



Dear Paddler,

Thank you for your interest in enrolling in the American Canoe Association Level 1-2 Tandem Canoe Instructor Certification Exam/Update/Upgrade May 5th and 6th 2026

You will be joining the last two days of an ACA Level 1-2 Canoe ICW that will have run May 1st to May 3rd, 2026. Some people will be coming to this workshop to test for their Level 2, and others will be coming for a good time and an enjoyable canoe class.

You are all ACA instructors, and you 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. Some of the people on the water may be having their first river experience. You will be asked to provide a quality learning experience for them. Think in advance of some games, drills, and exercises that you will use to provide a varied learning experience in the Level 1 & 2 environments.

If you haven't looked at it in a while, please review the ACA instructor criteria. (See the link on the next page). 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 only need to 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 7:45 AM sharp on the first day of the workshop. We have a lot to cover and your timeliness is appreciated! I will text you the location of the meeting place on or before the evening of May 4th. (It will be within approximately 1 hour of Topsham, Maine). We appreciate your flexibility in this matter. Where we meet will be dependent on the needs of the class and the water levels at hand. **Please email me the best number to text to you on or before May 2nd.**

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 your canoe in wind and river currents. You will be both a rescuer as well as 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 in a canoe, have the physical ability to perform self and assisted rescues, and carry one end of a canoe 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 may run into the evening hours.

OLTOA will be providing instruction, course materials, and basic safety equipment. You will be either in a class setting 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 canoe 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 a 10-12 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 points 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 in advance so that you have the opportunity to show us your best work. However, we may still ask you to do an impromptu presentation on any given topic in the linked document below. Please bring an outline (14 copies) of your teaching topic(s) to class.

Note: If you are teaching a lesson and you have a great exercise you wish to incorporate, like swimming a rapid and/or catching a throw rope for example, ask me for more time in advance and we'll try to work it in.

Please look over the ACA “to bring” list at the bottom of this letter and ensure that you have everything. 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-River-Canoeing-Instructor-Criteria-37524d2c7fe34bbd8b461e3935e503c2>

and review the instructor criteria for an ACA Level 2-3 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 reactivate your membership 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.
- 4) Mail them to OLTOA, 157 Mount Hunger Shore Rd. Windham Maine 04062 with your payment of \$320.00.

Cancellation Policy: If you need to cancel...

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

Pre-requisite: Must be a current ACA certified Level 1 Instructor (or higher)
Please feel free to contact me with any questions you may have.

Yours in adventure,
Bob Myron
Outdoor Leader Trainers of America,
ACA ITE Coastal Kayaking, IT Canoeing and SUP
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revised 1-05-2026 Bob Myron (iaa)

Please see the bring list below:

"Bring List" for ACA Level 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 (Level 2 + workshop)
- 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
- OLTOA rents drysuits for an additional fee with advanced notice
- 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.
- Proof of ACA Membership (Your ACA Number)
- Directions to the teaching location (see course letter above)
- 14 copies of your course outline (from your homework teaching topic)
- ACA Instructor Manual (purchased from the American Canoe Association
www.acanet.org)

- Anything else you feel you need to lead a successful day trip in May

OPTIONAL:

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

The weather varies a lot in Maine this time of year. You may use every piece of clothing you have 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!

Note: ACA Instructor Criteria is constantly under review. Criteria can change from time to time. Please look at the latest revisions on the ACA website.

