



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 Sail Canada 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 Sail Canada.

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 Sail Canada 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 Sail Canada 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 Sail Canada.
 - If fewer than the minimum required number of CDP/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 Sail Canada 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 Sail Canada 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 Sail Canada.

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 Sail Canada.

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

1. Boater completes pre-requisites (LTC: 1st Aid, CPR, VHF, PCOC. LTS: 1st 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 Sail Canada (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 Sail Canada.

Scenario 4: Instructors/Coaches certified with other organizations

1. LTC/P Instructors apply Scenario 3