



# ACA Instructor Trainer (IT) Application

**In order to complete the process of applying to become an ACA Instructor Trainer, you must:**

- Already have submitted the IT Candidate(ITC) Registration Form and received written confirmation
- Complete this Instructor Trainer(IT) Application (pages 1-3) and submit it to the SEI Department

### Instructor Trainer Candidate Information

IT Candidate Name:	Application Form Submission Date:
Address:	ACA #
City / State / Zip:	E-Mail:
Home or Work Phone:	Cell Phone:

Please indicate the Discipline and Level for the Instructor Trainer Application:

Discipline:	Level:
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Canoeing		Kayaking		
Level 1: Introduction to Canoeing		Level 1: Introduction to Kayaking		
Level 2: Essentials of Canoe Touring Level 3: Freestyle Canoeing	Level 2: Essentials of River Canoeing Level 3: River Canoeing Level 4: Whitewater Canoeing Level 5: Advanced Whitewater Canoeing	Level 2: Essentials of Kayak Touring Level 3: Coastal Kayaking Level 4: Open Water Coastal Kayaking Level 5: Advanced Open Water Coastal Kayaking	Level 2: Essentials of River Kayaking Level 3: River Kayaking Level 4: Whitewater Kayaking Level 5: Advanced Whitewater Kayaking	Level 2: Sit-On-Top Surf Kayaking Level 3: Essentials of Surf Kayaking Level 4: Surf Kayaking

Rafting	Safety & Rescue	S U P	Adaptive
Level 2: Essentials of Rafting - Oar Level 2: Essentials of Rafting - Paddle Level 3: Rafting – Oar Level 3: Rafting - Paddle Level 4: Whitewater Rafting – Oar Level 4: Whitewater Rafting - Paddle	Level 2: Essentials of River Safety & Rescue Level 3: River Safety & Rescue Level 4: Swiftwater Rescue Level 5: Advanced Swiftwater Safety & Rescue	Level 1: Introduction to SUP Level 2: Essentials of SUP Level 3: Whitewater SUP Level 3: Surf SUP Level 4: Advanced Whitewater SUP	Adaptive Paddling

Instructor Trainer Candidate Name: \_\_\_\_\_

## Instructor Trainer – Application

**To finish the process of applying to become an ACA Instructor Trainer:**

- *Before* submitting this application, have submitted & received confirmation of ITC Registration Form
- Complete this Instructor Trainer application & submit to the SEI Department at the ACA Office within 30 days of completing lead-teach
- SEI Department then forwards the final IT application to the SEIC Standards Committee for review and disposition:
  - Approved - Instructor Trainer Certification awarded
  - Continued – Must complete a specific portion of the ITC process again
  - Fail – Must complete entire ITC process again

Criteria:	Information needed:	
IT Candidate Registration Form <ul style="list-style-type: none"> <li>• Submitted</li> <li>• written confirmation received</li> </ul>	Provide: <ul style="list-style-type: none"> <li>- date of initial ITC Registration Form submission to ACA Office</li> </ul>	
Completed online course	Provide: <ul style="list-style-type: none"> <li>- date of completion</li> </ul>	
Additional courses taught and / or participated in	Provide: <ul style="list-style-type: none"> <li>- any ACA courses that you assisted or participated in over the past 2 years</li> </ul>	
Co-teach an: <ul style="list-style-type: none"> <li>• IDW / ICE</li> <li>• or an ICW with an IT or ITE</li> </ul>	Provide: <ul style="list-style-type: none"> <li>- course dates</li> <li>- discipline</li> <li>- level</li> <li>- name of IT or ITE</li> </ul>	
Satisfactorily lead an: <ul style="list-style-type: none"> <li>• IDW / ICE</li> <li>• or an ICW with assistance and direct oversight by an ITE</li> </ul>	Provide: <ul style="list-style-type: none"> <li>- course dates</li> <li>- discipline</li> <li>- level</li> <li>- name of ITE</li> </ul>	
Applicants are encouraged to certify in a second ACA discipline	List additional: <ul style="list-style-type: none"> <li>- ACA assessments</li> <li>- ACA endorsements</li> <li>- ACA Instructor or Trainer certifications</li> </ul>	
Other relevant certifications or accomplishments	List: <ul style="list-style-type: none"> <li>- any relevant additional certifications or accomplishments</li> </ul>	

**Instructor Trainer Candidate Name:** \_\_\_\_\_

**Required Checklist for Instructor Trainer Application Submission** *(please check once completed or attached):*

- ACA membership dues current. Provide expiration date from ACA membership card: \_\_\_\_\_
- SEIC dues current
- Submit proof of current First Aid certification and age appropriate CPR

**Co-Teach**

- IDW & ICE, or ICW, Course Report Form
- Instructor Candidate Evaluations of the Instructor Trainer Candidate
- Instructor Trainer Candidate Evaluations of each Instructor Candidate
- Submitted Course Report and Evaluations to SEI Department (prior to lead teach)  
Date submitted: \_\_\_\_\_  Written confirmation from SEI Dept. received

**Lead Teach**

- IDW & ICE, or ICW, Course Report Form
- The course outline from your IDW & ICE, or ICW, lead-teach
- Instructor Candidate Evaluations of the Instructor Trainer Candidate
- Instructor Trainer Candidate Evaluations of each Instructor Candidate
  
- Three (3) Letters of Recommendation
  - Letter / email from mentoring Instructor Trainer Educator (ITE)
  - Letter / email from an Instructor or Instructor Trainer in the appropriate Discipline
  - Letter / email from any other ACA Instructor or Instructor Trainer
  
- Check here if you are already an IT and are upgrading under SEIC Policy Manual Chapter 3.C.11

**Instructor Trainer Candidate Name:** \_\_\_\_\_

**Instructor Trainer Candidate Review and Verification**

As the Instructor Trainer Candidate, I have completed and reviewed all of the required information on this Instructor Trainer Application Form, prior to its submission to the ACA Office.

\_\_\_\_\_  
IT Candidate Name (*printed*)

\_\_\_\_\_  
IT Candidate Signature

\_\_\_\_\_  
Date

**Instructor Trainer Application Review by mentoring Instructor Trainer Educator (ITE):**

As the ITE of record, I have reviewed this IT Application prior to its submission to the ACA Office.

\_\_\_\_\_  
ITE Name (*printed*)

\_\_\_\_\_  
ITE Signature

\_\_\_\_\_  
Date

**Additional Notes:**

- [www.americancanoe.org/InstructorTrainer](http://www.americancanoe.org/InstructorTrainer)
- Review the SEIC Policy Manual at [www.americancanoe.org/SEIC](http://www.americancanoe.org/SEIC)
- Dues: upon becoming an Instructor Trainer, annual SEIC dues are \$75 per year

