



Welcome and thank you for your interest in enrolling in the American Canoe Association Level 1-2 Essentials of SUP Instructor Certification Exam/Update/Upgrade July 8th and 9<sup>th</sup> 2025.

Please note that you will be joining the last two days of an ACA Level 2 ESUP ICW that will be running July 6th-9th. We expect a broad range of skills in this workshop. Some people will be coming to this workshop to test for their Level 2 while others will be coming to get credit for an update. Some folks may be hoping to just walk away with a L-1 certification.

At this point, you are all ACA instructors, and you all know the drill. Please arrive well prepared, organized, and 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. Come prepared with some games, drills, and exercises you will use to provide a varied learning experience in the Level 2 environment.

If you haven't looked at it in a while, please review the ACA instructor criteria (see the link in the homework assignment I sent you.). 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 of the ICW so that you can see what others have been up to. You need only read the last 2 pages of the outline to know 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 (TBD the night before based on group needs and weather- possibly Little Sebago Lake in Windham Maine) at 0800 sharp on the first day of the workshop. We have a lot to cover and your timeliness is appreciated!

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
- You may be asked to paddle in wind and or river currents.
- To participate in this workshop, you will need to be able to:
  - spend several hours on an SUP
  - have the physical ability to perform self and assisted rescues
  - carry your board 100 yards over uneven terrain.

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 plenty of 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 need a board 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 start date. You will need to prepare a 7-10-minute presentation. 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 beginner 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 (10 copies) of your teaching topic(s) to class.

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 and look at the latest criteria for L-2.

Review the instructor criteria for an ACA Level 2 SUP 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.

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](http://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. Mail them to OLTOA at 157 Mount Hunger Shore Road, Windham Me 04062 with your payment of \$320.00.

Cancellation Policy: If you need to cancel...

- Before 45 days of the start date of your class, you will be given a full refund
- Within 45-35 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

Note: 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  
Outdoor Leader Trainers of America, LLC  
ACA ITE Coastal Kayaking, IT Canoeing and SUP  
[bobmyron@live.com](mailto:bobmyron@live.com)  
207-720-0257  
[www.oltoa.com](http://www.oltoa.com)

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Please see the bring list below:

**"Bring List" for ACA Level 1-2 SUP Instructor Candidates**

**Required:**

- Your own SUP w/leash
- If you are flying in we can try to line up a board for you. Please let us know!
- SUP Paddle
- Personal Flotation Device (with whistle attached)
- Pocket knife or River Knife
- Dry Bag (Large enough for warm clothes)
- Repair kit
- Dry suit or Wet suit and paddling jacket (Optional for July and August)
- 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.  
12 copies of your course outline  
(This is the outline that you use to give your presentation)
- Proof of ACA Membership (ACA Number)
- ACA instructor Manual

- Anything else you feel you need to lead a successful day trip on a SUP

**OPTIONAL:**

- Cash for food
- Casual clothing for classroom sessions
- Towel
- Weather radio
- Tow System
- Thermos with hot drink
- Waterproof Camera
- Spare paddle and spare fin

The weather varies a lot in Maine this time of year. You may use every piece of clothing you have with you and wish you had more, or you may end up leaving some in the car. Better to have it and not need it than need it and not have it! We are trying to prepare you for the worst weather we expect while hoping for the best. Thanks for coming prepared!

Revised 1-10-2025 Bob Myron (iaa)

