



User Guide
Course Registration and Reporting

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Table of Contents**A. Getting Started**

1. Log In	3
2. Dashboard	3
3. Credentials Upload	4

B. Courses

1. Course Registration	7
2. Course Registration FAQs	10
3. Course Rosters	11
4. Course Roster Actions	13
5. Course Roster Notes	14
6. Course Roster FAQs	14
7. Participant Roles	15
8. Participant Roles FAQs	16
9. EZ Report	17
10. Course Cancellation	17
11. Course Completion	18
12. General Course FAQs	19
13. Mentoring	20
14. Mentoring FAQs	21
15. Valid Participant and Candidate Combinations	22

C. Insurance

1. Insurance Information	23
2. Additional Insured	25
3. Liability Waiver Uploads	25
4. Post Course Insurance Fees	26

D. Course Evaluations

1. Requirements	28
2. Course Evaluation Templates	28
3. Participant Process	29
4. Course Lead Process	31
5. Course Evaluation FAQs	31

E. Candidate Evaluations

1. Requirements	32
2. Candidate Evaluation Templates	32
3. Course Lead Process	33
4. Evaluation Completion	33
5. Evaluations Due Candidates	35
6. Completed Candidate Evaluations	36
7. Your Candidate Evaluations	36
8. Continuation Invitations	37
9. Candidate Continuation/Continuation Removal	38
10. Candidate Evaluation FAQs	38

Getting Started

The CMS user guides provide overviews of system capabilities organized by business function. This guide focuses on the life cycle of a course from registration through final reporting, including the completion of course and candidate evaluations.

A.1 Log In – All CMS activities begin with logging into the Course Management System.

1. To log in, go to the ACA web site <https://www.americancanoe.org/>

TIP: You can also access the CMS log in page directly at <https://www.americancanoe.org/CMS>

2. From the general ACA homepage, select the “Education” tab at the top of the page
3. From the drop down list, select “Course Management System (CMS)”

TIP: You can also find a link to the CMS through the ACA website homepage image slider or through the “Instructors & Instructor Trainers” dropdown from the Education Tab.

4. On the CMS log in page, enter your ACA user name and password

TIP: The ACA web site and the CMS share the same log in credentials. If you log into the ACA web site, then go to the CMS link in the same online session, you will find that you are already logged in. If you log into the CMS, then follow a link to the ACA web site you will also already be logged in.

To log into the CMS test and training system, the link is <https://cms-dev.americancanoe.org/>. Your ACA username and password will also provide access to the training system. The training system can be used to practice the processes described in this guide before moving to the “live” production system. Courses, rosters, and evaluations completed within the test system are not saved, nor can they be imported into the “live” version of the CMS.

TIP: You can also access the CMS test system from the second link located at <https://www.americancanoe.org/CMS>

A.2 Dashboard - Once logged in, the first page you see is your personalized CMS Dashboard. The Dashboard has three sections.

- **Your Course Related Open Items** – This section includes a list of open items requiring your attention. For example, you may need to complete a course evaluation for a recently completed course. A link to the right of each action item will lead to a page where the action item can be resolved. A registered, open course will not appear here, if no actions are currently required.
- **Your Certifications/Endorsements/Assessments** – This section includes a list of your certifications, endorsements and assessments. Expired certifications and endorsements will normally be hidden, but can be viewed by setting the “Show Expired” toggle to the on position. If you are in an elected or assigned position that grants you expanded CMS access privileges, this position will also be listed. (Note: Future enhancements to be implemented in July, 2020 will allow credentials to be viewed,

downloaded and printed using links in this section of the Dashboard. Links will also be provided to view progress towards certification renewals.)

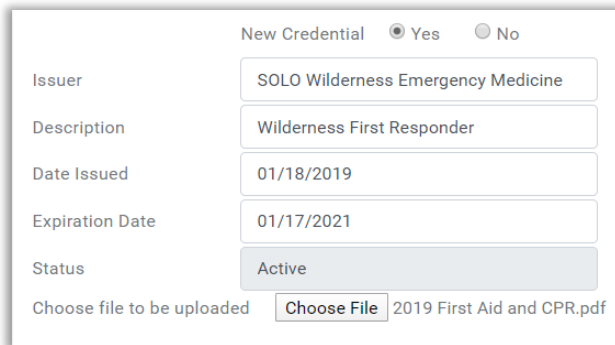
- Your Dues and Credentials – This section includes the current status of your First Aid and CPR credentials, as well as your ACA membership dues. A link to the right of each credential will allow you to go to a page to view or update the credential. A link to the right of member dues will allow you to go to the page on the ACA web site where your dues can be renewed.

Tip: A user guide will be developed to cover the Dashboard in more detail.

A.3 Credentials Upload – Before an Instructor can submit a course registration or EZ report, current first aid and CPR credentials must be uploaded to the CMS. To upload these credentials, select “Member Credentials and Course Histories” on the CMS main menu, then select “Member Document/Image Uploads”.

First Aid

1. Select Yes for “New Credential”
2. Fill in the required information from your first aid credential – Issuer/Organization name, Description, Date Issued, and Expiration Date
3. Select “Choose File” and a window will open to select a file from your computer, tablet or phone
4. Select the file you want to upload

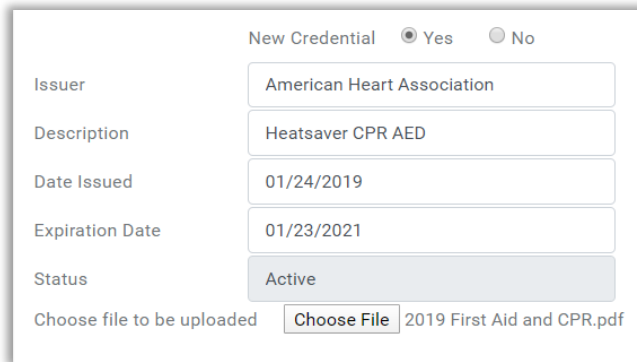


The screenshot shows a web form titled "New Credential" with two radio buttons: "Yes" (selected) and "No". The form contains the following fields:

Issuer	SOLO Wilderness Emergency Medicine
Description	Wilderness First Responder
Date Issued	01/18/2019
Expiration Date	01/17/2021
Status	Active
Choose file to be uploaded	<input type="button" value="Choose File"/> 2019 First Aid and CPR.pdf

CPR

1. Select Yes for “New Credential”
2. Fill in the required information from your CPR aid credential – Issuer/Organization name, Description, Date Issued, and Expiration Date
3. Select “Choose File” and a window will open to select a file from your computer, tablet or phone
4. Select the file you want to upload



Tip: First Aid and CPR credentials do not need to be uploaded for every course. Once uploaded, they are valid for all registered courses until the credentials expire.

Tip: You can view uploaded credentials by selecting “here” just above the credential.

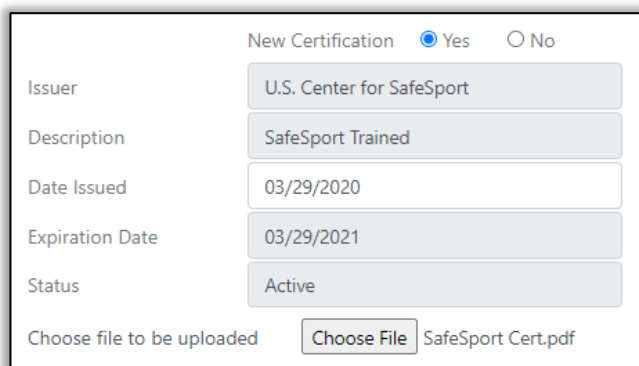
Tip: The summary information from a credential can be edited, if there is an error, without re-uploading the credential.

[Edit First Aid Credential](#)

Tip: The CMS accepts Word and PDF (.doc, .docx and .pdf) files for credential uploads with a maximum file size of 10MB.

SafeSport Training

1. Select Yes for “New Credential”
2. Fill in the Date Issued from your SafeSport Training certificate
3. Select “Choose File” and a window will open to select a file from your computer, tablet or phone
4. Select the file you want to upload

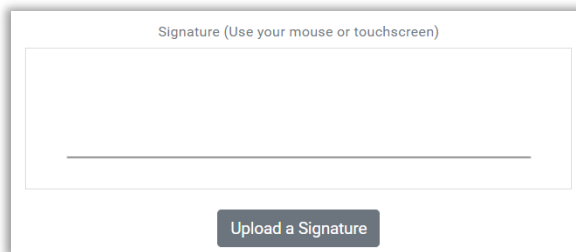


Note: The SafeSport certificate upload feature will be available in July 2020. As of this writing, the SafeSport training is optional.

Signature

A signature is required for every course registration and report. A saved signature is not required. You may sign documents individually as you create them. However, having a saved signature will allow you to sign documents (i.e. course registrations, course rosters, candidate evaluations, etc.) with one click. There are three ways to create a signature:

1. Upload a file with an image of your signature – select the “Upload a Signature” button and then select a file with an image of your signature stored on your computer, tablet, or phone.
2. Sign with your cursor.
3. If your device has a touch screen, sign with your finger.

A screenshot of a web interface for uploading a signature. At the top, it says "Signature (Use your mouse or touchscreen)". Below this is a large, empty rectangular box for the signature. At the bottom of the box is a horizontal line. Below the box is a button labeled "Upload a Signature".

Submit

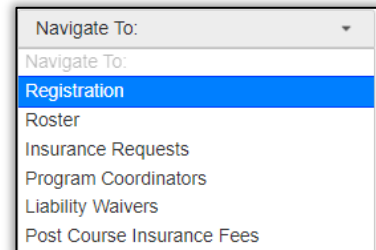
Once you have completed the steps above, select Submit at the bottom of the screen.

Tip: The CMS accepts .jpg, .jpeg, .png and .gif files for signature uploads with a maximum file size of 10MB .

Courses

Courses typically follow a basic lifecycle that includes registration, insurance requests, roster completion and evaluations. This section of the User Guide covers registration, roster completion and related topics. It also covers two short forms of course reporting, EZ Reports and Mentoring, for reporting teaching activity after the activity has occurred.

Tip: As you navigate between the various screens related to an individual course, there is no need to go back to the main menu. There is a drop down menu in the upper right of each course screen that can take you directly to other screens related to that course.



B.1 Course Registration – The course registration process is the first step in creating a course. Use this CMS feature if you are conducting an ACA insured course of any kind, or an assessment course, endorsement course, certification course, PSF course, or need the course listed on the ACA instructional calendar. See topic B.8 for EZ Report skills courses that did not utilize ACA insurance.

To register a course, select “Course Creation and Maintenance” on the CMS main menu, then “Course Registration/EZ Reporting”.

Fill in the fields at the top of the screen by selecting items from the drop down lists provided. As you select from the options, additional drop down lists will become active with corresponding appropriate selections. The last fields in this section are open text fields. Complete all fields with appropriate information.

