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Thank you for your interest in the American Red Cross Small Craft Safety course. The American Red Cross has officially retired this course as of August 31<sup>st</sup> 2019. We understand that you still have the need to train staff in small craft safety. We may be able to help you get the training you need. Please see below to see some of your options.

### **Training Options and Base Costs for Your staff**

Thank you for your interest in our staff training courses. Training the trainers to teach paddle sports is our passion and our American Canoe Association instructors and trainers are registered Maine Guides with years of experience.

With the American Red Cross Small Craft Safety Course no longer being an option, organizations are in a place where they need an alternative program.

With OLTOA we have many options and can build you a customized staff training course that fits your needs. We will come to your location, teach the course in your home environment, and with the equipment that your staff will be using.

Though we can train your staff for ocean kayaking or river canoeing as well, we will focus here on what the large majority needs: flat-water training and documented proof of program completion

Though there are many options, we will start with the options listed below. These options are for people working on protected waters and in a flatwater or slow moving river environment. We understand that you have a classroom, access to water, provide group transportation if needed and have all watercrafts, PFDs, Paddles and related equipment on site.

Here are your options and a few reasons that you might want to choose one over another.

Option #1: Customized Staff Training with a certificate of completion

Option #2: American Canoe Association Paddlesport Safety Facilitator Certification Course

Option #3: American Canoe Association Instructor Certification Workshop

See details below:

**Option #1 :**

## **Outdoor Leader Trainers of America Customized Staff Training with a certificate of completion**

Our customized staff training gives your staff fundamental skills that will enhance their boat handling, rescue skills, and their ability to teach these skills while creating a fun and positive learning environment.

This is a great pre-requisite course for either the ACA PSF or ACA Instructor Certification Workshop. (explained below). Though we highly recommend ACA (American Canoe Association )Membership to all, it is optional for this workshop.

This is not a pass /fail course, and it is not a certification course. It is a training that is taught by ACA certified instructors. At the end of this training, the sponsoring organization will receive a document called a “Certificate of course completion .” This document will outline the date and location of the course, the key skills covered, the watercraft the training was done in, the names of the people who have completed the course, and the signature of the ACA Instructor who taught the course. (Note: An individual must be present for the entire course to have their name on this certificate).

You might want to consider this course if you do not need a certification, have less experienced staff and /or want your staff to gain skills and experience in a low stress learning environment.

The only pre-requte for this course is that people meet the ACA’s EEC. See the PSF EEC at <https://www.americancanoe.org/page/PSF>

The local base cost of this training is \$700.00 a day for up to 6 people in Tandem Canoes or 5 People in solo canoes, kayaks or SUP’s.

The local base cost for 6-12 people in Tandem Canoes or up to 10 people in kayaks or SUPs the cost is \$1400.00 .

We will travel almost anywhere in the world (once Covid is under control) to deliver our learning experiences and conduct our courses. We do add a fee for travel wages, travel costs and room and board for our instructors. These costs are determined on a case by case basis and should be discussed with your OLTOA contact.

## **Option #2 American Canoe Association Paddlesport Safety Facilitator Certification Course And Level 1 Skills Assessment.**

The PSF is a Pass/fail certification course. The certification is good for one year. You must be an ACA Member at the \$40.00 Level to hold this certification and take the PSF course/Skills Assessment. Note: This is not an “Instructor Certification”. This course was originally designed to meet the needs of rental facilities. The idea was that if a person was to rent a canoe (Or SUP or kayak) to an individual and the individual capsized the rental craft, that the person in charge of the rental would have the basic skills to paddle to the capsized craft, empty the water in the craft, and get the customers safely back into the craft. They are not expected to teach courses or lead

trips with this certification alone. It is important to note that the PSF certification is intended for dry land instruction only, but **combined with a Level 1 Skills Assessment** it is appropriate for taking people in protected waters within swimming distance of shore.

People taking this course are expected to arrive with effective small craft handling skills such as boat maneuvering and rescue skills. Because of time constraints the focus of this course will be assessing paddling and rescue skills rather than teaching them.

This is a basic boating safety course and covers many topics. To see the full list, please see the ACA website at <https://www.americancanoe.org/page/PSF>

You might consider choosing this option if you would like your staff to become a member of the American Canoe Association and possess a PSF certification card and Skills Assessment card. These cards look good on resumes, may make some insurance companies happy and can be used in marketing if you wish.

OLTOA offers this as a one day (approximately 8 hour) PSF course for one vessel, be it canoe or kayak, or SUP. The morning session will be mostly classroom style instruction with some shore based rescue skills. The afternoon will be spent assessing students maneuvering and rescue skills. We offer this course this year at a lower rate than our usual ACA Instructor Certification Workshops. We are doing this to make this a more affordable option for schools, camps, scouts, and parks who might not need fully certified ACA instructors for their offerings.

