

ACA Certification Course Registration Form - 2009



This form is to be submitted with all associated fees, to the ACA National Office by the head Instructor Trainer / ITE. Please review and complete this entire form before submitting to the ACA.

Certification Course Information (see key on page 2 for reference)

Course Discipline	
Course Type	
Course Level	

Course Date(s):		<p><i>All Certification Course participants (Instructor Candidates) are required to have the following prior to attending an Instructor Certification Course:</i></p> <ul style="list-style-type: none"> • <i>ACA Membership</i> <ul style="list-style-type: none"> ○ <i>Instructor Certification = annual member</i> ○ <i>Skills Assessment = intro member</i> • <i>ACA SEIC registration *</i> • <i>ACA Instructor's Manual</i> • <i>ACA Student Packet</i> <p><i>Instructor's Manuals and Student Packets can be ordered by calling 540.907.4460 x103</i></p> <p><i>* SEIC registration (annual) is required upon completion of the instructor certification exam.</i></p>	
Venue:			
City / State:			
Contact Person:			
Address:			
City / State / Zip:			
Phone:			
E-mail:			
Head IT / ITE:		ACA #	
Phone:			
E-mail:			
Assisting Instructor:		ACA #	
Assist. Instructor:		ACA #	

Y	N	I am requesting ACA Insurance for this course. <i>If yes, please attach the ACA Insurance Request Forms.</i>
Y	N	Please post this course on the ACA - American Paddler Course Connection webpage

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

Signature		Date:	
Printed Name			

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Instruction Course Insurance Request Information

ACA Instructors can request insurance to cover courses they teach that contain all of or parts of the information contained in the current ACA Course Outlines. Instructors can only request insurance to teach courses at or below their current certification level.

The ACA will issue a certificate of insurance, evidencing coverage to all Instructors* and their event organizers in good membership standing for their courses. The ACA's insurance may cover third parties associated with a course (ex: sponsors, land owners, etc.) by naming them as "additional insureds." If a third party requests an "additional insured" listing, the Instructor must fill out the appropriate section of this form and submit it to the ACA along with a fee of \$20 for each requested "additional insured."

Certificate request made less than ten (10) days prior to the date needed will incur an additional rush fee of \$25.

All fields of the Instruction Course Insurance Request Form and the Skills Course Registration Form must be completed. Missing fields invalidate the certificate request form.

Upon completion of the associated course, proper reporting is to be submitted within seven (7) days. Reports submitted late will incur a late reporting fee (\$25 for 30 days / \$75 for 90 days)

*(*All Instructors must hold current ACA certification, ACA and SEIC membership. Qualified Aids are not required to be ACA Instructors. For Instructor status, please contact 540.907.4460 x104)*

Date Certificate of Insurance is needed:	
Estimated # of Participants:	

ADDITIONAL INSUREDS **

** Please list any additional insureds that need to be listed on the Instructor's certificate of insurance. If you have multiple Additional Insureds please attach a separate sheet for each. You will need to include the information below for each additional insured.

Complete Name of Additional Insured	
Contact Person for Additional Insured	
Additional Insured Mailing Address (street, city, state, zip)	
Additional Insured Phone Number & Fax	
Additional Insured E-mail Address	
Please outline the relationship of the additional insured to the activity or Instructor (ex: sponsor, land owner, etc)	
Please specify Additional Insured wording if name on Certificate is different than name above, or attach copy of their written request or instructions. American Specialty must review and approve request.	
As concerns the Additional Insured above, has the Instructor entered into any agreement, contract, or permit that contains Assumption of Liability, Indemnification, or Hold Harmless Language?	Yes / No If "yes", please attach a copy of the document with this request

Payment

Checks (payable to the "ACA"):

Send Checks to:

American Canoe Association
1340 Central Park Blvd., Ste. 210
Fredericksburg, VA 22401

Credit Card: Visa / MasterCard / AmEx / Discover

Sanctioning Fee (\$20)	_____
Rush Fee (\$25)	_____
Additional Insured (\$20 each)	_____
Total Enclosed:	\$ _____
<i>Please do not send cash</i>	