Discipline *	Please Select ▼	Course Abbr *	None Available ▼
Course Type *	None Available ▼	Level	
Course Name *		Status *	Open ▼
Venue *			
Start Date *	01/27/2020	End Date *	01/27/2020
Country *	Please Select ▼	State/Province	
City *		Postal Code	
Notes			

Tip: You must start from the top of the screen and work your way down. The CMS knows your current certifications, so the only Disciplines and corresponding options that will be offered are those for which you have a current certification. Once a Discipline is selected, the CMS will offer only those course abbreviations at or below your level of certification. Course types will be limited by the course types available in the ACA curriculum for the course abbreviation you selected. See the Curriculum Table under Policy Tables for the available course types. A portion of the Curriculum Table is reflected in Appendix A.

If you would like this course to be posted to the ACA online instructional calendar, select “Yes” next to the “Post to Instructional calendar?” question. In the provided text box, add any details that you would like displayed with the online posting. An alert will be sent to the ACA Headquarters staff to add the course to the calendar.

Post to Instruction calendar? ☒ Yes ☐ No

Instruction Calendar Details

If the course will be sanctioned by a Paddle America Club, select the appropriate “Yes” button. Two additional fields will appear to collect the PAC name from a drop down list and a PAC email address.

Will this course be sanctioned (insured) directly under a current Paddle America Club? ☒ Yes ☐ No

PAC Name * PAC email

If you would like to request ACA Liability Insurance coverage, select the appropriate “Yes” button as indicated below. If you select “Yes,” you will need to complete an “Insurance Information” screen when the initial course registration is completed. An additional question will appear to determine if you would like to request coverage for an additional insured. If you select “Yes” for this second question, the “Insurance Information” screen will include additional questions related to the additional insured. See section C., Insurance, for a more in-depth discussion on insuring courses.

Will this course be sanctioned (insured) directly under a current Paddle America Club? ☐ Yes ☒ No

Requesting ACA Liability Insurance coverage for this course? ☒ Yes ☐ No

Requesting additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.)? ☒ Yes ☐ No

Add the member numbers of assisting instructors, if this is applicable, using the fields indicated below. Any assisting instructors added here will also be added automatically to the Course Roster. If an Instructor Trainer Candidate is assisting with the course, they should be added here.

Assisting Instructors

Assisting Instructor #1 Member Number

Assisting Instructor #1 Name (auto filled, verify correct)

Assisting Instructor #1 Allow Edit? ☐ Yes ☒ No

If the course lead wants to allow assisting instructors to be able to edit the course roster and candidate evaluations, “Yes” should be selected by the “Allow Edit” question. Multiple assisting instructors can be added to a course registration.

TIP: At every location in the CMS where a member number is required, there is a member number lookup tool. Click the search icon next to the member number field. A Member Search pop up will appear. Enter the name of the member whose number you need.



Member Search ×

Type in a member name below to search for a member.

Member Name:

Search Close

You will receive a list of all members, active or expired, that match the name or portion of a name that you entered into the search field. Click on the correct name and the membership number field will be automatically filled. As an alternative, you can enter the name of the member in the member number field, then select the search icon. The CMS will know that you intend a member number lookup.

Member Search ×

Type in a member name below to search for a member.

Member Name:

Show entries

Member Number ^{T1}	Name ^{T1}	Home Town ^{T1}	State/Province ^{T1}	Membership Status ^{T1}	Membership Expiration ^{T1}
10801676	John Traendly	Smyrna	Georgia	Active	08/27/2020

Showing 1 to 1 of 1 entries

Previous 1 Next

Search Close

When all information is complete, sign the form with one of three options offered and select Register.

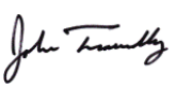
Lead instructor membership number

As the ACA Instructor in charge of this event, I hereby agree that the course/workshop will be conducted in accordance with all ACA requirements, risk management, and all other rules, guidelines and conditions established by the ACA. I have read and fully understand all sanctioning requirements established by the ACA. I have personally inspected the event site(s) and I attest to the fact that such site(s) are appropriate for use in this event and free of undue hazards.

Name (auto filled, verify correct) Email

Signature

Signature



Tip: You will be able to return to the course registration screen later, if needed, to edit details for a non-EZ reported course. After a course roster is submitted, a course cannot be edited.

B.2 Course Registration FAQs

Q. Can I register a course beyond the expiration date of my first aid and/or CPR credentials?

A. Yes. However, you will receive a warning message. The expired credential(s) need to be resolved before you can begin building a course roster. The same rule also applies to assisting instructors.

Q. Can I register a course beyond the expiration date of my membership dues?

A. Yes. However, you will receive a warning message. The expired dues need to be resolved before you can begin building a course roster. The same rule also applies to assisting instructors.

Q. As an Instructor Trainer or Educator, can I split an ICW into an IDW and an ICE with a several week gap between the two sessions and still register just one course?

A. Yes. The course should be registered as an ICW with the first day of the IDW and the last day of the ICE registered as the beginning and end dates for the course. The gap between the beginning and end of a course can be up to 50 days before the CMS will indicate there is a date error.

Q. Can I register a course above my level of certification, if there is an assisting instructor whose certification is equal to or above the level of the course?

A. No. The CMS considers the course Lead Instructor, the instructor registering the course, as the one in charge and the one who will be finalizing participant evaluations.

Q. I am having difficulty determining which course abbreviation and course type to use when registering a course. Where can I find a list of all of the courses offered in a discipline?

A. Go to the Curriculum Table listed under the Policy Tables main menu option. Select the discipline you are interested in from the drop down menu. The resulting list can be refined by entering a text string in the Find box that is meaningful for the courses that might be a fit. Examples include “L2”, “ICE” and “EKT”. You can also see a summary list of course abbreviations in Appendix B

B.3 Course Roster – Everyone who participates in a course, including course lead instructors, assistants and practice students, must be included on a course roster. Rosters fulfill the following functions:

- Identifies everyone in an insured course who needs to be covered by ACA insurance
- Defines the roles everyone participating in the course
- Records participant results – completed, passed, continued, etc.
- Is the basis for creating course training, assessment, certification, endorsement and teaching history records for everyone in the course

To create a course roster, select “Course Creation and Maintenance” on the CMS main menu, then “Course Rosters”. Course rosters can only be created for registered courses, so before going to the roster screen, you will be asked to select the previously registered course for which you would like to create a roster. (Or, you can navigate from the Course Registration screen to the Roster using the Course Navigation menu.)

Please select the course below.

Click any header to sort the data below. Hold shift and click to sort on multiple columns. To reposition the data, sorting must be by position.

Show 10 entries Find:

Select	Discipline	Course Abbreviation	Course Name	Level	Start Date	Status
<input type="radio"/>	Coastal Kayak (CK)	CK	Coastal Kayaking	L3	02/23/2020	Saved
<input checked="" type="radio"/>	Coastal Kayak (CK)	CK	Coastal Kayaking	L3	03/03/2020	Saved
<input type="radio"/>	Introduction to Paddling (IPC)	IK	Introduction to Kayaking	L1	04/01/2020	Saved

Showing 1 to 3 of 3 entries

[Export to Excel](#) [Export to PDF](#)

Previous **1** Next

[Select Course](#)

Once a course is selected from the list of previously registered courses, you will be taken to the screen where you can begin to create a roster. Note that the fields in the top section of the screen have already been completed based on the information provided in the course registration. The information is provided on this screen as a reference only and cannot be changed from this screen.

Course Navigation: Navigate To: ▼

The following course reference is auto filled from the Course Registration or Course Maintenance menu:

Membership number of lead instructor: 10801676

Course Start Date: 03/03/2020

Course Abbreviation: CK




The following information is auto filled and used to visually verify the correct course is being referenced:

Course Name: Coastal Kayaking






Venue: Tybee Island

Course Status: Saved

Begin adding course participants to the roster, by starting with the first participant after the course leaders (which have already been inserted automatically from the Course Registration).
























Roster							
ACA Member Number *	Last Name	First Name	Participant Role *	Abbreviation	Level	Result	Actions
10801676 <input type="text"/>	Traendly	John	LDIN - Lead Ir ▼	CK ▼	Level 3	Led ▼	 
<input type="text"/>			Please Select ▼	Please ▼		Plea ▼	

Participants are added by entering a membership number. If you do not know a member's number, you can use the member search tool to find the number. The CMS will automatically complete the last and first name fields.






Roster							
ACA Member Number *	Last Name	First Name	Participant Role *	Abbreviation	Level	Result	Actions
10801676 <input type="text"/>	Traendly	John	LDIN - Lead Ir ▼	CK ▼	Level 3	Led ▼	 
54926917 <input type="text"/>	D'Arienzo	Nick	Please Select ▼	Please ▼		Plea ▼	  










Next, select the participant's role in the course by using the drop down list of available options. Note that the course results section – Abbreviation, Level and Result – may be completed automatically for some roles, such as course lead or assisting instructors.

Continue adding participants until everyone in the course is included. An example roster with all participants is provided below.

Roster							
ACA Member Number *	Last Name	First Name	Participant Role *	Abbreviation	Level	Result	Actions
10801676	Traendly	John	LDIN - Lear	CK	Level 3	Ler	 
54926917	D'Arienzo	Nick	CAND - Ca	Please Select		Ple	   
54927170	Jankowski	Gene	CAND - Ca	Please Select		Ple	   
48723508	Ingram	Daniel	CAND - Ca	Please Select		Ple	   
57370141	Muthiah	Pragadeesh	UGIN - Up	Please Select		Ple	   
32530249	Wissinger	Gordon	UDIN - Up	CK	Level 3	Ple	    
Expired Membership				Courses not eligible for update are greyed out			

B.4 Course Roster Actions – There are up to five icons in the Course Roster Actions column. There is a legend below the course roster that explains the meaning of each icon and the icon's color.

- The  icon is used to delete participants. Clicking on the icon deletes the participant.
- The  icon is a link to the member's course history, primarily for courses completed after February 1, 2020. Teaching and update credits will be included if earned after January 1, 2017. Clicking on the icon opens the member course history in a separate browser tab and does not impact the roster.
- The  icon indicates the status of a member's First Aid, CPR and dues credentials. Blue means the CMS is checking the credentials and the color will turn to green or red in a few seconds. Green means all of the credentials are current. Red means one or more of the credentials is expired or missing (never uploaded). Clicking on the icon opens the member's credentials page in a separate browser tab and does not impact the roster.
- The  icon is a link to a candidate evaluation. The icon is blue when a candidate evaluation is optional. The icon is red when a required candidate evaluation has not been completed or when an optional candidate evaluation has been partially completed. The icon is green when a candidate evaluation has been submitted. Clicking on the icon leads to a candidate evaluation form for the member.
- The  icon, if present, allows multiple results to be reported when a candidate evaluation is not required. Clicking on the icon adds an evaluation result line.

Legend	
	- Delete participant/result from the roster
	- View course history*
	- Member Credentials - Loading*
	- Member Credentials - Valid*
	- Member Credentials - Expired or Missing*
	- Candidate Evaluation - Optional
	- Candidate Evaluation - Completed
	- Candidate Evaluation - Required
	- Add additional result
* - Click to open in a new tab/window	

10801676		Traendly	John	PART - Particip	ERCT	Level 2	Passe	   
					ERCS	Level 2	Passe	

Note: The icon legend will be implemented in July, 2020.

B.5 Course Roster Notes – The following notes provide additional information on completing course rosters.

