

Sail Canada LTC/P Certification and Recertification Policy

Nov 4, 2022

1. Background

Like all professionals in recognized professions, Sail Canada instructors are expected to:

- acquire an initial core body of knowledge and skills through their initial training, and
- subsequently maintain and enhance their knowledge and skills through a combination of ongoing training and development combined with lifelong learning activities.

Encouraging this ongoing process of learning and development is one of the most important ways that Sail Canada can ensure a high quality of instruction for all participants in Learn to Cruise / Power programs. To support this objective, Sail Canada's approach includes:

- specifying a defined **certification expiration date** based on the **recertification period**, after which an instructor is no longer able to certify students. (In recent years, the recertification period has been three years)
- providing two ways of demonstrating participation in learning and development to reset the certification expiration date based on the recertification period:
 1. By acquiring a higher or additional level of certification through attending relevant *instructor development clinics*
 2. By demonstrating maintenance and development of knowledge and skills through participation in instructor development clinics or *approved ongoing learning activities*

This current update of the LTC/P certification and recertification policy is intended to both strengthen and streamline the recertification process.

2. Objectives of Certification and Recertification Policy

- Ensure that all instructors demonstrate participation in instructor development clinics or approved learning and development activities prior to their certification expiration date
- Define the recommended characteristics of instructor development clinics and approved ongoing learning activities. In the context of the Sail Canada system, final decisions on the implementation of instructor development clinics and what constitutes approved ongoing learning activities rest with Sail Canada and the Provincial Sailing Associations (PSAs). In areas where the local PSA does not have the resources to support instructor development clinics or approved ongoing learning activities as specified by Sail Canada, the PSA may apply to Sail Canada for acceptance of alternate activities or Sail Canada may take the initiative to organize these activities in consultation with PSAs, local instructors and IEs.
- Clarify the processes by which the LTC/P Certification and Recertification Policy will be administered

3. Certification Expiration Date / Recertification Period

3.1 Applicability

The Certification Expiration Date / Recertification Period is applicable to all Cruising, Power, Navigation and PCOC Instructors, as well as Instructor Evaluators

3.2 New Instructors:

The initial certification period is 3 years commencing December 31st the year that your Instructor Clinic took place. This has been and will continue to be the policy for newly certified instructors.

3.3 Recertifying Instructors and Instructor Evaluators (IEs):

For all instructors and IEs who are beyond their initial 3 year certification, the subsequent recertification period has been extended to a 5-year cycle. Everything but Standard First Aid and CPR moves to 5 years. A graphic at the end of this document shows the implementation of this policy. Examples and additional information are provided in the document titled *Summary - Cruising Instructor Certification and Certification Maintenance November 4, 2022*

3.4 Transitional Grace Period

A 9-month grace period extending through September 30, 2022 will enable instructors whose certifications expire in 2021 to demonstrate their participation in instructor development clinics or approved ongoing learning activities. This grace period has been extended to December 31, 2022. Instructors whose certifications expire as of December 31, 2021 will be able to register to instruct in 2022 and will have their certification expiration date reset to December 31, 2022.

4. Recertification Process for Instructors

4.1 Upgrading Certification Levels

All instructors who upgrade their certification levels by attending an instructor development clinic, or where appropriate by application in accordance with LTC/P policies and procedures, will have their certification expiry date extended by the recertification period of 5 years.

4.2 Maintaining Certification Levels

Instructors wishing to maintain the same certification level after recertification must either:

- a) participate in **recertification activities** at an instructor development clinic, or
- b) participate in approved ongoing learning activities under the supervision of their PSA or Sail Canada

4.3 Recertification activities at an instructor development clinic

Wherever possible, Sail Canada encourages all recertifying instructors to attend a local instructor development clinic at which new instructors are being trained and/or existing instructors are being upgraded. Participation in a clinic has the following benefits:

- Opportunity to demonstrate skills and receive constructive feedback and coaching from IEs and clinic participants in a practical lesson delivery environment
- Opportunity to exchange best practices with new and experienced instructors
- Opportunity to get up to date on developments within the Sail Canada LTC/P system and regulatory environment

- Recertification activities will enrich the clinic for the other participants

The following are recommended recertification activities to be included in the clinic's agenda:

- undertake some activity to update/renew Collision Regulations knowledge
- prepare lesson plans for and deliver up to 3 lessons (likely 1 for navigation/PCOC, 2-3 for cruising standards... one an ashore knowledge topic, two on-water) selected by the facilitating IEs. Topics selected would be taken from the candidate highest certifications.
- discuss and demonstrate development of and evaluation of practical skills for students
- update knowledge of developments within the Sail Canada LTC/P system and regulatory environment

4.4 Approved Ongoing Learning Activities

Based on consultations with PSAs, it was determined that there should be a possibility of recertification based on alternative learning activities particularly as some PSAs currently lack the resources to require attendance at local instructor development clinics. PSAs may organize ongoing learning activities that in the opinion of Sail Canada and the PSA qualify an instructor for recertification based on documented participation. The PSA must reach agreement with Sail Canada on the proposed activities and provide documentation to Sail Canada defining the approach. Agreements reached will be of a three year term to enable evaluation of the effectiveness of the activities, and will be subject to continued compliance.

