



American Canoe Association Instructor Trainer Educator Application

For Instructor Trainer Educator use only. Please review SEIC Policy Manual at www.americancanoe.org for full policies in effect that the time of recommendation. The ITE candidate shall be ultimately responsible to insure compliance with SEIC Policies and Procedures.

Instructor Trainer Educator Candidate Information

Name			
ACA #		Application Date	
Date of Birth			
Address			
Address			
City / State / Zip			
Phone (h)			
Phone (w)			
E-mail			

Please indicate the Discipline and Level of ITE Certification Recommendation:
(check the appropriate box)

Canoe (River)	Canoe (Touring)	Kayak (River)	Kayak (Coastal)	Safety & Rescue	Adaptive Paddling	Rafting
<input type="checkbox"/> Intro <input type="checkbox"/> Essentials of Canoe <input type="checkbox"/> Moving Water <input type="checkbox"/> Whitewater <input type="checkbox"/> Adv. Whitewater	<input type="checkbox"/> Intro <input type="checkbox"/> Essentials of Touring Canoe <input type="checkbox"/> Freestyle <input type="checkbox"/> Adv. Freestyle	<input type="checkbox"/> Intro <input type="checkbox"/> Essentials of River Kayak <input type="checkbox"/> Basic River Kayak <input type="checkbox"/> Whitewater Kayak <input type="checkbox"/> Adv. Whitewater Kayak	<input type="checkbox"/> Intro <input type="checkbox"/> Essentials of Kayak Touring <input type="checkbox"/> Basic Coastal <input type="checkbox"/> Open Water <input type="checkbox"/> Adv. Open Water	<input type="checkbox"/> Essentials of River Safety & Rescue <input type="checkbox"/> Swiftwater Rescue <input type="checkbox"/> Advanced Swiftwater Rescue	<input type="checkbox"/> AP Workshop <input type="checkbox"/> AP Equipment	<input type="checkbox"/> Moving Water <input type="checkbox"/> White-water

Instructor Trainer Educator Candidate – Selection Criteria

The ITE Candidate has:

- 1. Served as an Instructor Trainer in good standing in each discipline of application for at least two (2) years prior to application and have conducted and reported three (3) IDW/ICEs or Updates, or submit written rationale for exception.

Date if IT certification: _____

List IDW/ICEs or Updates conducted in the past two (2) years:

Written rational attached

- 2. Attended any ACA Instructional clinic conducted by an IT in another discipline or Division or submit written rationale for exception.

List any ACA Instructional clinics attended that were conducted by an IT in another discipline or Division:

Written rational attached

- 3. Applicants are encouraged to certify in a second ACA discipline or other recreational field.

List all current ACA Instructor / IT / ITE certifications:

Attached additional documentation (required):

- Current Resume
- Three letters of recommendation (one must be from an ITE)
- Videotape / digital video of modeling & teaching
- IDW/ICE course outlines and evaluations

ITE Certification Process

An ITE Candidate must:

1. Apply to the SEIC Standards Committee by submitting the ITE Application form along with the following documentation to the ACA Director of Safety Education and Instruction at the National Office.
 - a. Current resume
 - b. Three letters of recommendation, one from an ITE.
2. Submit videotape or digital video modeling of paddling and teaching skills, or arrange an in-person review, as determined by discipline committees.
3. Submit IDW/ICE course outlines and evaluations.

The decision to designate the applicant as an ITE is at the discretion of the SEIC Standards Committee and shall be approved by the SEIC with applications reviewed periodically.

The ITE certification is valid for four (4) years, after which, the ITE must reapply with the SEIC determining if the ITE has fulfilled the duties as defined.

Maintenance of the ITE Certification:

Certification is valid through December 31 of the fourth year following designation as an ITE.

To maintain certification ITEs must complete the following:

1. Maintain ACA membership and SEIC registration (annually).
2. Complete ITE renewal documentation. ITE renewal requests must be received prior to the final SEI meeting of the calendar year of ITE expiration.
3. Teach and report four courses (at the minimum) to include: four Instructor level workshops, IT workshops or updates, one of which shall be at the IT level.

Exceptions to required maintenance requirements are unavailable to ITEs.