

## Course Management System (CMS) -

### Leader Certification Course Registration and Reporting

- CPL = Community Paddlesports Leader
- LDW = Leader Development Workshop (like an IDW, no certification can be earned via this course type)
- LCW = Leader Certification Workshop (like an ICW, this is the combination of an LDW and an LCE)
- LCE = Leader Certification Exam (like an ICE, this course requires the completion of an prior LDW)

### Your New Certification on Your CMS Dashboard – Congrats!

#### Your Certifications, Endorsements and Assessments

Type	Description	Discipline	Level
Trainer Educator Certification	Open Water Coastal Kayaking	CK	L4
<b>Leader Trainer Educator</b> Certification	Advanced Coastal Leader	<b>CLEAD</b>	<b>n/a</b>
Instructor Certification	Essentials of Stand Up Paddleboarding	SUP	L2
Instructor Certification	Essentials of Canoe Touring - Solo	CAN	L2
Instructor Certification	Essentials of Canoe Touring - Tandem	CAN	L2
Instructor Certification	Advanced Open Water Coastal Kayaking	CK	L5

Notes: The ACA Leader Pathway does NOT have associated levels. Thus, you will not see one on your dashboard nor on your certification digital certificate. There are two “disciplines” of Leader: Coastal Leader (CLEAD) and River Leader (RLEAD).

Registering a trip or a Leader Certification Course is very similar to a skills course or Instructor Certification Course. You need to begin by selecting the new, appropriate discipline from the dropdown menu of the main course registration screen.


Discipline \*

Course Type \*

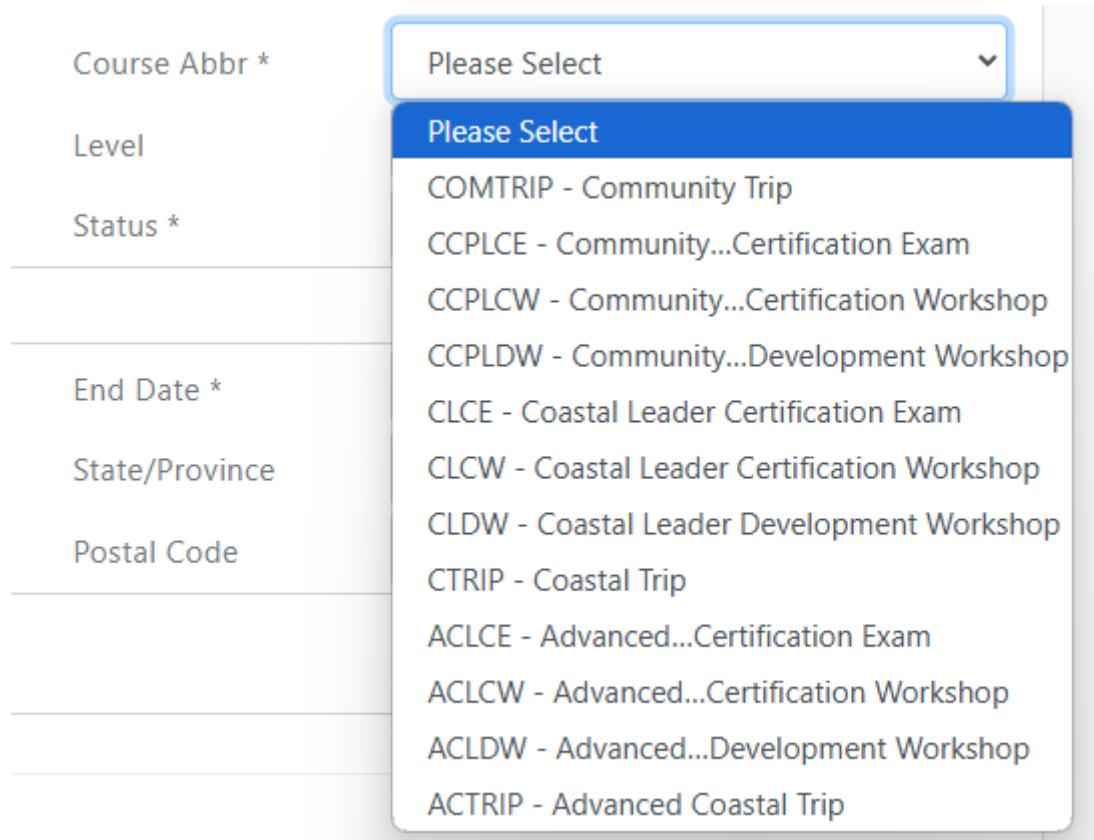
Course Name \*

Venue \*

Start Date \*



Next, look to the right for the “Course Abbreviation” dropdown menu. Here you will see all the applicable options based on the Leader Trainer award you now hold (River or Coastal, Leader or Adv. Leader):

