



American Canoe Association Instructor Trainer Educator Renewal Form

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

Instructor Trainer Educator Information

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

Please indicate the Discipline and Level of ITE Certification:
(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 – Maintenance Criteria

The ITE Candidate has:

1. Teach four properly reported courses at a minimum to include: Four (4) Instructor level workshops, IT workshops or Updates, one of which shall be at the IT level

List IDW/ICEs or Updates conducted in the past four (4) years:

Written rationale attached for any exceptions

2. List any Individuals who were certified as an IT under your direct supervision during your four (4) year ITE certification period.

3. List all current ACA Instructor / IT / ITE certifications:

4. Maintain ACA & SEIC memberships during the four (4) year certification period (to be completed by the SEI Staff)

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.