Card #		Exp Date	
Name on card		Signature	

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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 – Coastal Kayaking <ul style="list-style-type: none"> - Level 1: Introduction to Kayaking - Level 2: Essentials of Kayak Touring - Level 3: Coastal Kayaking - Level 4: Open Water Coastal Kayaking - Level 5: Advanced Open Water Coastal Kayaking
Canoeing – Touring / Freestyle Canoeing (all are solo /tandem) <ul style="list-style-type: none"> - Level 1: Introduction to Canoeing - Level 2: Essentials of Canoe Touring - Level 3: Freestyle Canoeing 	Kayaking – River Kayaking <ul style="list-style-type: none"> - Level 1: Introduction to Kayaking - Level 2: Essentials of River Kayaking - Level 3: River Kayaking - Level 4: Whitewater Kayaking - Level 5: Advanced Whitewater Kayaking
Canoeing – River Canoeing (all are solo /tandem) <ul style="list-style-type: none"> - Level 1: Introduction to Canoeing - Level 2: Essentials of River Canoeing - Level 3: River Canoeing - Level 4: Whitewater Canoeing - Level 5: Advanced Whitewater Canoeing 	Kayaking – Surf Kayaking <ul style="list-style-type: none"> - Level 2: Sit-On-Top Surf Kayaking - Level 3: Essentials of Surf Kayaking - Level 4: Surf Kayaking
Rafting <ul style="list-style-type: none"> - Level 3: Moving Water Paddle Raft - Level 4 :Whitewater Paddle Raft 	Safety & Rescue <ul style="list-style-type: none"> - Level 2: Essentials of River Safety and Rescue - Level 3: River Safety and Rescue - Level 4: Swiftwater Rescue - Level 5: Advanced Swiftwater Rescue
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 - Coastal Kayak Trip Leading - River Kayak Skills - River Kayak Trip Leading - Surf Kayak Skills - River Canoe Skills - River Canoe Trip Leading - Safety and Rescue Skills

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ACA Merchandise Order Form

Item	ACA Member Price	Quantity	Total
*ACA Instructor Manual & CD (required for certification courses)	\$22.50		
*Student Packet (required for all certification courses and for insured skills courses. Packets can be downloaded from ACA website.)	\$ 5.00		
Participation Cards (recommended for skills courses)	\$ 0.25		
Books			
Kayaking	\$20.66		
Canoeing	\$20.66		
Paddle Safe – Paddle Smart Curriculum	\$15.00		
Essentials of Kayak Touring	\$6.25		
Essentials of River Kayaking	\$6.25		
Introduction to Paddling: Canoeing Basics	\$5.35		
Whitewater Rescue Manual			
Canoeing and Kayaking for People with Disabilities (due July, 2009)	N / A		
DVD's			
SmartStart for Paddlers CD / DVD Combo	\$19.95		
It's Your Turn (DVD & Powerpoint)	\$17.95		
Head's Up!	\$15.00		
Cold Wet & Alive	\$15.00		
Decide to Return (DVD & Powerpoint)	\$17.95		
Solo Open Whitewater Canoeing	\$15.00		
Merchandise			
ACA Instruction T-shirt	\$13.50		
ACA / NRS Quick Dry Shirt	\$22.50		
ACA Hat (Please circle color choice: blue or white)	\$20.00		
ACA Fleece Vest	\$44.95		
ACA Patch - <input type="checkbox"/> ACA / <input type="checkbox"/> Instructor / <input type="checkbox"/> Instructor Trainer / <input type="checkbox"/> ITE	\$6.00		
<i>^Shipping is calculated at the National Office based on weight.</i>		Sub-total:	
		Shipping^:	
		TOTAL:	

<p>Shipping Information: (no PO Boxes please)</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p>	<p>Payment Method (Please Circle):</p> <p>Mastercard Visa Am Exp Discover</p> <p>Credit Card # _____</p> <p>Exp. Date: _____</p> <p>Name on Card (Please Print): _____</p> <p>Signature: _____</p>
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