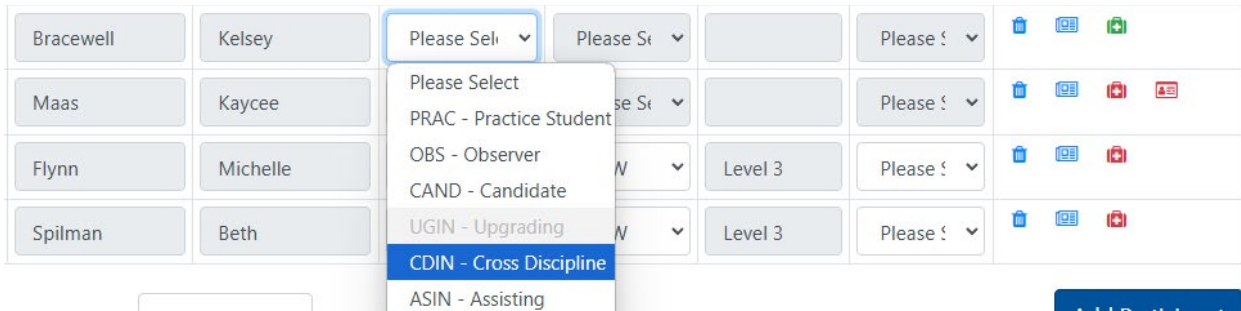


The image shows a form with several fields. The 'Course Abbr \*' field has a dropdown menu open, displaying a list of course abbreviations. The other fields are: Level, Status \*, End Date \*, State/Province, and Postal Code.

Course Abbr *	Please Select
Level	Please Select
Status *	COMTRIP - Community Trip
	CCPLCE - Community...Certification Exam
	CCPLCW - Community...Certification Workshop
	CCPLDW - Community...Development Workshop
End Date *	CLCE - Coastal Leader Certification Exam
State/Province	CLCW - Coastal Leader Certification Workshop
Postal Code	CLDW - Coastal Leader Development Workshop
	CTRIP - Coastal Trip
	ACLCE - Advanced...Certification Exam
	ACLCW - Advanced...Certification Workshop
	ACLDW - Advanced...Development Workshop
	ACTRIP - Advanced Coastal Trip

\*Please note the above image is an example based on someone that holds an Advanced Coastal Leader Trainer Educator Certification. If you have a CPL or River Leader Trainer / Educator Certification, the options presented will be in alignment with the discipline/conditions in which you are certified to lead.

Course Rosters are built in the same way as Instructor Certification Courses: please select the appropriate role for each participant: practice student, observer, candidate, cross discipline (for those already certified in another discipline, which includes ACA instructor certification), assisting, etc.



The candidate evaluations are prepared for each Leader Certification Course and must be completed for each Leader Candidate or Cross Discipline Candidate prior to course roster submission. You can preview the contents of these evaluations within the “Candidate Evaluations” tab within the CMS left-side menu bar, using the sub-tab, “Candidate Evaluation Templates.” Reminder: you must select the new Leader Path discipline from the dropdown to find these new evaluation templates. They are not contained in the instructional disciplines of Coastal Kayak, River Kayak, etc.

Discipline:

Find:

Show  entries

Course					Template			Actions
Discipline	Level	Abbreviation	Name	Type	Application	Effective Date		
Coastal Leader Path	L2	CCPL	Community Paddlesports Leader	CPL	General	05/14/2025		
Coastal Leader Path	L3	CLCE	Coastal Leader Certification Exam	LCE	General	05/14/2025		
Coastal Leader Path	L3	CLCW	Coastal Leader Certification Workshop	LCW	General	05/14/2025		
Coastal Leader Path	L3	CLDW	Coastal Leader Development Workshop	LDW	General	05/14/2025		
Coastal Leader Path	L4	ACLCE	Advanced Coastal Leader Certification Exam	LCE	General	05/14/2025		
Coastal Leader Path	L4	ACLWCW	Advanced Coastal Leader Certification Workshop	LCW	General	05/14/2025		
Coastal Leader Path	L4	ACLWDW	Advanced Coastal Leader Development Workshop	LDW	General	05/14/2025		

Leader certifications will be awarded to candidates through the same method as instructor certifications: the candidate will need to have current ACA membership, SEIC dues, and have uploaded copies of their current first aid and CPR credentials into the CMS for their certification to be active. They may use the CMS to register, request insurance, and report trips in the same way as certified instructors.

**Please remember!**

The “Help and Training” tab within the CMS provides both written, visual, and video instructions on CMS functions. Please read these user guides and ask your candidates to read them before reaching out to ACA staff. Thank you!

