



Safety Education & Instruction Department

First Aid & CPR Requirement

June 13-14, 2009 ACA Board of Directors Meeting

New ACA Board Motion:

All ACA Instructors, Instructor Trainers, and Instructor Trainer Educators are required to maintain an appropriate level of First Aid and CPR certification.

Reason for Motion:

This motion is being brought forth by the SEI Department as a result of the February 2009 ACA Board of Directors Meeting. Please reference the meeting minutes on pages 14-15, lines 525-545.

Motion Disposition:

Passed unanimously at the Plenary Session of the ACA Board of Directors meeting on June 14, 2009.

Implementation Plan:

Timeline

- 2 weeks after ACA Board of Directors approval:
 - Get SEIC Executive Committee approval of SEIC Policy Manual wording
- 1 month after SEIC Executive Committee approval of SEIC Policy Manual wording
 - Post new First Aid & CPR requirement online
 - Water Blog
 - What's New
 - Send an IT specific email
 - Send an SEI Focus
 - Update appropriate webpages & discipline documentation
 - Update Insurance Request Forms and National Office insurance processing procedure
 - Update SEIC Policy Manual
- Starting 1/1/2010 all newly certified ACA Instructors, ITs, and ITEs must have and maintain First Aid and age appropriate CPR.
- Starting 1/1/2011, ACA Instructors, ITs, and ITEs certified prior to 1/1/2010 must have and maintain First Aid and age appropriate CPR.

Tracking:

At the June 2009 Board meeting, the SEI, as directed by the Board, presented a range of active and passive tracking options for the Board to consider. After approving the above motion, the Board then decided that the SEI should only use passive tracking procedures except when there is an insurance request.

Passive Tracking includes:

- Revisions to the SEIC Policy Manual
- Updating multiple pages on the website
- Updating insurance documents
- Updating Instructor Criteria documents for all disciplines
- Changing the reverse side of the actual Instructor Card

These passive tracking methods will inform Instructors, Instructor Trainers, Instructor Trainer Educators, and the general public about the additional requirement to maintain ACA certification.

Proposed new wording on reverse side of ACA certification cards

This card proves that the bearer has completed the requirements to become an ACA certified Instructor.

- This certification is only valid so long as the bearer maintains:
 - Current ACA Membership & SEIC Registration
 - Current First Aid & CPR certification at the appropriate level
(Note: These certifications are administered by other organizations and may expire BEFORE the date on the front of this card.)
- This certification expires on the date printed on the front of this card, or is no longer valid:
 - upon the expiration of the bearer's First Aid/CPR certification
 - upon the expiration of the bearer's ACA or SEIC dues
(whichever is sooner)
- For recertification guidelines, refer to the SEIC Policy Manual.

SEIC Policy Manual Updates:

Chapter 1.C – Use of the ACA’s instructional insurance program requires:

1. Current ACA Instructor, Instructor Trainer or Instructor Trainer certification
2. Current ACA Membership and SEIC Registration
3. Current First Aid and age appropriate CPR
4. Use of the current unaltered *ACA Waiver and Release of Liability*

This waiver must be signed and dated by each participant prior to the start of the ACA insured instructional program and this original must be submitted to the SEI Department with the course report.

Chapter 2.C.9 – ACA Instructors are required to maintain appropriate First Aid and age appropriate CPR training from a nationally recognized First Aid and CPR provider throughout the term of their ACA Instructor certification. If an Instructor’s First Aid or age appropriate CPR certification expires during the period of his or her ACA certification, the ACA certification is no longer valid. Instructors whose certifications are not valid are not eligible for ACA insurance coverage. (see Appendix II for comprehensive information)

Chapter 3.C.10 – ACA Instructor Trainers are required to maintain appropriate First Aid and age appropriate CPR training from a nationally recognized First Aid and CPR provider throughout the term of their ACA Instructor Trainer certification. If an Instructor Trainer’s First Aid or age appropriate CPR certification expires during the period of his or her ACA certification, the ACA certification is no longer valid. Instructor Trainers whose certifications are not valid are not eligible for ACA insurance coverage. (see Appendix II for comprehensive information)