The cost for a one day PSF / Level 1 Canoe Skills Assessment for up to 6 people is \$700.00 or up to 12 people is \$1400.00

The cost for a one day PSF/ Level 1 Kayak Skills Assessment or a PSF with a Level 1 SUP Skills Assessment for up to 5 people is \$700.00 or up to 10 people is \$1400.00

If you wish to have your staff take the PSF Certification and all 3 Skills Assessments that is also an option. We would do the PSF and Canoe Skills Assessment on Day 1 and the SUP and Kayak Skills Assessments on Day 2. Depending on the skill level of the people in the course, this can be a 16-20 hour course. The daily costs above are multiplied x 2 for the full PSF with 3 crafts.

Example: a two -day full PSF course with all skills assessments in 3 crafts would be \$2400 for 12 people.

### **Option #3 American Canoe Association Instructor Certification Workshop:**

The ICW is a Pass/Fail certification course. The certification is good for **four years** . One must be an ACA Member at the \$70.00 level and hold a current First Aid and CPR certification to hold this Instructor certification. The \$70.00 is an annual fee.

Note: This is an “Instructor Certification” and instructors can train the general public, but they cannot certify other instructors. But: If the instructor also has the PSF endorsement, then they can certify people as PSF’s and issue Level 1 Skills assessments.

Meaning that if you have a large number of people to train and some skilled outdoor educators on staff, then you can send them to an Instructor Certification Workshop and a PSF endorsement and then they can train your staff. This workshop is designed to help the recreational paddler become an entry level instructor. This is a more stringent process than the options above. Successful candidates will receive ACA certification as a Level 1 Tandem Canoe Instructor.

The goals of this workshop are to help outdoor educators learn how to enhance their on water teaching techniques, give effective feedback, and work on group management skills.

This workshop will demand one's full mental and physical attention all day, every day and into the evening with homework. Instructor Candidates will be asked to teach segments of the workshop and may be asked to paddle their canoe in wind and mild river currents. Instructor Candidates will be both a rescuer as well as the person being rescued in cold water. This course will be physically and mentally demanding and though we aim to end at 5:00 we could run into the evening hours.

Go to the American Canoe Association website:

[http://www.americancanoe.org/?page=Instructor\\_Criteria](http://www.americancanoe.org/?page=Instructor_Criteria) and review the instructor criteria for an ACA Level 1 canoe Instructor. This will give you an idea of some of the skills we will be working on. Note: One has to effectively demonstrate the skills listed to be certified. Participation alone does not guarantee certification. If you are not currently an ACA member, you can sign up while you are visiting the website.

Cost:

Training on your location for the 3 Day Level 1 Tandem Canoe Instructor Certification Workshop for between 6 and 12 students would be \$4200.00 plus room, board and travel for 2 instructors.

Training on your location for the 3 -day Level 1 Tandem Canoe Instructor Certification Workshop for up to 6 students would be \$2100.00 plus room, board and travel for 1 instructor.

Note: students have never had formal canoe instruction, then we recommend adding one day to the course for skills development. This extra day often makes the difference between passing and failing for some students. This one extra day has a base cost of \$1400.00 for up to 12 students and \$700.00 for up to 6 students.

Please feel free to contact me with any questions you may have.

COVID Clause: For the safety of our customers and staff, OLTOA reserves the right to cancel any guided trip, workshop, or class during the pandemic. If we cancel a class due to the pandemic you will have the option of receiving a full refund or crediting your funds toward a future program. It is mandatory that all students will wear a mask correctly when indoors and within 6 feet of other people. Failure to follow COVID safety guidelines as requested by our instructors may result in course dismissal with no refund.

Thank you for your understanding.

Please feel free to contact me with any questions you may have.

Yours in adventure,  
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### **"Bring List" for ACA Canoe Instructor Candidates**

#### **Required:**

- Open Canoe (Tandem) (Please contact us if you do not have your own canoe or will be flying in)
- Outfit your canoe with air bags for Level 3 workshop or above
- Throw Rope
- Paddle
- Spare Paddle
- Personal Flotation Device (with whistle attached)
- Helmet and warm scull cap (Level 2 & 3 only)
- Pocket knife or River Knife
- Dry Bag (Large enough for warm clothes)
- Repair kit
- Bailer
- Dry suit or Wet suit and paddling jacket
- Appropriate clothing & Footwear for paddling
- First Aid Kit
- Water bottles or hydration system (filled with water)
- Snacks & lunch for each day
- Notepad and Pen
- Personal resources for your presentations; Books, visual aids etc.
- Anything else you feel you need to lead a successful day trip in May
- Proof of ACA Membership (ACA Number) or plan to sign up the first day of the course
- Proof of certification in First Aid and CPR (a copy of your first aid card is fine)
- Directions to the teaching location (see course letter above)
- 10 copies of your course outline
- ACA Instructor Manual (purchased from the American Canoe Association.  
[www.acanet.org](http://www.acanet.org))
- 2 Face masks for each day and hand sanitizer

#### **OPTIONAL:**

- Cash for food

- Casual clothing for classroom sessions
  - Towel
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