1. Non-members can be entered on a roster by entering “nm” in the member number field and completing the last and first name fields. However, the participant roles for non-members are limited to Practice Students and Observers. *Non-members are not eligible to receive a certification or assessment. If you would like to purchase membership and/or SEIC dues on behalf of a student, please reach out to ACA Membership Coordinator: aca@americancanoe.org*
2. Instructor Trainer Candidates in Co-Teach or Lead Teach roles will have edit privileges even if not flagged with this privilege on the Course Registration, along with the course lead, for the course roster and candidate evaluations.
3. Rosters can be “Saved” at any time and accessed later for editing. However, once a roster is complete, has passed all validations and is “Submitted”, it can no longer be edited.
4. Rosters can be verified without submitting, that is all validations checked, by selecting the “Pre-Check” option at the bottom of the screen.
5. For participant roles where candidate evaluations are required, the course result fields– Abbreviation, Level and Result – cannot be manually entered directly on the roster. They are completed automatically when the corresponding candidate evaluation is submitted.
6. See the Course Results Table in the CMS Policy Tables for more information on course result options. See also Appendix C.
7. The CMS does not verify that a course participant meets the skill, training, teaching, or time prerequisites for courses or certifications that have specific prerequisites. The course lead must ensure that these requirements are met. Member course history, certifications and endorsements can be found using the queries under the Member Credentials and Course Histories main menu selection.
8. Course history from January 1, 2017 through January 31, 2020 (prior to the CMS start up) has been loaded into the CMS for course leads, assisting instructors and instructors who completed updates, but not for other course participants during this period. The data is used for instructor certification audits and renewals, and will appear in course history inquiries.
9. Note that a participant on a course roster cannot be deleted once a course or candidate evaluation has been completed.
10. See Participant Roles, Topic B.7, and Valid Participant and Candidate Combinations, Topic B.15, for additional information for completing Course Rosters.

B.6 Course Roster FAQ

Q. Can members with expired dues be included on course rosters, be approved for certifications, endorsements or assessments, and be included when rosters are submitted?

A. Yes. However, the credential will not be issued until the dues are current. Note that the CMS verifies membership dues status every two minutes or when the member logs into the CMS, whichever is sooner.

Q. Can members without first aid or CPR credentials be included on course rosters, be approved for certifications, endorsements or assessments, and be included when rosters are submitted?

A. Yes. However, the credential will not be issued until the first aid and CPR certifications are uploaded.

Q. Do the course lead and assisting instructors need to be included on course rosters?

A. Yes. The course roster is used to determine who needs to be covered in ACA insured courses and is the basis for creating course history records, including credit for courses taught. However, the CMS automatically adds these participants to Course Rosters when they are added to Course Registrations. The CMS also automatically deletes Assisting Instructors from Course Registrations, if they are deleted from Course Rosters.

Q. Does the CMS verify that course participants have met all course prerequisites?

A. No. The CMS does verify that some prerequisites, for example membership dues, are met. However, many prerequisites are not verified. For example, if an assessment course is required before taking a certification course, the completion of the assessment course is not verified. In part, this is due to the limited course history prior to February 1, 2020, and in part to the use of waivers that are not automated. Course leads are responsible for ensuring participants and courses in general conform to all policies and prerequisite requirements.

B.7 Participant Roles – All participants in a course, regardless of role, must be included on the course roster. The only exceptions are EZ Report and Mentor courses which do not have rosters. The list of all participant roles are included in three Policy Tables (see the CMS main menu).

Participant Roles Table – This table lists all valid participant roles with abbreviations, full names and descriptions of where the roles are used. The table also includes an indication if the role requires or allows a candidate evaluation, requires or allows a course evaluation and is a certification or endorsement role. See Appendix D.

Course Roles Table – This table lists which participant roles are allowed in each course type. For example, a Candidate role is not allowed in skills assessment courses. The Participant role is only allowed in skills courses, skills assessment and mentoring courses. See Appendix E.

Participant Results Table – This table indicates which course results may be assigned to a course participant on a course roster or candidate evaluation. For example, Continued cannot be assigned to an updating instructor or an endorsement role. See Appendix F. Note: Will be implemented in July, 2020.

When in doubt on which participant role to select, refer to these three tables.

B.8 Participant Roles FAQ

Q. Can course participants who are not members and do not have member numbers be included on course rosters in PART, CAND or similar roles for skill assessments, instructor certifications or endorsements?

A. No. Course participants without member numbers can only be included on a course roster as practice students or observers. If the non-member becomes a member, course history prior to becoming a member cannot be linked to the member number. Non-members are not eligible to receive a certification or assessment. *If you would like to purchase membership and/or SEIC dues on behalf of a student, please reach out to ACA Membership Coordinator: aca@americancanoe.org*

Q. Why can I not select the “Candidate” role for an existing instructor working towards a higher level certification in the same discipline?

A. An existing instructor in a discipline is considered to be Upgrading, UDIN, and cannot be a Candidate, CAND. The two roles have different certification requirements. New instructors must successfully complete an IDW and ICE, or ICW. An upgrading instructor only needs to successfully complete an ICE.

Q. There will be an Instructor Trainer Candidate (ITC) in the course. Is there anything I need to do differently?

A. Yes. First, verify with the SEI Department that the instructor has been approved to begin or continue with the Instructor Trainer process. In the case of an ITC in a Lead Teach role, the instructor’s course history can be viewed to confirm a Co-Teach role has been completed successfully. If yes to the approval question, include the ITC in a Co-Teach, COIN, or Lead Teach, LDTI, role on the course roster, whichever is the most appropriate. Either role will allow the ITC to edit the course roster and candidate evaluations. ITC’s do not need to be listed on the course registration as assisting instructors. Note that the ITC will need to sign the Course Roster and Candidate Evaluation forms before they can be submitted.

Q. Why are some of the participant roles greyed out?

A. The greyed out roles are not valid for a particular course participant. For example, a non-member can only be a Practice Student or Observer. An existing instructor in a discipline cannot be an Instructor Candidate, CAND. They can only Update or Upgrade in the Discipline.

Q. Can I do a L3 instructor update in a L2 course?

A. No. The level of a course defines the highest level result that can be awarded in the course.

Q. Can I downgrade an instructor to a lower level using the Course Roster or Candidate Evaluation?

A. No. Instructor downgrades can only be implemented during a certification period through a request to the SEI Department. See Chapter 5 in the SEIC Policy Manual.

Q. What is the difference between the “Pre-Check” and “Register” buttons on the Course Registration/EZ Reporting screen?

A. Selecting the “Pre-Check” button validates the data on the screen, but does not register a new course or modify an existing course. Selecting the “Register” button, validates data and, if all of the data is valid, creates a new course or updates an existing course.

Q. What is the difference between the “Pre-Check”, “Save” and “Submit” buttons on the Course Roster?

A. The “Pre-Check” button validates the data on the screen but does not save the data to the CMS database. The “Save” button validates the data and saves it to the CMS database. An incomplete roster can be saved. The “Submit” button validates the data, saves the data to the CMS database and finalizes the Course Roster. The Course Roster cannot be changed after a successful submission. The course is in effect final.

B.9 EZ Report – The EZ Report option is both a course registration and report. It is used for skills courses that are not covered by ACA insurance and are not to be included on the ACA instructional calendar. This kind of report is submitted after a course is completed. The EZ report option will only appear if the course type selected is SKL-Skill.

Course Leads and Assisting Instructors on EZ Report courses do receive teaching credits towards certification renewals. Other course participants do not receive an entry in their course histories even if they are members, since there is no Course Roster.

To facilitate the submission of multiple EZ Report courses at one time, there are two submit buttons. The “Submit and Another” button allows one course to be submitted and another course to be set up for submission. The following data fields are carried over from one course to the next, but can be edited:

- Discipline
- Course Abbreviation
- Course Type
- Country
- State/Province
- City
- Postal Code



The “Submit and Close” button should be selected after the last EZ Report course is submitted.

B.10 Course Cancellation – Courses can be cancelled if they have not been “Submit(ed)”, and course or candidate evaluations have not been “Submitt(ed)”. To cancel a course, the course must not have a roster with participants listed. If participants are listed on the roster, they must be deleted using the icon. If ACA insurance and/or a calendar posting has been selected, the selection must be removed and the ACA Office staff has to deactivate the alerts related to these requests.

Once there are no participants, a “Cancel Course” button will appear at the bottom of the roster and the course can be marked as cancelled by selecting the button. Courses with no rosters can also be

cancelled by selecting the “Cancelled” option in the Status drop down list on the course registration page.

A screenshot of a dropdown menu with the label 'Status *'. The menu is open, showing a single option 'Cancelled' with a downward arrow on the right side.

Cancelled courses can be reopened by selecting the “Open” option in the Status drop down list on the course registration page and selecting the “Save” button at the bottom of the page. Note that cancelled courses are automatically deleted six months after their end date if not deleted by the course lead.

B.11 Course Completion – When all information is complete, sign the form with one of the three options offered and select “Submit”. If an Instructor Trainer Candidate is included on the course in either a Co-Teach or Lead Teach role, they must sign into the CMS and add their signature.

A screenshot of a course completion form. It contains two main sections. The first section is for the Lead Instructor, with fields for 'Lead instructor membership number' (10801676), 'Name' (John Traendly), 'Signature' (with a handwritten signature), and 'Date' (01/27/2020). Below this is a 'Replace Signature' button. The second section is for the IT Candidate, with fields for 'IT Candidate membership number', 'Name', 'Signature', and 'Date' (01/27/2020). At the bottom of the form are five buttons: 'Export to PDF', 'Verify', 'Save', 'Submit', and 'Exit'.

A course is considered complete when an EZ Report is submitted for a skills course (not ACA insured) or when a Course Roster is submitted for all other courses. When a course is submitted, the CMS displays a confirmation request message to confirm the request. If “Yes” is selected, a course roster accepted message is displayed. See images below. If a course has not been successfully submitted, it is not complete. Once a course is complete and submitted, there can be no edits or additional attachments, except liability waivers. However, completed courses can be viewed using the “Member Course History” query under the “Member Credentials and Course Histories” main menu selection.

A screenshot of a confirmation dialog box titled 'Submit'. It contains the text: 'Are you sure that you want to submit this roster? Course records will be generated and no further changes can be made once the roster has been submitted.' At the bottom right are two buttons: 'No' and 'Yes'.

A screenshot of a message box titled 'Course Roster'. It contains the text: 'Roster Accepted. This course will be moved to your course history.' At the bottom right is a 'Close' button.

Note: In July 2020, a comprehensive email notification capability will be added to the CMS. One of the opt-in email features will be to receive an email confirmation that a course has been accepted.

B.12 General Course FAQ

Q. Where do I find my open and saved courses?

A. Select the Course Registration/EZ Reporting option under the Course Creation and Maintenance main menu item.

Q. Where do I find my completed courses? Once they are submitted, they disappear from the list of open and saved courses.

A. Once a course is complete, either by submitting an EZ Report or by submitting a course roster, it moves to the instructor's course history. To view, go to the Member Credentials and Course Histories main menu item and select Member Course History.

