



AMERICAN CANOE ASSOCIATION ADAPTIVE PADDLING INSTRUCTOR CRITERIA and Maintenance Requirements

(Adaptive Paddling Workshop Instructor & Adaptive Paddling Equipment Instructor)

Each of these certification areas is a specialized set of knowledge and skills separate from a paddling discipline, although these skills and knowledge will highly complement an Instructor already certified in one or more of the current ACA recognized disciplines.

I. Adaptive Paddling Workshop (APW) Instructor:

- Teaches the medical, legal and social aspects of disability as related to the integration of persons with disabilities into paddling opportunities.
- Provides oversight and coordination for all aspects of each Adaptive Paddling Workshop working with that APW's Adaptive Paddling Equipment Instructor, the host organization or coordinator, the Head Paddling Skills Instructor, and all members of that workshop's coordination team in accordance with the Adaptive Paddling Workshop Guidelines.
- Oversees and advises participating ACA Instructors and other non ACA participants in coordination with the Adaptive Paddling Equipment Instructor
- Teaches the APW in accordance with the APW Guidelines and Instructor Performance Objectives, and is expected to represent and promote ACA in a positive manner.
- Issue APW Endorsement completion certificates to certified ACA Instructors who have successfully completed the APW
- Issue APW certificate of workshop completion to non ACA participants who have successfully completed the APW
- May issue participation cards to students with disabilities who have successfully completed the two day student portion of the workshop as a student of an ACA certified paddling instructor

II. Adaptive Paddling Equipment (APE) Instructor:

- Teaches the philosophy, medical, and physiological background and the techniques for the development of safe adaptations to paddling equipment to meet the individual needs of paddlers with disabilities.
- Provides oversight of all aspects of the Adaptive Paddling Workshop in coordination with the APW Instructor.
- Oversees and advises participating ACA Instructors and other non ACA participants in development of adaptations
- Teaches the Adaptive Paddling Workshop methods and techniques in accordance with the Adaptive Paddling Workshop Guidelines, and is expected to represent and promote the ACA in a positive manner

III. General Requirements for Both Certifications:

- Must be at least 18 years old
- Must maintain active ACA and SEIC membership
- Must have previously received an Adaptive Paddling Workshop Endorsement or Certificate of Completion of APW
- Successfully complete the APW or APE Instructor Candidate program
- Co-teach at least one Adaptive Paddling Workshop with a supervising IT in the certification that they are pursuing at a location different from the one in which they will be doing their final teaching (preferably one that affords experiences in both canoe and kayak) It may be necessary to co-teach more than one APW
- Demonstrate excellence in classroom teaching and interpersonal skills, demonstrate in depth knowledge of all aspects of the course content, be able to coordinate multiple activities unobtrusively in a variety of settings, resolve difficult issues, and demonstrate knowledge of ACA procedures
- Serve as lead APW or APE Instructor with the oversight of an APW or APE IT/ITE
- Participation in the APW or APE Instructor Candidate program does not guarantee certification. The mentoring process bears no specified timeline for completion of the IC program; rather, certification as an APW or APE I depends on the candidate successfully demonstrating all aspects of the APW or APE Instructor Performance Objectives. Throughout the process the IC and the IT/ITE will work together reviewing progress made and areas in need of further development.
- Though each Instructor Candidate is likely to be mentored primarily by one IT in their certification area, each Instructor Candidate is required to work with and be evaluated by a variety of APW and APE IT/ITEs to afford a broad understanding of the role that each certification area carries in the APW.
- Although a possible candidate in both APW and APE Instructor Candidate programs, each certification area must be pursued separately with a focus on only one of the two possible cert areas at a given APW
- Strongly urged to obtain and maintain current Basic First Aid/CPR or Wilderness First Aid certification

Adaptive Paddling Instructor Trainer (APW or APE) Criteria

Instructor Trainers are experienced and highly skilled instructors who help develop new instructors. To be eligible to become an IT in either APW or APE, an instructor must have taught at least two years as an APW or APE Instructor, teaching a minimum of four Adaptive Paddling Workshops held in at least 2 different locations. They then must complete a mentoring process under the supervision of an APW or APE ITE that includes:

- Serve as the lead APW or APE Instructor at an Adaptive Paddling Workshop in which an Instructor Candidate pursuing the same certification track co-teaches under the supervision of and direct oversight by an ITE in the same certification area with the IT Candidate assisting in the mentoring process.
- Serve as the lead APW or APE IT at an Adaptive Paddling Workshop in which an Instructor Candidate pursuing the same certification track leads the APW under the supervision of and direct oversight by an ITE in the same certification area.

- Prepare and submit appropriate and necessary Report Forms and Course/Trainer Evaluations and required ACA paperwork
- Demonstrate strong interpersonal, mentoring, counseling, evaluative skills when working with Instructor Candidate
- Demonstrate sound judgment in APW and Instructor Candidate mentoring decisions
- Demonstrate in depth knowledge of all topics related to the APW
- Maintain active communication, participation, and membership in ACA and SEIC and the AP Instructional Corps
- Have a strong record of preparing and filing all ACA related paperwork in a timely manner

Adaptive Paddling Instructor Trainer Educator (APW & APE)

Adaptive Paddling ITEs are experienced ITs in APW or APE who have demonstrated an ability to effectively lead the APW or APE Instructor Certification process, and are interested in mentoring new ITs in their certification area. APW or APE ITE Candidates should have taught as an IT for at least two years prior to application, and in their IT role have conducted at least four APWs. They should have advanced skills and knowledge in their certification area and have maintained strong activity in their area of certification, active membership in ACA and SEIC. ITE candidates should complete an application to the ACA Standards Committee, describing their skills and teaching experience in APW or APE and may be asked to submit a videotape showing them modeling teaching skills.

Adaptive Paddling Workshop, Adaptive Paddling Equipment Instructor, IT, ITE Maintenance of Certification Requirements

Certification is valid for a four year period. To maintain certification, the following must be completed within the four-year certification period:

- Maintain annual ACA and SEIC membership
- Teach properly reported courses within a four year period as follows: Instructors: two courses; Instructor Trainers: 2 courses and mentor at least one Instructor Candidate; Instructor Trainer Educators: 2 courses and teach/mentor an Instructor and Instructor Trainer candidate
- A one year extension may be requested in writing prior to certification expiration, and re-certification maintenance requirements must be completed during that subsequent year.

Continued activity and teaching in this specialized certification area is necessary in order to remain competent within the area of certification. Inactivity in the field and teaching in this area of specialization could lead to poor decision making, inaccurate and outdated information in a highly legalistic certification area, and inadequate risk management practices.