



# Advanced Communications Workshop (ACW) Instructor Endorsement Criteria

## Course Outline

Designed for instructors, outfitters, recreation program managers, trip leaders, rehabilitation specialists who want to seamlessly integrate people with speech and language impairments, hearing impairments or deafness, visual impairments or blindness into paddlesports programs. Advanced Communications Workshops provide a basic understanding of disabilities that affect communication and provide a toolbox of knowledge, techniques, and strategies to enable successful integration. Advanced Communications Workshops include hands-on learning in both a classroom and in calm, protected waters. Current ACA Paddling Instructors will earn the Advanced Communications Endorsement upon successful completion. All other ACA members, who are not certified ACA instructors, will earn a Certificate of Completion upon successful demonstration of endorsement criteria.

## Course Prerequisites

- Acknowledgement of personal compliance with the [ACA Essential Eligibility Criteria \(EEC\)](#).
- Be a current ACA member
- To obtain the endorsement: be a currently certified ACA Instructor

## Course Duration

2 days (16 hours) or more.

## Course Location / Accessible Venues

Corresponding with the venue associated with Instructor Trainers' level of certification

## **Course Size**

5 Candidates : 1 Instructor Trainer; with an additional endorsed instructor, the ratio can be 10 : 2. The maximum number of candidates permitted is 10.

## **Complementary Courses**

- Adaptive Paddling Workshop (APW)

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The following is a list of the criteria used to evaluate Endorsement 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 Endorsement Candidates**

- Be at least 18 years old
- Demonstrate general knowledge of ACA Diversity, Equity, and Inclusion (DEI) initiatives
- Successfully complete an Endorsement Workshop
- 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

## **Endorsement Maintenance Requirements**

- Teach at least two courses that meet ACA standards that include at least one student with a communications-related disability within the four-year certification period and properly report the courses using the ACA Course Management System (CMS).
- Maintain ACA membership and SEIC registration annually

- Maintain appropriate CPR and first aid certification for the duration of the endorsement

## **ACA Advanced Communications Endorsement Requirements**

Endorsement Candidates will demonstrate and convey the following for paddlers experiencing vision loss and blindness (VI), hearing loss and deafness (HI), and speech and language impairments (SLI):

### **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
- Familiarity with the ACA website and the resources and SEIC policies available

### **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 including appropriate skills progressions when teaching complex skill sets
- Present information effectively, both prepared and impromptu
- Focus on **core principles** rather than specific techniques
- Provide appropriate, specific, and meaningful feedback

### **Demonstrate the following:**

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

### **Demonstrate knowledge & ability to perform & convey the following current best practices:**

- Development and application of Essential Eligibility Criteria
- Medical information collection and rules about disclosure

**Demonstrate knowledge and ability to perform and convey the following:**

- Demonstrate ability to assess students' instruction needs, strengths, and tailor instruction accordingly
- Tailoring instruction for paddlers experiencing VI, HI, and SLI
  - Language and etiquette unique to VI, HI, and SLI
  - Teaching techniques unique for best reaching people with VI, HI, and SLI
  - On-water facilitation and risk management for classes that include paddlers with VI, HI, and SLI

**Demonstrate ability to work collaboratively in an instructional team environment:**

- Work well with students, including demonstrated ability to effectively listen and apply student concerns and desires
- Work well with other members of instructional teams
- Actively participates in discussions throughout ACW on pertinent topics and issues

**Demonstrate ability to paddle and perform rescues efficiently & comfortably, while maintaining appropriate situational awareness & group management**

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

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