Q. Are there any unique points I should remember when leading an instructor update course?

A. Yes. The following points apply to instructor updates in the CMS:

- The course type can be IDW, ICE, ICW or IUD.
 - The course level must be at or above the level of the intended instructor or IT update.
 - Select Updating Instructor, UDIN, as the Participant Role on the course roster.
 - Assisting Instructors in a course can also be assigned UDIN roles and Updated results.
 - A candidate evaluation form is optional.
 - In the course result on course rosters or candidate evaluations, select "Updated", if the participant successfully completes the course.
-

Q. As an Instructor Trainer or Educator, how do I award trip leader endorsements to instructors?

A. Instructors can receive trip leader endorsements by completing a trip leader assessment course. See the curricula for trip leader courses for specific requirements. The following points apply to trip leader endorsements in the CMS:

- The course abbreviation must reflect one of the trip leader courses.
- The course type must be Assessment, ASS. There are no candidate evaluation templates for Skills, SKL, courses.
- The course level must be at or above the level of the intended endorsement.
- The course lead must meet the requirements in the curricula. It is the course lead's responsibility, not the CMS' to ensure that all requirements are met.
- The participant role on the course roster should be ENDO, if the instructor is to receive an endorsement. PART, if the instructor should only receive an assessment.
- Candidate and course evaluations are required for ENDO roles. They are optional for PART roles.

Q. Are there any special requirements for awarding assessments and instructor endorsements in Paddlesports Safety Facilitator (PSF) courses?

A. Yes. The lead instructor requirements for assessments and endorsements in PSF courses are different. The cleanest approach is to run two concurrent courses. One with course type ASS, assessment. One with course type END, endorsement. However, if a course lead has the credentials to teach both courses, they can be combined with care to assign the appropriate participant roles.

Q. Do instructors in a course that offers endorsements always receive an endorsement upon course completion?

A. No. The course lead may determine that the instructor's performance in a course may not have been sufficiently proficient to warrant an endorsement. If a course role is Participant, PART, the instructor will only receive an assessment. If a course role is Endorsement, ENDO, the instructor will receive an endorsement.

Q. Can a course type be changed from IDW to an ICW? Or, in general, when can a course type be changed?

A. A course type can be changed up until a course evaluation has been submitted by a participant or work has begun on completing a candidate evaluation. After these activities have begun, a course type cannot be changed.

Q. How can I train instructor candidates to use the CMS? Since they are not yet instructors, they have limited or no access to the course registration and reporting functions.

A. There are two options, both involve using the Test and Training version of the CMS which can be accessed from the CMS selection under the Education tab on the ACA web site menu.

- The course lead can sign on to the Test and Training system (without sharing the log in ID and password). Then allow students to register and report courses under the course lead's sign-on. Multiple concurrent sign-on's, one for each student is allowed. The training data created in these sessions will be purged from the system periodically.
- In the next release of the CMS scheduled for July 2020, ITs and ITEs will be able to grant instructor level access to students in the Test system, so that students can practice instructor functions. This capability will not impact the students' status in the "Live system". When available, this approach will be preferred as it supports multiple student online sessions.

B.13 Mentoring – Member training can occur outside of formal classes in mentoring sessions led by an IT or ITE. These sessions can be added to a member's course history using the "Member Mentoring" screen under the "Member Credentials and Course Histories" main menu selection. Mentors are defined as Instructor Trainers, and Instructor Trainer Educators with current certification(s) in the disciplines being covered by the mentorship training. The member role is always "Practice Student".

A free form text box is used to described the skills, knowledge and leadership topics covered in the session and any other comments the mentor feels are relevant. See below for the information captured

on a mentoring session. Note that the text box will expand as needed to accommodate extensive comments.

Mentoring Instructor, IT, ITE

Member Number *

10801676

Member Name

John Traendly

Discipline *

Please Select ▼

Member Being Mentored

Member Number *

Member Name

Member Role *

PRAC

Activity

Start Date *

End Date *

Course Type *

MEN

Level *

None Available ▼

Course Abbreviation *

MENT

Course Description *

Mentoring

Description *

B. 14 Mentoring FAQs

Q. Can multiple students be reported using the mentoring function?

A. Yes. However, a separate screen needs to be completed for each student. If more than a couple of students are being mentored in each session, a skills course might be less effort, but would not provide the opportunity to enter descriptive text for specific students.

Q. Can a certification, endorsement or assessment be awarded using the mentoring function?

A. No. A formal course is required to finalize an award.

Q. Can a single mentoring transaction be used to cover multiple mentoring sessions?

A. Yes. The start and end dates should cover the first day of the first session and the last day of the last session. However, this approach should be limited to sessions that occur within a relatively short time interval. The activity description should clarify that multiple sessions are being covered in one transaction.

B.15 Valid Participant and Candidate Combinations – The following rules govern valid participant role and candidate evaluation combinations.

Duplicates – A course participant cannot be listed on a course roster as an Instructor Candidate, CAND, for a discipline and course for which they already have the same certification. The appropriate role is Update, UDIN. The course abbreviations for other options will be greyed out on the roster and candidate evaluation to prevent selection of incorrect options.

Upgrades – A course participant cannot be listed on a course roster as an instructor candidate, CAND, for a discipline and course for which they already have a lower level certification. The appropriate role is upgrade, UGIN. The CAND option will be greyed out on the course roster to prevent selection of this option. The UGIN role can also be used when a course participant is updating and upgrading in the same course. For example, a participant might be updating a tandem canoe certification and upgrading a solo canoe certification. The only exception to this rule is when a Level 1 instructor is upgrading to a higher level. Level 1 instructors are considered to be in the Introduction to Paddling discipline, so upgrades are considered to be in different disciplines. The CAND role can be used when upgrading from Level 1 to higher level certifications.

Downgrades - A course participant cannot be listed on a course roster as an instructor candidate, CAND, for a discipline and course for which they already have a higher level certification. The appropriate role is update, UDIN. A warning message will also be displayed to ensure that the lead instructor trainer's intent is to downgrade an instructor's certification at the next renewal date. Comments supporting this intent should be included in the Candidate Evaluation. Note that immediate downgrades before the next renewal cycle are only permitted through the challenge process. See the SEIC Policy Manual, Section 5.C for additional details.

Lapsed – A course participant with a lapsed instructor certification in a discipline (excludes ITs and ITEs) should be listed on the course roster as an instructor candidate, CAND. A warning message will be displayed on the course roster, "Certification lapsed on 12/31/XXXX", indicating the instructor's certification has lapsed. See the SEIC Policy Manual, Section 5.B, for additional information on updating lapsed certifications. Note: The lapsed certification message will be implemented in the July 2020 CMS release.

Updates – A course participant cannot be listed on a course roster as an updating instructor, UDIN, in a discipline for which they hold no certifications. The UDIN role option on the roster drop down list will be greyed out. Also, a course participant cannot be listed on a course roster as an updating instructor, UDIN, for a discipline and course for which they are not currently certified. The course abbreviations for all other courses will be greyed out on the candidate evaluation to prevent selection of these options. A warning message will be displayed on the candidate evaluation, "Courses not eligible for update are greyed out", explaining the limitation.

ITs and ITEs – The credentials for ITs and ITEs cannot be updated or upgraded using a course roster. Contact the SEI Department for additional details.

Note: If there is a conflict between this user guide and the SEIC Policy Manual, the SEIC Policy Manual is the governing authority.

ACA Liability Insurance

As noted earlier in the discussion on Course Registrations, Topic B.1, ACA Liability Insurance coverage can be requested by selecting the appropriate “Yes” button on the Course Registration page as indicated below. An additional question will also appear to allow a request for an additional insured, if required.

If you select “Yes” for the first question, you will need to complete the “Insurance Information” page when the initial course registration is completed. If you select “Yes” for the second question regarding additional insured, the “Insurance Information” screen will include additional questions related to the additional insured.

Will this course be sanctioned (insured) directly under a current Paddle America Club? ☐ Yes ☒ No

Requesting ACA Liability Insurance coverage for this course? ☒ Yes ☐ No

Requesting additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.)? ☒ Yes ☐ No

C1. Insurance Information – When the “Register” button is selected on the Course Registration page for an insured course, the CMS will immediately take the course lead to the Insurance Information page. This page flow applies to new course registrations and changes to existing course registrations.

The Insurance Information page will detail the pre-course insurance fees that are due immediately upon registering the course. See below for an example:

Insurance Fees

You have selected ACA Liability Insurance coverage for your course. Please note that the following fees are due IMMEDIATELY. (You will not receive your insurance certificate until the fees have been paid).

- Sanction fee - \$20.00
- Additional Insured fee - \$20.00 (if needed)
- Rush fee - \$25.00 (if requested less than 10 days prior to start date)

Message: No additional fees appear to be due if you are paying today.

Please note that the following fees will be due AFTER the course when submitting course rosters:

- Event memberships – \$5.00 each
- Late fee - \$25.00 (if reported more than 30 days after the last day of the course)

You will be asked to pay post course fees when submitting course rosters.

Additional Insured

You have not requested additional insured coverage for this course. To request coverage, make sure the option is selected on the [Course Registration Form](#).

Pre-Course Fees Payment

Payment Method *

If eStore Online is selected, a window will open when you select Submit below with a link to the eStore.

If you have any questions regarding insurance coverage or fees, please contact the [Insurance Coordinator](#). Please note that your insurance certificate will be emailed directly to you from 'Sadler Sports'. If you have any questions on the time frame for receiving the certificate or you have a RUSH request, please email the [Insurance Coordinator](#).

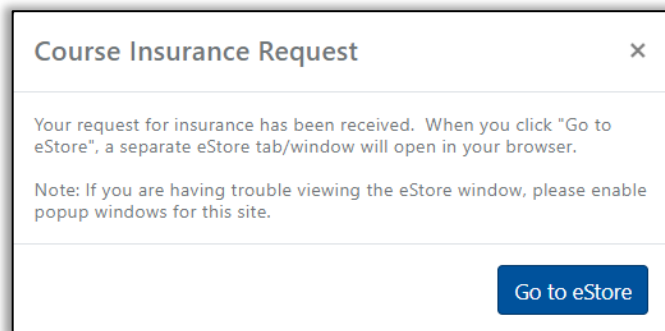
If a rush fee is due, the following message will appear:

Message: Based on today's date and the start date for your course, the rush fee is due.

If an additional insured has not been requested, the only CMS action required is to select the Payment Method at the bottom of the page and click "Submit". The options available as of this writing include the following:

- eStore Online
- I will call to pay
- Check sent in separately

If "eStore Online" is selected, a popup window will open. Clicking on the "Go to eStore" button will open a new tab in your browser in the eStore that will allow you to pay insurance fees.



C.2 Additional Insured – If additional insured is selected on the Course Registration page, the Insurance Information page will include the additional section shown below to collect information on the additional insured. Multiple additional insureds may be entered. Once added, an additional insured can be deactivated, but not deleted.

