayaking (L5: AWWK)
Canoeing – River Canoeing <i>(all canoe certifications are solo or tandem. You can award both if the candidate meets all requirements for solo & tandem)</i> <ul style="list-style-type: none"> - Level 1: Introduction to Canoeing (L1: IC – s/t) - Level 2: Essentials of River Canoeing (L2: ERC – s/t) - Level 3: River Canoeing (L3: RC – s/t) - Level 4: Whitewater Canoeing (L4: WWC – s/t) - Level 5: Advanced Whitewater Canoeing (L5: AWWC – s/t) 	Kayaking – Coastal Kayaking <ul style="list-style-type: none"> - Level 1: Introduction to Kayaking (L1: IK) - Level 2: Essentials of Kayak Touring (L2: EKT) - Level 3: Coastal Kayaking (L3: CK) - Level 4: Open Water Coastal Kayaking (L4: OWCK) - Level 5: Advanced Open Water Coastal Kayaking (L5: AOWCK)
Rafting <ul style="list-style-type: none"> - Level 3: Moving Water Paddle Raft (L3: MWPR) - Level 4: Whitewater Paddle Raft (L4: WWPR) 	Safety & Rescue <ul style="list-style-type: none"> - Level 3: Essentials of River Safety and Rescue (L3: ERSR) - Level 4: Swiftwater Rescue (L4: SWR) - Level 5: Advanced Swiftwater Rescue (L5: ASWR)
Endorsements <ul style="list-style-type: none"> - Adaptive Paddling - Canoe Camping - Canoe Rolling - Coastal Kayaking Strokes & Maneuvers Refinement - Coastal Kayaking Traditional Skills - Kayak Rolling - Skills Assessor (level must be indicated) 	Assessments <ul style="list-style-type: none"> - Coastal Kayak Skills (CK Skills – L?) - Coastal Kayak Trip Leading (CKTLA) - River Kayak Skills (RK Skills – L?) - River Kayak Trip Leading (RKTLA) - Surf Kayak Skills (SK Skills – L?) - River Canoe Skills (RC Skills – L?) - River Canoe Trip Leading (RCTLA) - Safety and Rescue Skills (SR Skills – L?)