

ACA Skills Course Report Form - 2009



This form is to be submitted with all associated fees, to the ACA National Office by the program coordinator within 7 days of course completion

Only one (1) course can be reported per report form.

Course Information

Course Name	
Date	

Venue / Waterway:		<p>All Course Reports should include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Original – Signed Course Report <input type="checkbox"/> Original, Signed ACA Waivers * <input type="checkbox"/> ACA membership fees * <p><i>*Any ACA insured course or event must follow ACA insurance guidelines. This includes the timely submission of all event membership fees and waivers.</i></p> <p><i>Reports not submitted in the approved timeframes are subject to additional late fees, as per the insurance agreements and guidelines.</i></p>
City / State:		
Program Coordinator:		
Address:		
City / State / Zip:		
Phone:		
E-mail:		

Head Instructor:	ACA #	
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Phone:	<p>If this course was taught by an IT / ITE, update credit can be given to assisting instructors. To issue this update credit, Please note below and include the level of update.</p>
E-mail:	

Assist. Instructor:	ACA #		Update: (Y / N)
			Level:
Assist. Instructor:	ACA #		Update: (Y / N)
			Level:
Assist. Instructor:	ACA #		Update: (Y / N)
			Level:

Was this course covered by ACA Insurance? (Y / N)	Was this course conducted through a Paddle America Club / ACA Affiliate? (Y / N)
<i>If yes, please attach all original, unaltered, signed ACA Waiver and Release of Liability forms for each participant and instructor.</i>	<i>If Yes, please note the Club / Affiliate name:</i>

ACA Insurance Information & Reporting **		ACA Insurance Payment Information	
Total Number of ACA Member Participants		<input type="checkbox"/> Check Attached <input type="checkbox"/> Visa / MC <input type="checkbox"/> Am. Ex. <input type="checkbox"/> Discover	Card #:
Total Number of Non-ACA Member Participants			Exp Date:
Total Amount Enclosed			Name on Card:
			Signature:

**** Non-ACA Member participants require a \$5 Event Membership fee only if the course is covered by ACA Insurance**