Additional Insured

You have requested additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.). Please provide the following information for the 3rd party:

Name of Additional Insured Party/Organization *

Contact Person

Address line 1 *

Address line 2

Country *
Please Select

City *

Postal Code

Phone number

Email address *

State/Province

Fax number

Relationship *
Please Select

Does the Additional Insured require any specific wording or have any special requirements? ☐ Yes ☒ No

Notes

C.3 Liability Waiver Uploads – To attach liability waivers to a course, select “Course Creation and Maintenance” on the CMS main menu, then “Liability Waiver Uploads”. Liability Waivers can only be attached to registered courses, so before going to the Liability Waiver Upload screen, you will be asked to select from a list of your previously registered course(s). Liability waivers are only required for ACA insured courses. There is no need to upload liability waivers from other organizations/insurance carriers.

Note that the fields in the top section of the screen have already been completed based on the information provided in the course registration. The course information is provided on this screen as a reference only.

The CMS automatically determines the number of liability waivers required based on the number of course participants on the course roster. This number will be increased or decreased if the number of participants changes.

Required

Being Uploaded

Remaining

Liability Waivers *

1

0

1

Choose file(s) to be uploaded. Multiple files can be uploaded at one time *

Choose Files

No file chosen

Have waivers signed and scanned. Select the “Choose Files” button to select the scanned files on your computer, tablet or phone. Multiple waivers can be included in one file. Also, scanned files can be uploaded during multiple online sessions. Indicate how many waivers (not number of files) are being uploaded in each session. Select “Submit” once the files have been selected and the number being uploaded has been noted.

Note that submitted courses are moved automatically to course history once they have been submitted and cannot be changed. The one exception relates to liability waiver uploads. The list of courses available for uploads includes courses that meet the following criteria:

- Courses where the status is open, saved or submitted, i.e. not cancelled.
- All required liability waivers have not been uploaded.
- The course end date is no more than a year in the past.

Course liability waivers older than one year can be viewed by selecting the "Show Older Courses" toggle on the upload page, if older courses exist.

C.4 Post Course Insurance Fees – When a roster is submitted for an insured course, the user will be taken to the “Post Course Insurance Fees” screen to determine if additional fees are due. The screen can also be accessed from the Course Creation and Maintenance main menu selection. The screen describes the fees that are due.

Note that the fields in the top section of the screen have already been completed based on the information provided in the course registration. The course information is provided on this screen as a reference only.

The CMS will review the course roster and member enrollment dates to determine if event memberships are due. If yes, a message will appear in **red** with a list of the course participants requiring event memberships. The CMS will also compare the current date to the end date of the course and determine if a late fee is due. If yes, a message will appear in **red**.

Insurance Fees

You selected ACA Liability Insurance coverage for your course. Please note that the following fees are due AFTER the course ends:

- Event memberships – \$5.00 each
- Late fee - \$25.00 (if reported more than 30 days after the last day of the course)

Message: Based on the non-members on your course roster and/or the member enrollment dates of one or more members on your roster (vs. the course start date) event memberships appear to be due for the following course participants:

Last Name	First Name
Doe	John

Message: Based on today's date and the end of your course, the late fee is due.

Post Course Fees Payment

Payment Method * eStore Online ▼

If eStore Online is selected, a separate eStore tab will open in your browser when you select Submit below. You may need to enable popup windows in your browser for this site.

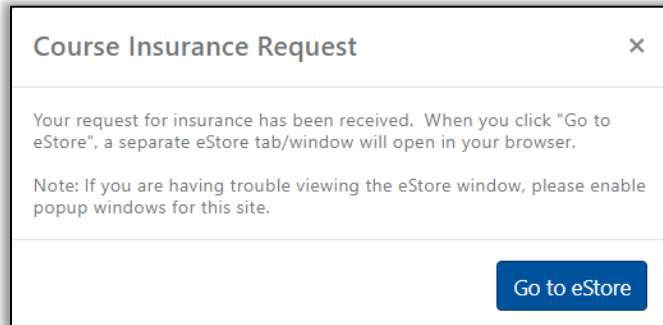
If you have any questions regarding insurance coverage or fees, please contact the [Insurance Coordinator](#)

Note: The late fee wording will be changed in the July, 2020 CMS release to reflect the current late fee rates as follows: “Late fee – \$25.00, if reported more than 30 days after the last day of the course; \$75.00 if reported more than 90 days after the last day of the course.”

If fees are due, select a payment option at the bottom of the page and click “Submit”. The options available as of this writing include the following:

- eStore Online
- I will call to pay
- Check sent in separately

If “eStore Online” is selected, a popup window will open. Clicking on the “Go to eStore” button will open a new tab in your browser in the eStore that will allow you to pay insurance fees.



Course Evaluations

Course evaluations allow course participants to provide feedback to Course Leaders, Assisting Instructors and Instructor Trainer Candidates, so they can continually improve course delivery and student learning.

D.1 Requirements – Course evaluations can be completed for any course with a course roster (i.e. not EZ Report courses) and participant roles that allow or require course evaluations. For example, Instructor Candidates, CAND, are required to complete course evaluations before they can receive a certification. Course Participants, PART, are allowed to complete course evaluations, but are not required to do so. Participant roles that are allowed or are required to submit course evaluations are noted in the Participant Role Table in the Policy Tables section of the CMS. See also Appendix D.

D.2 Course Evaluation Templates – Course evaluation “templates” are created by ACA Discipline Committees. The templates include the questions that will be asked and the points to be awarded for each response.

There are two discipline options for each template:

- General Template – Templates that are used when a Discipline has not developed their own evaluation templates. The content of these templates is developed through a consensus of the Discipline Chairs.
- Discipline Specific – Templates that are used when a Discipline has developed evaluations unique to their courses.

There are three application options for course evaluations:

- Non-Certification – The questions in these templates are intended for course participants who are not in a certification or endorsement role. Currently, these course types include skills courses and skills assessments.
- Certification – The questions in these templates are intended for course participants who are in a certification or endorsement role.
- Instructor Trainer Candidate (ITC) – The questions in these templates are intended for course participants who are in a certification or endorsement course and have an Instructor Trainer Candidate in a Co-Teach (COIN) role as indicated on the course roster. In these courses, the ITC template has questions included to specifically evaluate the ITC.

The CMS automatically selects the appropriate template for each course participant, so the information provided above is primarily informational. If a course lead or participant would like to preview the questions that will be asked in a course, the templates are available for viewing and downloading as PDFs by going to the Course Evaluations main menu selection, then Course Evaluation Templates.

Note: If an instructor has suggestions for modifying the content of an evaluation template, they should contact the relevant Discipline Chair.

D.3 Participant Process – The evaluation forms created by the CMS using course evaluation templates are available for completion by course participants after midnight U.S. EST/EDT on the course end date. For example, if a course is scheduled to end on a Sunday, the course evaluation forms for that course will be available for completion on or after 12:01 am on Sunday morning.


A link to evaluation forms for specific courses can be found in the first section of participant CMS Dashboards. The links are the first thing participants see when they sign into the CMS. Links to evaluation forms can also be found by going to the Course Evaluation main menu selection, then Course Evaluations – Participant. See the image below.

Pending Course Evaluations

The following is a list of the course evaluations that you have not yet completed. If an evaluation is noted as "Required", it must be completed before an assessment, certification or endorsement can be issued for the course. If an evaluation is noted as "Optional", it need not be completed. However, course evaluations help instructors improve course content and delivery. It is hoped that course participants will complete all evaluations, even those that are optional. Select the edit symbol to complete an evaluation.

Show entries

Find:

Instructor		Course					Optional/Required	Action
Name	Application	Abbreviation	Level	Type	Name	End Date		
Aaron Southern	Certification	ESUP	L2	ICE	Essentials of Stand Up Paddleboarding	05/26/2020	Required	

Showing 1 to 1 of 1 entries

[Export to Excel](#)
[Export to PDF](#)


[Previous](#)
[1](#)
[Next](#)

Completed Course Evaluations

The following is a list of the course evaluations that you have completed. Select the view symbol to see the results of the evaluation.

Show entries


Find:

Instructor		Course					Action
Name	Application	Abbreviation	Level	Type	Name	End Date	
Aaron Southern	Certification	WWRP	L4	ICE	Whitewater Rafting - Paddle	05/01/2020	

Showing 1 to 1 of 1 entries

[Export to Excel](#)
[Export to PDF](#)

[Previous](#)
[1](#)
[Next](#)

Evaluations that have not yet been completed appear at the top of the page. Clicking on the edit icon in the Action column will lead to the form. Completed course evaluations are listed at the bottom of the page and can be viewed, but not changed, by clicking the view  icon in the Action column.

Course participants select a response for each evaluation question from the drop down list of options. Each question also includes a text box that can be used to enter optional comments. Once all questions have been answered, the "Submit" button must be selected to complete the evaluation process. Course evaluations typically include 15 – 20 questions and require about 15 minutes to complete. Evaluations can be completed on smartphones by logging into the CMS on the smartphone browser.

Note that partially completed course evaluations cannot be saved and completed at a later time. They must be completed in one session. Also note that while course participant names appear on the evaluation forms viewed by course participants, participant names cannot be viewed by Course Leads, Assisting Instructors, or Instructor Trainer Candidates. Course evaluations are anonymous. Course evaluations can only be entered into the CMS by course participants.

See below for a sample course evaluation form.

Please use this form to provide feedback on the course highlighted below.

Discipline	Rating (R/F)	Application	General - Certification
Course Abbreviation	WWIP	Course Name	Whitewater Rating - Paddle
Course Type	IC2 - Instructor Certification Exam	Level	C4 - Level 4
Start Date	05/01/2020	End Date	05/01/2020
Member Number	10821676	Member Name	John Hensley
Lead Instructor Name	EO05535	Lead Name	Aaron Schaffner
IRC (if applicable)		IRC Name	

Evaluation Questions		Response
1	Was the course well organized and executed? 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
2	Were the course goals and objectives clear? 5 - thoroughly 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
3	Were the evaluation criteria (requirements for certification/endorsement) effectively covered? 5 - thoroughly 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
4	Were ACA Instructor Certification and Endorsement maintenance requirements effectively covered? 5 - thoroughly 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
5	Were how to register and report courses and how to obtain insurance effectively covered? 5 - thoroughly 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
6	Was the curriculum you are being certified/endorsed to teach effectively reviewed? 5 - thoroughly 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
7	Rate the material covered in this course in relation to what you think you should know to teach and model. 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
8	Overall, how would you rate the course staff? 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
9	Would you recommend the instructor/trainer/educator? Yes / Not Sure / No Comment	Select <input type="button" value="v"/>
10	What were the instructor/trainer/educator's strengths and in what areas can they improve? Please enter your comments below. Comment	
11	Overall, how would you rate the class facilities (classroom, availability of restrooms, etc.) 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
12	Overall, how would you rate the venue (on-water, conditions, etc.) 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
13	Overall, how would you rate the pre-course communication. 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
14	Did the pre-course communication adequately establish the course objective(s)? Yes / Not Sure / No Comment	Select <input type="button" value="v"/>
15	What changes would you make to this course if you could? Please enter your comments below. Comment	
16	Overall, how would you rate the course? 5 - excellent 4 - good 3 - adequate 2 - less than adequate 1 - poor Comment	Select <input type="button" value="v"/>
17	Would you recommend this course? Yes / Not Sure / No Comment	Select <input type="button" value="v"/>
18	Other comments? Please enter your comments below. Comment	

Export to PDF Submit Exit

D. 4 Course Lead Process – Course leads can view completed evaluations for their courses by going to Course Evaluations on the main menu, then selecting Course Evaluations – Lead. See the image below.