Chapter 4.C.5 – ACA Instructor Trainer Educators are required to maintain appropriate First Aid and age appropriate CPR training from a nationally recognized First Aid and CPR provider throughout the term of their ACA Instructor Trainer Educator certification. If an Instructor Trainer Educator’s First Aid or age appropriate CPR certification expires during the period of his or her ACA certification, the ACA certification is no longer valid. Instructor Trainer Educators whose certifications are not valid are not eligible for ACA insurance coverage. (see Appendix II for comprehensive information)

Appendix II – First Aid and CPR Requirements

- ACA Instructors, Instructor Trainers, and Instructor Trainer Educators are required to maintain appropriate First Aid and age appropriate CPR training from a nationally recognized First Aid and CPR provider throughout the term of their ACA certification.
- If an Instructor, Instructor Trainer, or Instructor Trainer Educator’s First Aid or age appropriate CPR certification expires during the period of his or her ACA certification, the ACA certification is no longer valid. Instructors, Instructor Trainers, and Instructor Trainer Educators whose certifications are not valid are not eligible for ACA insurance coverage
- Failure to maintain these certifications could lead to a liability claim if a participant is injured in an ACA course. The ACA and its insurance company reserve the right to deny insurance coverage to Instructors, Instructor Trainers, and Instructor Trainer Educators who have not properly maintained their First Aid and CPR certifications.

- Proof of current First Aid and CPR certification must accompany each insurance request. Copies of current First Aid and CPR documentation will be accepted via fax, scan/email, or paper copy along with the appropriate insurance request paperwork.
- Insurance requests will not be processed or approved if an ACA Instructor, Instructor Trainer, or Instructor Trainer Educator's First Aid or CPR certification expires before the completion date of the proposed course.
- The term "appropriate level" means that the individual Instructor, Instructor Trainer, or Instructor Trainer Educator will have a level of First Aid and age appropriate CPR training that is prudent for the venue where they are teaching. For example:

If you only teach adults in a swimming pool with lifeguard supervision, then some type of basic First Aid training and adult CPR might be appropriate.

If you teach in a river or coastal environment several hours from definitive medical care, then some level of wilderness First Aid training and more extensive CPR training might be prudent.

- At a minimum, all ACA Instructors, Instructor Trainers, and Instructor Trainer Educators must have American Red Cross Standard First Aid and age appropriate CPR, or its equivalent from another nationally recognized provider.
- When applicable, ACA Instructors, Instructor Trainers, and Instructor Trainer Educators should verify what is an acceptable First Aid and CPR certification for the area where they are teaching. For example:

Certain state or federal entities might require a certain level of First Aid and CPR training in order to legally operate within the properties they manage.

- ACA Instructors, Instructor Trainers, and Instructor Trainer Educators are encouraged to become certified in advanced levels of First Aid and CPR training.
- If First Aid or CPR certification lapses, Instructor, Instructor Trainer, and Instructor Trainer Educator certification can be reinstated by renewing the First Aid and CPR certification.
- To determine if First Aid and CPR courses or certifications meet the standards requirements, contact the ACA's SEI Department.
- Implementation Plan:
 - Starting 1/1/2010 all newly certified ACA Instructors, Instructor Trainers, and Instructor Trainer Educators must have and maintain First Aid and age appropriate CPR.
 - Starting 1/1/2011, all ACA Instructors, Instructor Trainers, and Instructor Trainer Educators certified prior to 1/1/2010 must have and maintain First Aid and age appropriate CPR.

FYI. Not to be included in the SEIC Policy Manual.

The SEI Department uses the following to determine nationally recognized First Aid and CPR providers:

- The extensive research done by the American Camp Association accreditation process in regards to First Aid and CPR providers.
- The CPR standards set by the American Heart Association's Emergency Cardiovascular Care Committee.
- Certain OSHA guidelines.
- Certain USCG guidelines.