



ACA Adaptive Paddling Program

Guide to becoming an Adaptive Paddling Instructor Trainer

This guide outlines requirements to become an ACA Adaptive Paddling Instructor Trainer (AP IT). All ACA Instructor Trainer Candidates (ITC) must complete the official [ACA IT Application](#) and the requirements described in the Safety Education Instruction Council (SEIC) [Policy Manual](#), Chapter 3. Given the uniqueness of the Adaptive Paddling Program, the Adaptive Paddling Committee has outlined several additional ITC recommendations. This guide also outlines criteria an Adaptive Paddling ITC must demonstrate during their Candidacy.

Instructor Trainer Candidate Information

Candidate Name:	Date:
Address:	ACA #
City / State / Zip:	E-Mail:
Home Phone:	Work / Cell Phone:

Instructor Trainer Candidate Requirements from SEIC Policy Manual.

Criteria:	Information needed:
Is 21 years of age	Date of Birth
Current ACA & SEIC memberships	Provide ACA membership card expiration date
Serve as Instructor, in good standing, for at least 2-years in discipline of application	Provide original certification date
Participate in an ITDW or co-teach an IDW/ICE *	List IDW/ICEs or Updates assisted / participated in past 2 years*
Satisfactorily lead an IDW/ICE with assistance and direct oversight by an ITE*	Provide Course dates, Level & ITE
Applicants are encouraged to certify in a second ACA discipline or other recreational field	List current ACA Instructor / IT / ITE certifications

* Within the AP process ITDW and IDW/ICE's are replaced with Adaptive Paddling Workshops (APW).



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The following AP IT recommendations are in addition to the SEIC IT requirements outlined above		
Successfully complete AP Instructor Endorsement	Date and location of original AP Endorsement	
Serve as an APW Host (2 day or 4 day)	List date & lead IT of hosted APW	
Instruct at least 1 time in both a 2 & 4-day APW	List 2 & 4-day APW taught	
Mentor under more than one IT / ITE during the AP IT Candidate process	List mentors & course dates	
Co or Lead-Teach at least once in a venue other than home venue	List venues other than home venue & course dates	

Successful Adaptive Paddling Instructor Trainer Candidates will demonstrate and convey the following:

General

- 1.0 All ACA Instructor Criteria and [APW Instructor Endorsement Criteria](#)
- 1.1 All topics in the Adaptive Paddling Workshop
- 1.2 Best practices in administering and implementing paddling programs that integrate persons with disabilities
- 1.3 Legal, medical, and risk management topics as related to disabilities and administration of programs
- 1.4 Manage APW instruction team to address timelines and course related issues
- 1.5 Evaluate and select appropriate sites that meet APW course requirements
- 1.6 Instructor Trainer level leadership, group management, and judgment

Class/Course Management

- 2.0 Coordinate with APW Host and other instructors
- 2.1 Conduct paddler interviews with students who have disabilities
- 2.2 Administer all APW course paperwork
- 2.3 Distribute and clarify participant assignments
- 2.4 Provide oversight and final decisions on all APW aspects
- 2.5 Facilitate course participant meetings in a positive manner that encourages sincere participant feedback



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Social Issues and General Disability Orientation

- 3.0 Overview of disability
- 3.1 Updated Census Bureau statistics on general disability, mobility related, and designations of disabilities
- 3.2 Safety issues unique to disability within the paddling environment
- 3.3 Appropriate interactions with persons who have a disability
- 3.4 Appropriate person 1st terminology & inappropriate terminology

Legal Issues

- 4.0 Legal requirements and how laws relate to program and facility accessibility
- 4.1 Concepts of Essential Eligibility Criteria (EEC) & how to build defensible EEC

Medical Issues

- 5.0 Use and purpose of medical information sheets
- 5.1 Use and purpose of the paddler's interview
- 5.2 Issues of disclosure and confidentiality pertaining to medical information
- 5.3 Medical terminology and implications related to various types of disabilities
- 5.4 Concept of functional impairment & its relation to course content
- 5.5 Concepts and procedures for safe and effective transfers and carries; with focus on transfers to midpoints, midpoints to boat and back, or midpoint to poolside and back

Equipment and Outfitting

- 6.0 Proper concepts of paddle craft selection
- 6.1 Adaptation concepts
- 6.2 Types and functions of foam and materials typically used in outfitting
- 6.3 Use of basic tools for outfitting

Risk Management

- 7.0 Determine whether participants successfully meet EEC
- 7.1 Coordinate emergency procedures with APW team
- 7.3 Safety and risk management practices in adaptive program planning

Course Organization and Evaluation

- 8.0 Evaluate course participants' completion of APW Endorsement Criteria
- 8.1 Guide and evaluate all aspects of host responsibilities
- 8.2 Facilitate APW course evaluations and instructor team debrief