



# ACA Instructor Trainer Candidate(ITC) Registration Form

**In order to start the process of becoming an ACA Instructor Trainer(IT), you must:**

- Complete this ITC Registration Form (pages 1-3) and submit it to the SEI Department
- Receive written confirmation from the SEI Department that you can begin the ITC process

## Instructor Trainer Candidate Information

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

Please indicate the Discipline and Level for the IT Candidate 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 Candidate – Registration Form

### The process of becoming an ACA Instructor Trainer:

- Complete this Instructor Trainer Candidate Registration Form
  - Submit this ITC Registration Form to the SEI Department at the ACA Office
  - Receive written confirmation from the SEI Department that you can begin the ITC process
- SEI Department staff and the appropriate SEIC Discipline Chair will contact you
- Complete the ITC online course (self-study)
- Assist/co-teach any appropriately certified Instructor Trainer with an IDW & ICE, or an ICW, at the desired level of IT certification
- Upon successful completion of the assist/co-teach, and with the ITs recommendation:
  - Conduct a lead-teach (IDW & ICE, or ICW) under the mentorship of an Instructor Trainer Educator (ITE)
    - Or, you can do both your co-teach and lead-teach with the same ITE
- Submit the final Instructor Trainer Application to the SEI Department
- SEI Department then forwards the final IT application to the SEIC Standards Committee for review and disposition:
  - Approved - Instructor Trainer Certification awarded
  - Pending – Must complete a specific portion of the ITC process again
  - Fail – Must complete entire ITC process again

### Checklist for Instructor Trainer Candidate Registration Submission *(please check once completed or attached):*

- Must be at least 21 years of age. Date of Birth: \_\_\_\_\_
- ACA membership dues current. Provide expiration date from ACA membership card: \_\_\_\_\_
- SEIC dues current
- Be a certified, active ACA Instructor in the appropriate discipline for at least 2 years  
Instructor certification date: \_\_\_\_\_ IT who certified you: \_\_\_\_\_
- Have taught and reported to the ACA Office at least two skills courses at the desired level of Instructor Trainer certification within the past four (4) years
- Submit proof of current First Aid certification and age appropriate CPR
- Submit a letter/email of support from the IT or ITE with whom you plan to conduct your co-teach
- Check here if you are already an IT and are upgrading under SEIC Policy Manual Chapter 3.C.11
- Check here if you are requesting a ‘Waiver’ from any of the IT Requirements; then fill out page 3

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

**If you are in need of a waiver for any portion of the SEIC Policy regarding the IT Process, please complete this Instructor Trainer Candidate Waiver Request:**

Please select which form you are requesting a waiver from:

Instructor Trainer Candidate (ITC) Registration Form

Instructor Trainer (IT) Application

- For which requirement(s) from the ACA Instructor Trainer registration or application process are you requesting a waiver?

- Describe your reasoning for requesting this waiver.

**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) for full policies in effect at the time of application
- The IT Candidate shall be ultimately responsible to insure compliance with SEIC Policies and Procedures
- Dues: upon becoming an Instructor Trainer, annual SEIC dues are \$75 per year

**For ACA Office Use Only**

Date ITC Application Received: \_\_\_\_\_

Email Confirmation of Receipt: \_\_\_\_\_

SEI Phone Call to ITC (optional): \_\_\_\_\_

Online Self-Study Completed: \_\_\_\_\_

Discipline Chair Contacted: \_\_\_\_\_

ITDW Completed (optional): \_\_\_\_\_

Confirmation Sent to Start IT Process: \_\_\_\_\_

ITC Application:

- Approved
- Continued  
List reason(s)
  
- Failed  
List reason(s)

Exemption Request:

Submitted  Yes  No

Disposition by ACA Office  Yes  No

If Yes, two approval signatures are required:

\_\_\_\_\_  
\_\_\_\_\_

Reply sent to ITC. Date: \_\_\_\_\_