Show 10 entries

Course				Dates		Required Evaluations		Optional Evaluations		Actions
Abbreviation	Level	Type	Name	Start	End	Submitted	Remaining	Submitted	Remaining	
ESUP	L2	ICE	Essentials of Stand Up Paddleboarding	05/26/2020	05/26/2020	0	1	0	0	
WWRP	L4	ICE	Whitewater Rafting - Paddle	05/01/2020	05/01/2020	1	0	0	0	

Showing 1 to 2 of 2 entries

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[Previous](#) [1](#) [Next](#)

Course evaluations can be viewed in the CMS as soon as they have been completed by course participants. Selecting the view icon leads to completed evaluations. A paging function leads to all completed evaluations for viewing (see below). In addition to participant responses to questions, course leads will be able to see the points assigned to each response and the total score for each evaluation. The maximum possible score for an evaluation is 100.

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[Previous Evaluation](#)

[Exit](#)

[Next Evaluation](#)

Note that completed candidate evaluations (see next section) are not prerequisites for course participants to complete course evaluations.

The CMS accumulates course evaluation scores for all instructors and provides tools for analyzing individual instructor scores relative to anonymous pools of other instructors. Evaluation scores for courses apply only to course leads, with one exception. Scores for courses with an Instructor Trainer Candidate in a Lead Teach role, apply only to the ITC. Course evaluations for courses with an ITC in a Co-Teach role may have questions related to the ITC's performance, but the overall course score applies to the course lead.

D.5 Course Evaluation FAQs

Q. Does a course participant need to sign into the CMS to be able to complete a course evaluation?

A. Yes.

Q. Can a course lead or assisting instructor enter course evaluations?

A. No. Only course participants can enter course evaluations and then, only for themselves, not other course participants.

Candidate Evaluations

Candidate evaluations are used to provide certification candidates with feedback on their skill, knowledge, teaching and leadership performance during a certification course.

E.1 Requirements – Candidate evaluations can be used by course leads to evaluate participants in all course types except skills courses. To receive an evaluation, participants in these courses must be in one of the following roles:

- Instructor Candidate, CAND – evaluation required
- Cross Discipline Candidate, CDIN (see SEIC Policy manual, Section 2.C.7) – evaluation required
- Co-Teach Instructor Trainer Candidate, COIN – evaluation required
- Instructor Endorsement – evaluation required
- Lead Teach Instructor Trainer Candidate, LDTI – evaluation required
- Course Participant, PART – evaluation optional
- Updating Instructor – evaluation optional
- Upgrading Instructor – evaluation required

See the Participant Roles and Course Roles Tables under Policy Tables for the most recent guidelines on when candidate evaluations are allowed or required. See also Appendices D. and E.

E.2 Candidate Evaluation Templates – Candidate evaluation “templates” are created by Discipline Committees. The templates include the skills, knowledge, teaching and leadership criteria that should be evaluated in assessment, certification and endorsement courses.

There are three template types:

- General – These templates are the default for all course participants being evaluated.
- Certification Updates – These templates are used for certification and endorsement updates only. If this template type is not available for a course, the General template type is used.
- Instructor Trainer Candidates – These templates are used for Instructor Trainer Candidates (ITCs) in Co-Teach or Lead Teach roles only. If this template type is not available for a course, the General template type is used.

The CMS automatically selects the appropriate template for each course participant, so the information provided above is primarily informational. If a course lead or participant would like to preview the criteria that will be evaluated in a course, the templates are available for viewing and downloading as PDFs by going to the Candidate Evaluations main menu selection, then Candidate Evaluation Templates.

Note: If an instructor has suggestions for modifying the content of an evaluation template, they should contact the relevant Discipline Chair.

E.3 Course Lead Process – The evaluation forms created by the CMS using candidate evaluation templates are available for completion by course leads as soon as a participant in one of the roles referenced in Topic E.1 is added to a course roster. Unlike course evaluations, candidate evaluations can be saved and completed in multiple sessions allowing course leads to complete evaluations over multiple days before submitting.

As noted earlier in Topic B.1 on Course Registrations, Assisting Instructors can be given the ability to edit candidate evaluations. Instructor Trainer Candidates always have the ability to edit candidate evaluations. However, only Course leads can submit final evaluations.

Links to candidate evaluations can be found on course rosters. See the earlier discussion in Topic B.4 on action icons on course rosters and the meaning of status colors. Links to evaluation forms can also be found by going to the Candidate Evaluations main menu selection, then Evaluations Due Candidates. See discussion below.

E.4 Evaluation Completion – Evaluations are completed by first completing the condition information in the Venue Elements section. For a coastal kayaking course, conditions might include wind, swell and current. Multiple conditions can be included by selecting the “Add Condition” button. This section can be particularly helpful if a course includes candidates at multiple skill levels and the course lead wants to record the conditions each candidate experienced.

The majority of the remaining candidate evaluation form is composed of skill, knowledge, teaching and leadership sections that include criteria to be evaluated. The “Teaching Topic” columns indicate if a candidate was asked to teach a topic. If “Formal” is checked, the candidate was assigned the topic before the course began or perhaps the night before and had time to prepare. If “Impromptu” is checked the candidate was assigned the topic with limited or no time to prepare. On-water strokes and maneuvers skills often fall into this latter category. The teaching topic check boxes are optional and only need to be checked when teaching was observed.

The “Relative to Expectations?” radio buttons are used to indicate the level of performance exhibited by a candidate based on the candidate’s certification goal. For example, the performance expectations of a L2 candidate would be different than a L3 candidate. The options include:

- Exceeds – Performance exhibited exceeds expectations for the targeted certification level.
- Meets – Performance meets expectations for the targeted certification level.
- Developing – Performance is acceptable for the targeted certification level, but needs additional practice or study to be solidly within the expected level.
- Continued – Performance does not meet expectations for the targeted certification level. At least one criteria has to be marked as continued for Continued to be one of the valid options in the overall evaluation result section of the form (see below).
- Not Observed – If performance for a criteria was not observed, this option should be selected. While selection of this option does not invalidate an evaluation, the number of Not Observed selections should be as small as possible.

See below for a sample candidate evaluation form (first three criteria sections).

Venue Elements	Description	Actual
Condition 1:	Wind	10 - 15 knots
Condition 2:	Swell	1 - 2 feet
Condition 3:	Current	1+ knots
Other Launching and landing occurred from sandy beaches.		
Add Condition		

ACA Knowledge	Teaching Topic?		Relative to Expectations?				Not Observed
	Formal	Impromptu	Exceeds	Meets	Developing	Continued	
General knowledge of paddlesports and the ACA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates how to register and report a course (with and without insurance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an understanding of the ACA Waiver and Release of Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

Teaching/Instructing/Coaching	Teaching Topic?		Relative to Expectations?				Not Observed
	Formal	Impromptu	Exceeds	Meets	Developing	Continued	
Teaching theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Differentiation of instruction based on individual learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of appropriate skills progression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of appropriate teaching venue based on ability and desire outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus is on core principles rather than specific technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate, specific and meaningful feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate modeling of strokes, maneuvers and rescues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-land presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-water presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment:

Strokes and Maneuvers	Teaching Topic?		Relative to Expectations?				Not Observed
	Formal	Impromptu	Exceeds	Meets	Developing	Continued	
Forward - touring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward - power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reverse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forward sweep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reverse sweep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draw - in water recovery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draw - out of water recovery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draw - sculling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low brace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High brace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sculling brace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bow rudder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stern rudder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low brace turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High brace turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Side slip (aka hanging draw)-forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comment:

Once all of the evaluation criteria have been marked, the Course Lead can record the overall result for the candidate in the Final Certifications(s) section. See the sample on the next page. The course abbreviation drop down will only include courses in the relevant discipline at or below the level of the certification course as determined by the course registration. The Course Name and Level are automatically filled based on the course abbreviation selected and should be used to visually verify that the correct course abbreviation has been selected. The certification result is selected from a drop-down list. For a certification course, the results used most often are Passed, Continued and Failed.

Final Certification(s)

Course Abbreviation	EKT	Course Name	Essentials of Kayak Touring	Level	L2	Result	Passed
Course Abbreviation	CK	Course Name	Coastal Kayaking	Level	L3	Result	Continued

[Add Certification](#)

Comment

If detailed plan available, choose file to upload [Choose File](#) No file chosen

Multiple overall certification results can be recorded by clicking on the Add Certification button. This capability is used most often to record a candidate passing at one level and being continued at a higher level as indicated in the example. However, it can be used in other courses where multiple results are possible and more complex. For example, a canoeing course can have up to four results – tandem pass at one level and tandem continued at a higher level, solo pass at one level and solo continued at a higher level.

To be able to select a continued overall result, at least one of the evaluation criteria must be marked as “Continued”. The CMS uses the criteria marked as continued to automatically create a continuation form.

When all evaluation criteria have been rated and overall course results have been entered, select the “Submit” button to complete an evaluation. Once submitted, an evaluation cannot be changed.

Described below are the CMS pages listed under the Candidate Evaluations main menu selection that support the instructor candidate evaluation process.

E.5 Evaluations Due Candidates – As noted earlier, this page lists an IT’s or ITE’s backlog of evaluations that have not been started, are incomplete, or not yet submitted. If you have been invited to view a continuation (see below), the continuation form will be listed here. ITC’s in a Co-Teach or Lead Teach Role can also view and edit evaluations from links on this page, along with supervising ITE’s.

Show 10 entries


Member		Course			Evaluation			
Number	Name	Abbreviation	Description	Start Date	Option	Type	Status	Actions
12345678	Member Name	RP	Rafting - Paddle	04/01/2020	Required	General	Not Started	✎
12345678	Member Name	RP	Rafting - Paddle	06/04/2020	Required	General	Not Started	✎
12345678	Member Name	RP	Rafting - Paddle	06/04/2020	Required	General	Not Started	✎

Showing 1 to 1 of 1 entries





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[Previous](#)[1](#)[Next](#)

Clicking on an edit icon will access an instructor candidate's evaluation or continuation form. If a "Candidate Evaluation Form Not Available" error message is received, contact the relevant Discipline Committee Chair.

E.6 Completed Candidate Evaluations – This page lists the candidate evaluations and continuations that you as an IT or ITE have completed and submitted. The evaluations can be viewed, but not changed, by selecting the  icon. Continuation forms will have links to earlier evaluations in a certification process/timeline.


