



## LTC/P Instructor Certification & Re-Certification Policy

LTC/P      *Learn To Cruise, Learn To Power*  
IE          *Instructor Evaluator*  
CDP/IDP    *Coach Development Clinic, Instructor Development Clinic*

**Please review the four Scenarios below to see what category applies to you:**

**Scenario 1:** LTC/P Instructors with current levels who would like to re-certify

**Scenario 2:** Instructor Evaluators or LTC/P Instructors with expired levels who would like to re-certify LTC/P Instructors who have built significant experience since their level expired

**Scenario 3:** Boaters with experience who would like to become Instructors/Coaches

**Scenario 4:** Instructors certified with other organizations

**Scenario 1: LTC/P Instructor with current levels who would like to re-certify:**

### **Instructor Recertification Procedures:**

1. LTC/P Instructor certifies to the next higher level at a CDP/IDP clinic.  
*IE sends clinic evaluation form to PSA, and then PSA sends form to CYA as per current procedure.*
2. LTC/P Instructor re-certifies at existing level by providing proof of active coaching/instructing as follows:
  - LTC/P Instructors: minimum average of 10 days OR 3 courses per year (of which 50% is on water instructing time) during the period of certification;
  - LTC/P Special Endorsement Instructors: minimum average of 1 course per year during the period of certification

*Instructor sends Instructor Re-certification Application Form along with \$75 administration fee to CYA.*

If minimum activity is not met, LTC/P Instructors must take full clinic at existing level; LTC/P Special Endorsement Instructors must successfully re-write exam and submit a written endorsement from their PSA.

3. LTC/P Instructor re-certifies by attending recertification clinic at existing level.  
*IE sends clinic evaluation form to PSA, and then PSA sends form to CYA as per current procedure.*
4. Where attendance at a clinic is not practical, LTC/P Instructors may arrange, through the LTC/P Committee to be assessed by a Senior IE using the same assessment criteria applicable during the appropriate clinic.

*IE sends clinic evaluation form to PSA, and then PSA sends form to CYA as per current procedure.*

### **Instructor Evaluator (IE) Recertification Procedure:**

5. LTC/P Instructor Evaluator re-certifies at existing level by teaching Coach/Instructor development clinics as follows:
  - LTC/P: Minimum of 1 IDP clinic taught during the period of certification  
*Instructor sends Instructor Re-certification Application Form along with \$75 administration fee to CYA.*
  - If fewer than the minimum required number of GDP/IDP clinics are taught during the certification period, the Instructor Evaluator has two options:
    - Re-certify at IE clinic; or
    - Co-teach a clinic with a Senior IE\*

*IE sends clinic evaluation form to PSA, and then PSA sends form to CYA as per current procedure.*

As the IE will be attending as a re-certifying IE, the clinic provider will not be obligated to pay a salary to the re-certifying IE, nor will the re-certifying IE be obligated to pay a registration fee for the course.

In addition, a reference from the organizing PSA, co-conductor of the most recent clinic taught by the IE, and a relevant source proving that the IE is familiar with current CYA policy and/or has been actively coaching/instructing during the certification period will be required (*see Re-certification Application Form*).

Senior IE\* is an Instructor Evaluator who has been certified for at least two years and in that period has conducted at least 3 IDP/CDP clinics at any level with two different co-conductors.

Note:

1) Re-certification at clinics should have a fresh and collaborative approach; they should be valuable and productive both for themselves and the CYA.

### **Scenario 2: Instructor Evaluators or LTC/P Instructors with expired levels who would like to re-certify and LTC/P Instructors who have built significant experience since their level expired.**

If an Instructor's certification has lapsed, the Instructor must send an application for certification renewal to the LTC/P committee prior to further evaluation and advancement. This application shall consist of the following documentation:

- a. a sailing resume,
- b. a cover letter,
- c. a copy of the Instructors/Coaches last IDP/CDP evaluation and
- d. a letter of support from a current IE.

The LTC/P committee will review only complete applications where certification has lapsed for less than 10 years.

*Instructor/Coach sends application along with \$75 administration fee to CYA.*

### **Scenario 3: Boaters with experience who would like to become LTC/P Instructors**

1. Boater completes pre-requisites (LTC: 1<sup>st</sup> Aid, CPR, VHF, PCOC. LTS: 1<sup>st</sup> Aid, Swim/Boat Rescue, NCCP, PCOC), submits boating resume/certifications to a Senior IE who assesses and recommends the appropriate CDP/IDP clinic level to PSA or Special Endorsement to CYA (to be approved by appropriate committee).

*IE sends Instructor Recommendation form to PSA for all standards except Special Endorsement (Navigation) where the form is sent directly to CYA.*

#### **Scenario 4: Instructors/Coaches certified with other organizations**

1. LTC/P Instructors apply Scenario 3