



Instructor Update

(Sample Outline)

Overview: This outline is intended to serve as a general outline for all ACA Instructor Update courses unless discipline/level specific outlines are available. ACA Instructor Updates are designed to:

- Refresh and add to the instructor's teaching and paddling skills as well as update the instructor's ACA Instructor certification.
- Provide current information regarding the curriculum, instructional programs, policies, certification requirements, insurance guidelines, reporting, etc.
- Serve as continuing education as well as review and verification of teaching and technical skills, group management, etc., along with providing a review of ACA administrative requirements.

Essential Eligibility Criteria (EEC):

ACA courses are open to all individuals who acknowledge the ability to perform the following essential eligibility criteria.

1. Breathe independently (i.e., not require medical devices to sustain breathing)
2. Independently maintain sealed airway passages while under water
3. Independently hold head upright without neck / head support
4. Manage personal care independently or with assistance of a companion
5. Manage personal mobility independently or with a reasonable amount of assistance
6. Follow instructions and effectively communicate independently or with assistance of a companion
7. Independently turn from face-down to face-up and remain floating face up while wearing a properly fitted life jacket*
8. Get on / off or in / out of a paddlecraft independently or with a reasonable amount of assistance*
9. Independently get out and from under a capsized paddlecraft*
10. Remount or reenter the paddlecraft following deep water capsize independently or with a reasonable amount of assistance*
11. Maintain a safe body position while attempting skills, activities and rescues listed in the appropriate Course Outline, and have the ability to recognize and identify to others when such efforts would be unsafe given your personal situation*

** To participate in adaptive programs, participants must acknowledge only the first six EEC listed above. Entry-level adaptive programs will involve teaching and practicing EEC #7-11.*

Course Prerequisites: Participants must be ACA certified instructors in good standing

Course Duration: One day minimum for Levels 1 and 2; 2 days recommended for Level 3 through Level 5



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Course Location / Venue: Corresponding with the instructors' highest level of certification

Course Ratio: Follow existing ratios for ICWs in the appropriate Discipline/Venue

Succeeding Levels of Certification:

Instructor Upgrade to a Higher Level of Certification

General Requirements for all Instructor Certifications:

- Be at least 18 years old
- Meet the appropriate essential eligibility criteria
- Successfully complete an Instructor Certification Workshop (IDW & ICE)
- Be a full ACA member
- Upon successful completion, register with the Safety Education & Instruction Council
- Have and maintain First Aid and age appropriate CPR
- Demonstrate a general knowledge of paddlesports and the ACA
- Demonstrate the ability to appropriately perform and teach all of the following material unassisted in the appropriate venue
- Instructors are expected to be able to demonstrate, teach, and model everything on the official ACA skills course and assessment course outlines which correspond to their level/craft.

Pre-Course Considerations: Before arrival, the instructor should practice paddling and teaching all the material covered in the Instructor Criteria for all levels up to the highest level of certification. The instructor must be able to teach and perform any of the curricula on the Instructor Criteria and skills course outline documents at or below the instructor's level of certification. Questions about performing any of the required certification criteria should be directed to the Instructor Trainer prior to the beginning of the course.

Prepared Presentations: The instructor should be prepared to present any topic contained in the Instructor Criteria or skills courses curriculum at, or below their level of certification that may be assigned by the Instructor Trainer prior to the update course.

Impromptu Presentations: The instructor should be prepared to present any topic contained in the Instructor Criteria or skills courses curriculum at, or below their level of certification that may be assigned by the Instructor Trainer during the update course.

Review the following documents from the ACA website: www.americancanoe.org

- Sample Skills Course Outlines (All, up to the level of certification)
- Instructor Criteria (To the highest level of certification)
- Relevant assessments based on discipline and level



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Instructor Update Sample Outline

Introductions:

- Welcome, Roster, Waivers. Why ACA?
- Understanding levels of certification and certification maintenance
- Administrative Requirements / Paperwork and/or online course reporting / SEIC Policy Review

Personal Goals and Challenges:

- Courses
- Learning / Teaching / Coaching
- Paddling Skills
- Risk Management / Safety and Rescue
- Interpersonal Skills

Review Instruction Practices:

- How to teach and assess a skill
- Learning theory
- Different ways of learning and measuring learning
- Using student-centered teaching

Certification Criteria: *(See Instructor Criteria Documents on ACA website)*

Safety & Rescue:

- Safety awareness
- Rescue priorities
- Rescue methods

Technical knowledge:

- General knowledge
- Organization and management
- Paddle / Boat/Board Physics
- Bio-Mechanics

Paddling Skills (Demonstration Quality):

- Be prepared to teach and model all strokes and maneuvers
- Paddle comfortably in teaching venue



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Teaching Skills:

- On Land Topic Presentation
- On Water Topic Presentation

Critique and Assessment Techniques:

- Reinforcement through positive specific feedback
- Feedback techniques and suggested protocol
- Video feedback technique and tools

On Water Scenarios (Teaching Venue):

- Group Management
- Teaching / performing strokes and maneuvers
- Teaching / performing rescues

Conclusion (Assessment):

- Review
- Critique
- Feedback / Course Evaluation Form