



Dear Instructor Candidate,

Thank you for your interest in enrolling in the 4-day American Canoe Association Level 1-2 Stand Up Paddleboard Instructor Certification Workshop from July 6-9th, 2026. This program will help you bring your SUP and teaching skills to a new level.

The goals of this workshop are to help you enhance your paddling and teaching techniques, give effective feedback, and work on group management skills. We hope to help you understand how to teach ACA SUP Workshops and give you the information you will need to achieve certification in the ACA. Successful candidates will receive ACA certification as a Level 1 or 2 SUP Instructor.

We will send you an outline with your teaching topics on it approximately one week before the course start date. Our meeting location will be 157 Mount Hunger Shore Road in Windham Maine. We will plan to meet at 0800 sharp on the first day of the workshop. Be sure to double check the course date and location as we offer the same course in a variety of locations.

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 for the entire 4 days. You will be asked to teach segments of the workshop and you may be asked to paddle your SUP in wind and mild river currents. You will be both a rescuer and the person being rescued in cold water. Please come prepared to get wet. To participate in this workshop you will need to be able to spend several hours on a SUP, have the physical ability to perform self and assisted rescues and carry a SUP 100 yards over uneven terrain. You should plan to come to this workshop well rested and leave very tired. If you are coming from a distance, we recommend that you plan to sleep somewhere close by. Lodging for this workshop is at your expense.

You will be either in class or on the water all day. Please bring your own meals, snacks, and drinking water. 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 on all four days. If you are missing something on the bring list, please call us ahead of time and we will try to help you get what you need. ***This is extremely important!*** SUP's and drysuits may be rented from OLTOA for an additional fee. Please contact us for availability and pricing.

OLTOA will be providing instruction, course materials and basic safety equipment. This course will be taught by an Instructor Trainer with a strong paddling background. (Not a surfing background)

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-7-10 minute presentation. Your presentations should include a written outline, visual aids and should 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! 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(s) in advance so that you have the opportunity to show us your best work. Please bring a written outline (11 copies) of your teaching topic(s) to class.

Note: We will still ask you to do an impromptu presentation or two on any given topic.

Go to the American Canoe Association website:

<https://american canoe.notion.site/Level-2-Essentials-of-Stand-Up-Paddleboarding-SUP-Instructor-Criteria-b1b362c2b1034fb2942e17457c7e5e90>

and review the instructor criteria for an ACA Level 2 SUP Instructor. (Also see Level 1 criteria) This will give you an idea of some of the skills we will be working on with you. (Please print this document and bring it with you to class) To be certified as an ACA Instructor you need to be an ACA member. If you are not currently a member, you can sign up on the first day of the course or on the website above. Please understand that to be a nationally certified instructor; one must meet the ACA requirements. Participation alone in this workshop does not guarantee certification. (If you do not already have an ACA instructor manual, you may want to order one while you are signing up to be a member).

To enroll in this course:

- 1) Please contact OLTOA and make sure that there is space available in the 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 medical form and return them along with your payment (Check made out to OLTOA) 157 Mount Hunger Shore Road Windham Maine 04062

The workshop cost is \$575.00. If you register prior to 45 days before course start date you will receive a \$25.00 discount. Early registration *Payment of \$550.00 will confirm a spot for you in the class. Space is limited and we encourage you to register early!* *Payment is needed to hold your spot! Registration after 45 days prior to course registration is \$575.00*

Cancellation Policy: If you need to cancel:

- More than 45 days ahead of the start date of your class, you will be given a full refund
- Between 45 and 35 days ahead 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!.

Yours in adventure,

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"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.)
- 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 created and will use to give your presentation)
- 1 copy of your teaching experience page
- Anything else you feel you need to lead a successful day trip on a SUP
- Proof of ACA Membership (ACA Number)
- ACA instructor Manual

OPTIONAL:

- Cash for food
- Casual clothing for classroom sessions
- Towel
- Weather radio

- Tow System
- Thermos with hot drink
- Waterproof Camera
- Spare paddle and/or 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!

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