Show 10 entries

Instructor		Member		Course			Evaluation			
Number	Name	Number	Name	Abbreviation	Description	Start Date	Option	Type	Status	Actions
12345678	Instructor Name	12345678	Member Name	WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	General	Submitted	
12345678	Instructor Name	12345678	Member Name	ESUP	Essentials of Stand Up Paddleboarding	05/26/2020	Required	General	Submitted	
12345678	Instructor Name	12345678	Member Name	WWRP	Whitewater Rafting - Paddle	05/01/2020	Required	General	Submitted	
12345678	Instructor Name	12345678	Member Name	WWRP	Whitewater Rafting - Paddle	05/01/2020	Required	Continuation	Submitted	





Showing 1 to 4 of 4 entries

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Previous 1 Next

E.7 Your Candidate Evaluations – This page lists candidate evaluations you have received as an instructor candidate, including full evaluations, partially resolved continuations and fully resolved continuations. Evaluations appear on this list as soon as they have been submitted by an IT or ITE. The evaluations can be viewed, but not changed, by selecting the  icon.

Show 10 entries

Course			Evaluation			
Abbreviation	Description	Start Date	Option	Type	Status	Actions
ESUP	Essentials of Stand Up Paddleboarding	05/26/2020	Required	General	Submitted	
WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	General	Submitted	
WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	Continuation	Submitted	
WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	Continuation	Submitted	

Showing 1 to 3 of 3 entries

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Previous

1

Next

In the example above, you can see a WWRP (Whitewater Rafting – Paddle) evaluation, a continuation with some criteria resolved and an additional continuation with the remaining open criteria resolved.

E.8 Continuation Invitations – Evaluation continuations can be removed by a number of methods as outlined in the SEIC Policy Manual. They may be removed by the IT or ITE that created the continuation or another IT or ITE in the appropriate Discipline at or above the level of the targeted certification.

For privacy and other reasons, an IT or ITE can only view a continuation form, if they were the original creators of the form or if the instructor candidate invites them to view the form. An instructor candidate can go to the Continuation Invitations page to extend invitations or to revoke previous invitations.

The image below is what the Continuation Invitations page looks like with a few active continuations. You can click on the edit icon to add or remove invitations for a continuation.

Show 10 entries

Course			Evaluation			Invitations
Abbreviation	Description	Start Date	Option	Type	Status	
WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	General	Partial	(0 invitations)
WWRO	Whitewater Rafting - Oar	06/01/2020	Required	General	Partial	(0 invitations)
CK	Coastal Kayaking	03/14/2020	Required	General	Not Started	(0 invitations)

Showing 1 to 1 of 1 entries

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[Previous](#) [1](#) [Next](#)

The image below is what you see when you click on the edit icon. To add an invitation for a selected continuation, enter a member number in the appropriate field and select “Add Invitation”. Previously created invitations can be set to Inactive (no longer visible to the recipient) or Active. Any unsaved updates on this page will be highlighted in yellow. Select the “Save” button to save the changes.

Member Number

Member Name

[Add Invitation](#) [Clear](#)

Show 10 entries

Member Number	Member Name	Invitation Date	Status
12345678	Member Name 1	06/04/2020	Inactive <input type="checkbox"/> Active <input type="checkbox"/>
12345678	Member Name 2	06/04/2020	Inactive <input type="checkbox"/> Active <input type="checkbox"/>
12345678	Member Name 3	06/04/2020	Inactive <input type="checkbox"/> Active <input type="checkbox"/>

Showing 1 to 3 of 3 entries

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[Previous](#) [1](#) [Next](#)

E.9 Candidate Continuation/Continuation Removal – This page is for ITs and ITEs and lists open instructor candidate continuations that have not yet been resolved. For continuations to be viewed by an IT or ITE on this page, they must have created the continuation or have been invited to view the continuation. Recipients of continuations will not see their continuations on this page.

Show entries
Find:

Select	Member		Course			Evaluation		
	Number	Name	Abbreviation	Description	Start Date	Option	Type	Status
<input type="radio"/>	12345678	Member Name	WWRP	Whitewater Rafting - Paddle	06/04/2020	Required	General	Partial
<input type="radio"/>	12345678	Member Name	WWRO	Whitewater Rafting - Oar	06/01/2020	Required	General	Partial
<input type="radio"/>	12345678	Member Name	CK	Coastal Kayaking	03/14/2020	Required	General	Not Started

Showing 1 to 1 of 1 entries

Export to Excel
Export to PDF

Previous
1
Next

Select Candidate

To view a continuation, click on the appropriate radio button, then the “Select Candidate” button. The resulting page will look like a candidate evaluation, but will only include the criteria that were continued in the original evaluation or a previous continuation.

E.9 Candidate Evaluation FAQs

Q. Where do I find the candidate evaluations I need to complete?

A. Action icon links on course rosters and the Evaluations Due Candidates page. They also appear as alerts in the first section of Dashboards, if the evaluation is past due (not completed within 30 days of the course completion).

Q. When is a candidate evaluation required or allowed?

A. The determination of when an evaluation is required or allowed is based on a participant’s role in a course. See the Participant Roles Table under Policy Tables for a determination for a specific role. See also Appendix D.

Q. Can an evaluation be completed for an instructor candidate who does not have a current first aid, CPR or dues status?

A. Yes. However, if the candidate passes the evaluation, the certification will be held in a pending status until required instructor prerequisites are current.

Q. When can an instructor candidate see their candidate evaluation?

A. An evaluation can only be seen by a candidate after it has been submitted. Partially complete evaluations cannot be seen.

Q. Are candidate evaluations required for Instructor Trainer Candidates?

A. Yes. Required for both Co-Teach and Lead Teach roles. A special evaluation template may be available for ITCs.

Q. How do you remove a certification continuation?

A. An IT or ITE must go the Candidate Continuation/Continuation Removal page, select the continuation to be partially or fully resolved, complete the form and click "Submit". ITs and ITEs will only see the continuations they have created or have been invited to view.

Q. Can a continuation be removed during a formal course?

A. Yes. The criteria that have been previously continued can be observed and resolved in a subsequent course. However, the continuation can only be formally removed by going to the Candidate Continuation/Continuation Removal page. A continuation cannot be removed from within a course. The instructor candidate's role in the follow on course should be Participant, PART.

Q. I am trying to continue an instructor candidate, but the continuation overall result is greyed out. What is the most likely problem?

A. At least one of the skill, knowledge, teaching or leadership criteria on the evaluation must be checked as "continued" before an overall result of "Continued" can be selected. The CMS uses the continued criteria to automatically create a continuation form.

Appendix A: Curriculum Table

The image below reflects a portion of the Curriculum Table for Coastal Kayaking. The complete table can be accessed under the Policy Tables main menu selection.

Mentoring Courses * Hide ☐ Show ☐
 Show 25 entries

Discipline: Coastal Kayak (CK) ▼
 Find:

Course Level	Unique Course Abbreviation	Identifier Type	Course Description	Min Age	Certification Years	Additional Disciplines	Use	End	Status	Actions
00	ROLL	SKL	Kayak Rolling	n/a	n/a		Both	Same	Offered	✎
L0	PSFK	ASS	Paddlesports Safety Facilitator - Kayaking Module	n/a	n/a	CK, RK	Both	n/a	Offered	✎
L0	PSF	END	Paddlesports Safety Facilitator	n/a	n/a	CAN, CK, RC, RK, SUP	Both	Any	Offered	✎
L1	IK	SKL	Introduction to Kayaking	n/a	n/a	CK, RK, SK	Both	n/a	Offered	✎
L1	IK	ASS	Introduction to Kayaking	n/a	n/a	CK, RK, SK	Both	n/a	Offered	✎
L1	IK	IDW	Introduction to Kayaking	n/a	n/a	CK, RK, SK	Both	n/a	Offered	✎ ✖
L1	IK	ICE	Introduction to Kayaking	18	4	CK, RK, SK	Both	n/a	Offered	✎
L1	IK	ICW	Introduction to Kayaking	18	4	CK, RK, SK	Both	n/a	Offered	✎
L1	IK	IUD	Introduction to Kayaking	18	4	CK, RK, SK	Both	n/a	Offered	✎
L2	CKTS	SKL	Coastal Kayak Traditional Skills	n/a	n/a		Both	Same	Offered	✎
L2	ESOTK	SKL	Essentials of Sit on Top Kayaking	n/a	n/a		Both	n/a	Offered	✎
L2	EKT	SKL	Essentials of Kayak Touring	n/a	n/a		Both	n/a	Offered	✎
L2	EKTTL	SKL	Essentials of Kayak Touring Trip Leader	n/a	n/a		Both	n/a	Offered	✎
L2	ESOTKTL	SKL	Essentials of Sit on Top Kayak Trip Leader	n/a	n/a		Both	n/a	Offered	✎ ✖
L2	CKCC2	SKL	Coastal Kayaking Camping Course	18	n/a		Both	n/a	Offered	✎
L2	EKTNS	SKL	Essentials of Kayak Touring - Non-skirted	n/a	n/a		Both	n/a	Offered	✎
L2	CNS2	SKL	Coastal Navigation Skills 2	n/a	n/a		Both	n/a	Offered	✎ ✖
L2	ESOTK	ASS	Essentials of Sit on Top Kayaking	n/a	n/a		Both	n/a	Offered	✎
L2	EKT	ASS	Essentials of Kayak Touring	n/a	n/a		Both	n/a	Offered	✎
L2	EKTTL	ASS	Essentials of Kayak Touring Trip Leader	18	n/a		Both	Same	Offered	✎
L2	ESOTKTL	ASS	Essentials of Sit on Top Kayak Trip Leader	18	n/a		Both	Same	Offered	✎ ✖
L2	EKTNS	ASS	Essentials of Kayak Touring - Non-skirted	n/a	n/a		Both	n/a	Offered	✎ ✖
L2	ESOTK	IDW	Essentials of Sit on Top Kayaking	n/a	n/a		Both	n/a	Offered	✎ ✖
L2	EKT	IDW	Essentials of Kayak Touring	n/a	n/a		Both	n/a	Offered	✎
L2	EKTNS	IDW	Essentials of Kayak Touring - Non-skirted	n/a	n/a		Both	n/a	Offered	✎ ✖

Showing 1 to 25 of 76 entries

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Previous 1 2 3 4 Next

Appendix B: Course Abbreviations

The image below reflects a portion of the Curriculum Table summarizing course abbreviations. The complete table can be accessed under the Policy Tables main menu selection. It is continued on the next page.

