

Instructor Responsibilities

1. Become member of ACA and register with SEI by paying appropriate fees.
2. Successfully complete an Instructor Certification course within a discipline.
3. Once notified of level of certification, Instructors are eligible to teach and insure courses taught using ACA model course outlines.
4. Instructor Certification is valid until December 31 of the fourth year following certification.
5. Notify the ACA office of all changes to personal information, to include mailing address and name changes.
6. ACA Instructors must maintain membership and SEI fees for certification to remain in force during eligible period. If membership or SEI fees lapse, certification is suspended until reinstated.
7. ACA Instructors are eligible to participate in Updates as soon as certified.
8. At the end of the first eligibility period, an Update and reporting of a minimum of two courses taught are required to receive a renewed certification for the next four year period.
9. Updates must be at the maximum level to which one is certified.

Instructor Trainer Responsibilities

Continuing all criteria of Instructors
Plus

1. Have met criteria including skills, membership and SEI for the required period.
2. Deliver a minimum of 4 ACA programs during the first four-year period of IT-ship- one of which must be a Certification program and one must be an Update.
3. Stay apprised of ACA programming and information updates as available.
4. Report certification courses within 30 days of occurrence. Repeated delays will cause a suspension of IT recognition.
5. Monitor and assess Instructors who teach in the area and notify the ACA office of deficiencies and note concerns including names and certification level of Instructors as appropriate.
6. Actively voice concerns and suggestions to SEIC council members.
7. Promote ACA and safety education in local communities.
8. Legible and accurate documents are critical to the successful fulfillment of each and every course.

Instruction Trainer Educators

ALL I and IT requirements plus:

1. Mentor IT Candidates as requested within 4 years.
2. Must report 4 certification workshops or Updates within the four year period
3. Actively participate in evaluating curricula, program delivery and give voice to others in the Instruction program as needed.
4. Promote a positive attitude towards Instruction
5. Set the bar for attitude, program delivery, quality and safety at all times
6. Be fair and stay above the "political fray" of individual issues- YOU ARE THE FIRST LINE OF DEFENSE!
7. Continue to provide quality leadership to SEI members

EACH OF YOU
SHOULD ALWAYS
CHECK THE POLICY
MANUAL FOR THE
"RIGHT" ANSWER
www.acanet.org

**Instructors, Instructor
Trainers and IT
Educators are all eligible
to**

**Insure courses, which
they are certified to
teach.**

**Receive quantity
discounts when
purchasing quantities of
5 or more**

**Discounts as available on
a selection of
merchandise**

**Documentation and
verification for any and
all outside agencies or
organizations regarding
your unique
qualifications**

**For other benefits or
questions please contact
the ACA SEI staff at
instruction@acanet.org
Or
703-451-0141**

Don't forget:

Update as appropriate

**Report teaching
2 workshops –
Instructors
4 workshops- Trainers
(One of which must be a
certification program)
4 workshops- IT
Educators**

**Don't drop off our
rosters- Keep you dues
paid**

**Please provide feedback
on
Course curricula
What works and What
doesn't
How we can serve you
better**

**Keep Teaching
Many clubs are in need of
quality ACA instruction-
check out the website for
a club in your area and
volunteer your services.
It is a great way to
network with others who
love the sport as much
as you!!**

**WELCOME
To
The**



**American Canoe
Association**

**Safety Education and
Instruction
Program**

**The ACA's Safety
Education and
Instruction (SEI) program
has a unique place within
the paddlesport
community. The ACA's
SEI is the place for
Instructor Certification in
Canoe, River Kayak,
Coastal (Touring) Kayak,
Rafting, Swift water
Rescue and Surf Kayak.**

**No other paddlesport
organization in the world offers
the diversity, scope or breadth
of programs. Instructors are
individuals who have worked
diligently to achieve their
certifications and have
demonstrated skill, knowledge
and ability in teaching others.**