



# Instructor Update

## Sample Outline

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

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

### Course Prerequisites:

- All participants must acknowledge personal compliance with the [ACA Essential Eligibility Criteria \(EEC\)](#)
- Be a current ACA instructor in good standing

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

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

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

**Succeeding Levels of Certification:** Instructor Upgrade to a Higher Level of Certification

### General Requirements for all Instructor Certifications:

- Be at least 18 years old
- Be a full ACA member
- All participants must acknowledge personal compliance with and demonstrate general knowledge of the purpose and significance of the [ACA Essential Eligibility Criteria \(EEC\)](#).
- Demonstrate general knowledge of [ACA Diversity, Equity, and Inclusion \(DEI\) policy and 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
- Instructors are expected to be able to demonstrate, teach, and model everything on the official ACA skills course and assessment course outlines which correspond to their level/craft.



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

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

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

**Review the following documents from the ACA website:** <https://americancanoe.org/course-curriculum/>

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

### **Instructor Update Sample Outline**

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

Review Instruction Practices:

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



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

### Safety & Rescue:

- Safety awareness
- Rescue priorities
- Rescue methods

### Technical knowledge:

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

### Paddling Skills (Demonstration Quality):

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

### Teaching Skills:

- On Land Topic Presentation
- On Water Topic Presentation

### Critique and Assessment Techniques:

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

### On Water Scenarios (Teaching Venue):

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

### Conclusion (Assessment):

- Review
- Critique
- Feedback / Course Evaluation Form