



# ACA Instructor Update

## Course Outline

Fundamentally, participants are expected to have the paddling skills, technical knowledge, rescue ability, teaching ability, group management, and interpersonal skills commensurate with this level of certification prior to presenting themselves for evaluation as Instructor Update Candidates.

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

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

## Course Prerequisites

- Acknowledgment of personal compliance with the ACA Essential Eligibility Criteria (EEC).
- Be a current ACA instructor in good standing

## Course Duration

For Levels 1-2: minimum 1 day (8 hours).

For Levels 3-5: minimum 2 days (16 hours).

## **Course Location / Accessible Venues**

Corresponding with the instructors' highest level of certification.

## **Course Size**

Follow published course sizes that correspond to the appropriate instructor criteria documents.

## **Instructor Trainer**

This certification course may be offered by the instructors' highest level of certification (or higher) ACA Instructor Trainers or Instructor Trainer Educators.

## **Succeeding Courses**

Upgrade to a higher level of certification

Cross discipline certification within another discipline/craft

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The following is a list of the criteria used to evaluate Instructor Candidates. The content and sequence of evaluation is to be adjusted to best fit the participant's needs, class location, time allowance, and be craft appropriate.

## **General Requirements for all ACA Certification Candidates**

- Be at least 18 years old
- Demonstrate general knowledge of ACA Diversity, Equity, and Inclusion (DEI) initiatives
- Successfully complete an Instructor Certification Workshop (IDW and ICE)
- Upon successful completion, register with the Safety Education and Instruction Council
- Have and maintain first aid and age appropriate CPR
- Demonstrate a general knowledge of paddlesports and the ACA

- Demonstrate the ability to appropriately perform and teach all of the following material, unassisted, in the appropriate venue

## **Certification Maintenance Requirements**

- Teach at least two courses that meet ACA standards within the four-year certification period and properly report the courses using the ACA Course Management System (CMS)
- Complete an Instructor Update, at the highest level of certification, during the four-year certification period
- Maintain ACA membership and SEIC registration annually
- Maintain appropriate CPR and first aid certification for the duration of certification

## **Instructor Update Requirements**

### **Demonstrate a knowledge of ACA administrative processes:**

- How to register and report a course (with and without insurance)
- An understanding of the ACA Waiver and Release of Liability
- A familiarity with the ACA website and the resources/policies available within

### **Demonstrate a knowledge of teaching and learning theory:**

- Understand multiple modalities of teaching and how they impact different learners
- Differentiate instruction targeting different learners
- Use effective teaching methods
- Present information effectively, both prepared and impromptu
- Effectively make documented skill assessments

### **Demonstrate the following:**

- Positive interpersonal skills
- Appropriate group management skills including leadership and judgment
- Ability to choose an appropriate venue / class site

## **Demonstrate ability to paddle efficiently and comfortably, in flat water:**

- Boat stability (trim, stance, etc.)
- Efficient and effective paddle placement for intended maneuver
- Safe and effective body usage: bio-mechanics (body, linkage, and rotation)
- Parts of strokes: CPR (catch, power, recovery), static and dynamic

## **Pre-Course Considerations**

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

## **Prepared Presentations**

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

## **Demonstrate leadership, group management skills, experience and judgment necessary to be a safe, effective instructor**

## **Impromptu Presentations**

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

## **Review the following documents from the [ACA website](#)**

- Sample Skills course outlines (up to the level of certification)
- Skills Assessment course outlines
- Instructor Criteria (up to the highest level of certification)

## **Introductions**

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

## **Personal Goals and Challenges**

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

## **Safety & Rescue**

- Safety awareness
- Rescue priorities
- Rescue methods

## **Paddling Skills (Demonstration Quality)**

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

## **Teaching Skills**

- On Land Topic Presentation
- On Water Topic Presentation

## **Critique and Assessment Techniques**

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

## **On Water Scenarios (Teaching Venue)**

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

### **Notes:**

*An ACA Instructor is expected to be able to demonstrate and teach everything on the Skills Course and Skills Assessment outlines for their craft.*

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This curriculum is managed by the ACA Introduction to Paddling (IPC) Committee. To connect with the leadership of this committee, please view the SEIC Committee rosters on [the ACA website](#).