



OLTOA
Outdoor Leader Trainers of America



Dear Paddler,

Thank you for your interest in enrolling in the American Canoe Association Level 2 Kayak Touring Instructor Certification Exam/Update/Upgrade June 20-21st 2026.
(Note: this course will be taught with skirted kayaks.)

You will be joining the last two days of an ACA Level 2 Essentials of Kayak Touring ICW that will be running June 10-13th, 2025. Some people will be coming to this workshop to test for their Level 2, others will be coming to get credit for an update.

You are all ACA instructors, and you know the drill. Please arrive well prepared, organized, with a clear understanding of all the skills you will need to demonstrate and teach. Be ready to take a lead role at any time. Think in advance of some games, drills and exercises you will use to provide a varied learning experience in the Level 2 environment.

Please review the ACA instructor criteria. (See the link on the next page) Please note that there were changes made early in 2024 that include new instructor criteria, as an L-2 Essentials of Kayak Touring instructor, you need to be aware of these changes.

Our goal with this workshop is to help current ACA Instructors upgrade and update their certifications as well as create an environment where we can all share teaching techniques, receive feedback, and polish our paddling skills. A week before the course I will be sending you an outline with your teaching topics. I will also send you the entire outline so that you can see what others have been up to. You need only read the last 2 pages for what will be required of you. Look closely at the outline as you may have more than one topic to present.

We will plan to meet you at the designated location at 0745 sharp on the first day of the workshop. This location will likely be 157 Mount Hunger Shore Rd, Windham Maine. We may decide to work in other locations within a one and a quarter commute of Windham. We have a lot to cover and your timeliness is appreciated! We appreciate your flexibility. Where we meet will be dependent on the needs of the class and the weather at hand. **Please e-mail me the best number to text you.**

Some good things to know in advance:

You may need to carpool to other locations during the program. This workshop will demand your full mental and physical attention all day. You will be asked to teach segments of the workshop and you may be asked to paddle in wind and or river currents. Please come prepared to get wet. To participate in this workshop, you will need to be able

to spend several hours in a kayak, have the physical ability to perform self and assisted rescues, and carry your kayak 100 yards over uneven terrain. You should plan to come to this workshop well rested and leave tired. This course will be physically and mentally demanding and could run into the evening hours.

OLTOA will be providing quality instruction, course materials and basic safety equipment. You will be either in class or on the water all day. Please bring your own snacks, lunch and water each day. To enhance the quality of the program and the safety of our entire class, we ask that you bring all of the equipment on the enclosed bring list every day. If you are missing something on the bring list, please call us and we will try to help you get what you need. ***This is extremely important! Note: If you are flying to this workshop, and you need to rent a Kayak or equipment, please let us know in advance.***

Homework: An outline of the course (including your teaching assignments) will be sent to each student prior to the course. You will need to prepare one or more 10 -12 minute presentation.(s) Your presentations should include visual aids and get the group involved as much as possible. Your goal should be to demonstrate good teaching techniques. It is more important to us that you choose 2 or 3 points of a subject and get those across effectively rather than try to show us everything you know about the subject. Remember: all presentations should be geared towards the entry level on up to the level 2 paddler! Feel free to use books, videos, and other resources as you prepare your teaching topic. Note: Please remember you do not have to cover *everything* about the topic. We assign you this topic in advance so that you have the opportunity to show us your best work. We may still ask you to do an impromptu presentation on any given topic. Please bring an outline (12 copies) of your teaching topic(s) to class. The idea is to share an outline of your lesson plan with your fellow Instructors.

Note: If you are teaching a lesson and have a great exercise you wish to incorporate, ask me for more time in advance and we'll try to work it in.

Please look over the ACA "to bring list" and ensure you have everything on the list. You will be evaluated on your preparedness as an instructor.

Go to the American Canoe Association website:

<https://americancanoe.notion.site/Level-2-Essentials-of-Kayak-Touring-Instructor-Criteria-0e143a5e0f664e848f7548f0c1529f77>

and review the criteria for an ACA Level 2 Kayak Instructor. This will give you an idea of some of the skills we will be working on with you. 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.

To register for this course:

- 1) Please contact OLTOA and make sure that there is space available in this class.
- 2) Go to www.oltoa.com and click on "How to Register" and follow the instructions on the website.
- 3) Fill out the course registration form and the medical form. Return them to OLTOA with your payment of \$320.00. Please send the above to
- 4) OLTOA- LLC 157 Mount Hunger Shore Road Windham Maine 04062

Cancellation Policy: If you need to cancel:

- Within 45 days of the start date of your class you will be given a full refund
- Within 35 days of the start date of your class you will be given a 50% refund
- If you cancel after the above times no refunds will be given
 - We reserve the right to cancel any offering due to low enrollment.
 - If we cancel due to low enrollment you will be given a full refund.

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

Yours in adventure,
Bob Myron
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www.oltoa.com revised 01-17, 2026

Please see the bring list below:

"Bring List" for ACA Coastal Kayak Instructor Candidates

Required:



- Sea Kayak (with bulkheads or floatation) (may be provided by your school)
- Spray Skirt (may be provided by your school)
- Paddle (may be provided by your school)
- Spare Paddle (may be provided by your school)
- Personal Flotation Device (with whistle attached) (may be provided by your school)
- Helmet and warm skull cap*
- River Knife or EMT Shears (or pocketknife for level 1 & 2)
- Dry Bag (Large enough for warm clothes)
- Repair kit*
- Paddle float (may be provided by your school)
- Pump (may be provided by your school)
- Tow Belt
- Compact waterproof flashlight*
- Chart of the area / with some means of protecting it from the water *
Note: Casco Bay chart # 13290 will be adequate for Freeport Based Programs*
- Tide Chart
- Handheld compass
- Deck Mounted compass*
- Waterproof watch
- Weather Radio*
- Dry suit or Wet suit and paddling jacket. A **DRY SUIT IS HIGHLY** Recommended for this course - OLTOA rents dry suits for an additional fee- call for availability and reservations)
- Pogies or Neoprene Gloves
- Appropriate clothing & Footwear for paddling in 38 degree water with air temperatures of 40-50 degrees (Temperatures are in Fahrenheit)
- Toilet Paper & 2-Quart Tupperware Container for human waste *
- Basic First Aid Kit
- Water bottles or hydration system (filled with water)
- Snacks & lunch for on water days
- Notepad and Pen & Personal resources for your presentations; Books, visual aids etc.

- Anything else you feel you need to guide a successful day trip
- Proof of ACA Membership (ACA Number)
- ACA Instructor Manual (This is a required item and must be purchased directly from the ACA)

OPTIONAL:

- Flares, Strobe and VHF Radio
- Helmet
- Cash for food
- Casual clothing for classroom sessions
- Towel
- Dry Gear Bags for keeping spare clothing dry

<p>Outdoor Leader Trainers of America, LLC. 1-17-2026</p>

*Items not required for Level 2 courses

Note: “May be provided by your school” only applies if we are coming to your location to run this course.