Discipline	Level	Abbreviation	Description
CAN	L1	CTCC	Canoe Touring Camping Course
CAN	L2	ECT	Essentials of Canoe Touring - Course
CAN	L2	ECTS	Essentials of Canoe Touring - Solo
CAN	L2	ECTT	Essentials of Canoe Touring - Tandem
CAN	L3	FSC	FreeStyle Canoeing - Course
CAN	L3	FSCS	Freestyle Canoeing - Solo
CAN	L3	FSCT	Freestyle Canoeing - Tandem
CK	L2	CKCC	Coastal Kayaking Camping Course
CK	L2	CKCC2	Coastal Kayaking Camping Course
CK	L2	CNS2	Coastal Navigation Skills 2
CK	L2	EKT	Essentials of Kayak Touring
CK	L2	EKTNS	Essentials of Kayak Touring - Non-skirted
CK	L2	EKTTL	Essentials of Kayak Touring Trip Leader
CK	L2	ESOTK	Essentials of Sit on Top Kayaking
CK	L2	ESOTKTL	Essentials of Sit on Top Kayak Trip Leader
CK	L2	ROLL	Kayak Rolling
CK	L3	CK	Coastal Kayaking
CK	L3	CK:BSR	Coastal Kayak: Basic Strokes and Rescues
CK	L3	CK:RGSC3	Coastal Kayak Rock Garden and Sea Cave Skills & Safety
CK	L3	CK:SMR	Coastal Kayak: Strokes & Maneuvers Refinement
CK	L3	CKCC3	Coastal Kayaking Camping Course
CK	L3	CKTL	Coastal Kayak Trip Leader
CK	L3	CKTS	Coastal Kayak Traditional Skills
CK	L3	CNS3	Coastal Navigation Skills 3
CK	L3	SOTCK	Sit on Top Coastal Kayaking
CK	L4	CK:RGSC4	Coastal Kayak Rock Garden and Sea Cave Skills & Safety
CK	L4	CKCC4	Coastal Kayaking Camping Course
CK	L4	CNS4	Coastal Navigation Skills 4
CK	L4	OWCK	Open Water Coastal Kayaking
CK	L4	OWCK:OWS	Open Water Coastal Kayaking: Open Water Skills
CK	L4	OWCK:SZ	Open Water Coastal Kayaking: Surf Zone
CK	L4	OWCK:TC	Open Water Coastal Kayaking: Tidal Currents
CK	L4	OWCKTL	Open Water Coastal Kayak Trip Leader
CK	L5	AOWCK	Advanced Open Water Coastal Kayaking
CK	L5	AOWCK:ASZ	Advanced Open Water Coastal Kayaking: Adv Surf Zone
CK	L5	AOWCK:RWMT	Advanced Open Water Coastal Kayaking: RW M & T
CK	L5	CK:RGSC5	Coastal Kayak Rock Garden and Sea Cave Skills & Safety
CK	L5	CNS5	Coastal Navigation Skills 5
IPC	L0	FWSR	Flatwater Kayak Safety and Rescue
IPC	L0	PSF	Paddlesports Safety Facilitator
IPC	L0	PSFC	Paddlesports Safety Facilitator - Canoeing Module
IPC	L0	PSFK	Paddlesports Safety Facilitator - Kayaking Module
IPC	L0	PSFS	Paddlesports Safety Facilitator - SUP Module
IPC	L1	IC	Introduction to Canoeing - Course
IPC	L1	ICS	Introduction to Canoeing - Solo
IPC	L1	ICT	Introduction to Canoeing - Tandem
IPC	L1	IK	Introduction to Kayaking
IPC	L1	IPP	Introduction to Prone Paddling
IPC	L1	ISUP	Introduction to Stand Up Paddleboarding
PP	L2	EPRP	Essentials of Prone River Paddling
PP	L3	PRP	Prone River Paddling

Discipline	Level	Abbreviation	Description
RC	00	ROLL	Canoe Rolling
RC	L2	ERC	Essentials of River Canoeing - Course
RC	L2	ERCS	Essentials of River Canoeing - Solo
RC	L2	ERCT	Essentials of River Canoeing - Tandem
RC	L2	RCCC	River Canoeing Camping Course
RC	L3	RC	River Canoeing - Course
RC	L3	RCDTL	River Canoe Day Trip Leading
RC	L3	RCS	River Canoeing - Solo
RC	L3	RCT	River Canoeing - Tandem
RC	L4	WWC	Whitewater Canoeing - Course
RC	L4	WWCS	Whitewater Canoeing - Solo
RC	L4	WWCT	Whitewater Canoeing - Tandem
RC	L5	AWWC	Advanced Whitewater Canoeing - Course
RC	L5	AWWCS	Advanced Whitewater Canoeing - Solo
RC	L5	AWWCT	Advanced Whitewater Canoeing - Tandem
RFT	L2	ERO	Essentials of Rafting - Oar
RFT	L2	ERP	Essentials of Rafting - Paddle
RFT	L3	RO	Rafting - Oar
RFT	L3	RP	Rafting - Paddle
RFT	L4	WWRO	Whitewater Rafting - Oar
RFT	L4	WWRP	Whitewater Rafting - Paddle
RK	00	RKCC	River Kayaking Camping Course
RK	00	RKDTL	River Kayak Day Trip Leading
RK	00	RKF	River Kayak Fishing
RK	00	RKIUD	River Kayak Instructor Update
RK	L2	ERK	Essentials of River Kayaking
RK	L2	ERKNS	Essentials of River Kayaking - Non-skirted
RK	L2	ESOTRK	Essentials of Sit On Top River Kayaking
RK	L2	ROLL	Kayak Rolling
RK	L3	RK	River Kayaking
RK	L4	WWK	Whitewater Kayaking
RK	L5	AWWK	Advanced Whitewater Kayaking
SK	L2	ESOTKS	Essentials of SOT Kayak Surfing
SK	L3	ESK	Essentials of Surf Kayaking
SK	L4	SK	Surf Kayaking
SK	L5	PSK	Performance Surf Kayaking
SR	L2	ERSR	Essentials of River Safety and Rescue
SR	L3	RSR	River Safety and Rescue
SR	L4	SWR	Swiftwater Rescue
SR	L5	ASWR	Advanced Swiftwater Rescue
SS	L2	ESS	Essentials of Surf Ski
SS	L3	FSS	Fundamentals of Surf Ski
SUP	L1	SUPY	SUP Yoga
SUP	L2	ESUP	Essentials of Stand Up Paddleboarding
SUP	L2	SUPDTL	Stand Up Paddleboarding Day Trip Leader
SUP	L3	CSUP	Coastal Stand Up Paddleboarding
SUP	L3	RSUP	River Stand Up Paddleboarding
SUP	L3	SSUP	Surf SUP
SUP	L4	WSUP	Whitewater Stand Up Paddleboarding
SUP	L4	WSUPS	Whitewater Stand Up Paddleboarding - Surfing
SUP	L5	AWSUP	Advanced Whitewater Stand Up Paddleboarding
UP	00	ACW	Advanced Communications Workshop
UP	00	APW	Adaptive Paddling Workshop

Appendix C: Course Results Table

The image below reflects the Course Results Table as of June, 2020.

Course Result	Description	SKL	ASS	IDW	ICW	ICE	IUD	END	MEN	Cert / End	Status
Completed	Completed the course	Y								No	Active
Continued	Completed some or all of the course and was given a continuation				Y	Y	Y			No	Active
DNC	Did not complete - similar to Withdrew, but without formally dropping the course	Y	Y	Y	Y	Y	Y	Y		No	Active
Failed	Completed some or all of the course and was given a failed grade		Y	Y	Y	Y	Y	Y		No	Active
Led	Used by Lead and Assisting Instructors. Excludes ITC's and updating Instructors.	Y	Y	Y	Y	Y	Y	Y	Y	No	Active
Participated	Typically used for practice students, particularly those covered by course insurance	Y	Y	Y	Y	Y	Y	Y	Y	No	Active
Passed	Completed the course with a passing result		Y	Y	Y	Y	Y	Y		Yes	Active
Updated	An existing instructor successfully completed an update			Y	Y	Y	Y			Yes	Active
Upgraded	An existing instructor successfully upgraded within an existing discipline				Y	Y				Yes	Active
Withdrew	Started the course, but withdrew before course completion.	Y	Y	Y	Y	Y	Y	Y	Y	No	Active

Appendix D: Participant Roles Table

The image below reflects the Participant Roles Table as of June, 2020.

Role Abbreviation ¹	Role Description ¹	Candidate Evaluation ¹	Course Evaluation ¹	Certification / Endorsement ¹	Description ¹
ASIN	Assisting Instructor	No	No	No	Assistants to a course lead instructor
CAND	Candidate	Required	Required	Yes	Used for participants in certification development and exam courses
CDIN	Cross Discipline	Required	Required	Yes	Used for Instructors seeking certification in another discipline based on SEIC Policy Manual, paragraph 2.C.7.
COIN	Co-Teach Instructor	Required	No	No	Instructors seeking to fulfill a co-teach requirement for an IT application
ENDO	Endorsement	Required	Required	Yes	Used for instructors seeking an endorsement
LDIN	Lead Instructor	No	No	No	The lead instructor on a course
LDTI	Lead Teach Instructor	Required	No	No	Instructors seeking to fulfill a Lead Teach requirement for an IT application
NMPT	Non-Member Participant	No	No	No	Non-member participating in a skills course with no plans to become a member before the end of the course.
OBS	Observer	No	No	No	Used for participants in courses not seeking an assessment or certification who may not be involved in the more challenging elements of the course
PART	Participant	Allowed	Allowed	No	Used for students in skills training and assessment courses
PRAC	Practice Student	No	No	No	Used for participants in courses not seeking an assessment or certification
UDIN	Updating Instructor	Allowed	Allowed	Yes	Used for Instructors seeking to update their existing credential and reset the related expiration date
UGIN	Upgrading Instructor	Required	Required	Yes	Used for Instructors seeking to upgrade to a higher certification within their current discipline based on SEIC Policy Manual, paragraph 2.C.8

Appendix E: Course Roles Table

The image below reflects the Course Roles Table as of June, 2020.

Role Abbreviation	Role Description	Permitted Roles in the Following Course Types								Cert / End	Status
		SKL	ASS	IDW	ICW	ICE	IUD	END	MEN		
ASIN	Assisting Instructor	Y	Y	Y	Y	Y	Y	Y	Y	No	Active
CAND	Candidate			Y	Y	Y				Yes	Active
CDIN	Cross Discipline				Y	Y				Yes	Active
COIN	Co-Teach Instructor			Y	Y	Y				No	Active
ENDO	Endorsement	Y	Y					Y		Yes	Active
LDIN	Lead Instructor	Y	Y	Y	Y	Y	Y	Y	Y	No	Active
LDTI	Lead Teach Instructor			Y	Y	Y				No	Active
NMPT	Non-Member Participant	Y								No	Active
OBS	Observer	Y	Y	Y	Y	Y	Y	Y		No	Active
PART	Participant	Y	Y						Y	No	Active
PRAC	Practice Student	Y	Y	Y	Y	Y	Y	Y	Y	No	Active
UDIN	Updating Instructor			Y	Y	Y	Y			Yes	Active
UGIN	Upgrading Instructor				Y	Y				Yes	Active

Appendix F: Participant Results Table

The image below reflects the Participant Results Table as of June, 2020.

Role		Permitted Results									
Abbr ¹	Description ¹	Completed ¹	Continued ¹	DNC ¹	Failed ¹	Led ¹	Participated ¹	Passed ¹	Updated ¹	Upgraded ¹	Withdrew ¹
ASIN	Assisting Instructor					Y					
CAND	Candidate		Y	Y	Y			Y			Y
CDIN	Cross Discipline		Y	Y	Y			Y			Y
COIN	Co-Teach Instructor					Y					
ENDO	Endorsement			Y	Y			Y			Y
LDIN	Lead Instructor					Y					
LDTI	Lead Teach Instructor					Y					
NMPT	Non-Member Participant			Y			Y				Y
OBS	Observer						Y				
PART	Participant	Y		Y	Y			Y			Y
PRAC	Practice Student						Y				
UDIN	Updating Instructor			Y	Y				Y		Y
UGIN	Upgrading Instructor		Y	Y	Y					Y	Y