Sail Canada recommends that approved ongoing learning activities:

- Provide an opportunity for instructors to demonstrate teaching skills and receive constructive feedback and coaching
- Provide an opportunity for exchanging best practices among new and experienced instructors
- Provide an update on developments within the Sail Canada LTC/P system and regulatory environment
- Have an on-water component if possible
- Take place in-person wherever possible, but we recognize that in some cases use of distance learning technologies may be the most feasible way to maximize participation by instructors

PSAs sponsoring such activities will need to provide a mechanism that will enable recertifying instructors to provide evidence of participation that Sail Canada and the PSA considers sufficient to support recertification. Recertification will be by instructor application to Sail Canada.

5. Recertification Process for IEs

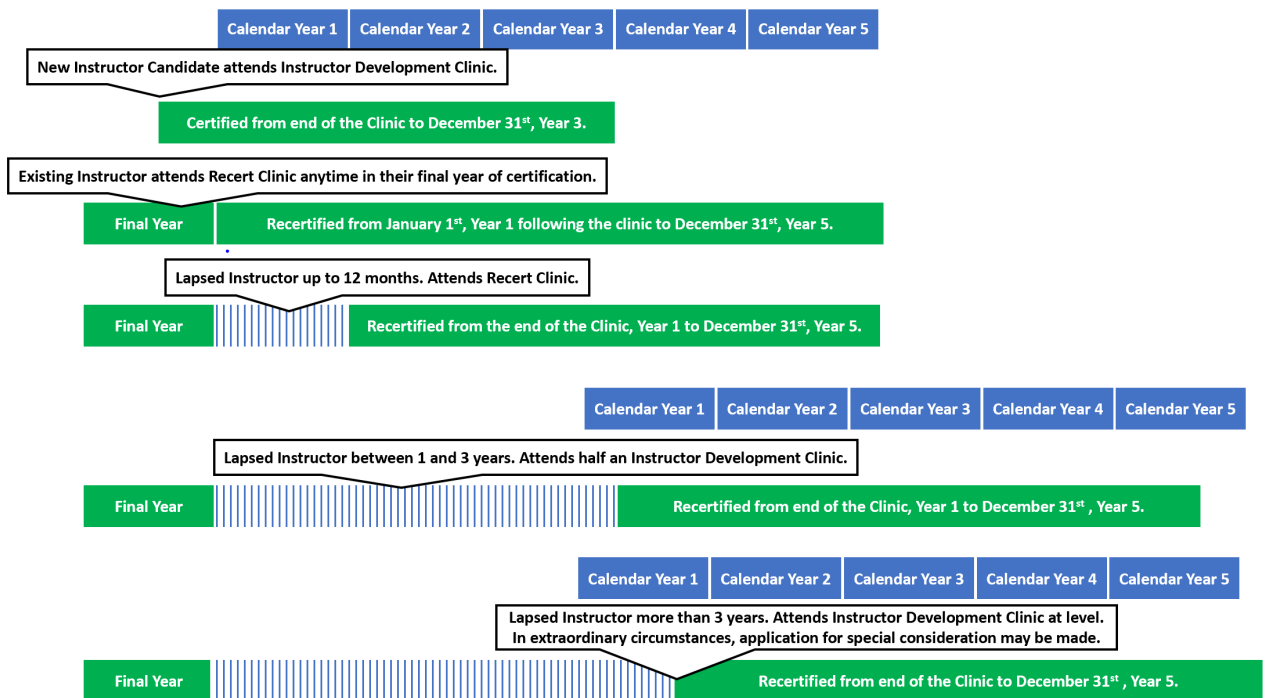
IEs must attend an IE clinic to renew their certification every 5 years. Candidates would as a minimum:

- provide a curriculum plan for one clinic they are certified to conduct.
- undertake some activity to update/renew their Collision Regulations knowledge
- prepare plans for and deliver a minimum of one lesson on a teaching topic that is part of one of their practical certifications, and a minimum of one lesson on instructor development. Topics selected would be taken from the candidate highest certifications. Topics would be assigned by the clinic facilitators and may be constrained in terms of style and method.
- discuss and demonstrate development of and evaluation of practical skills for students

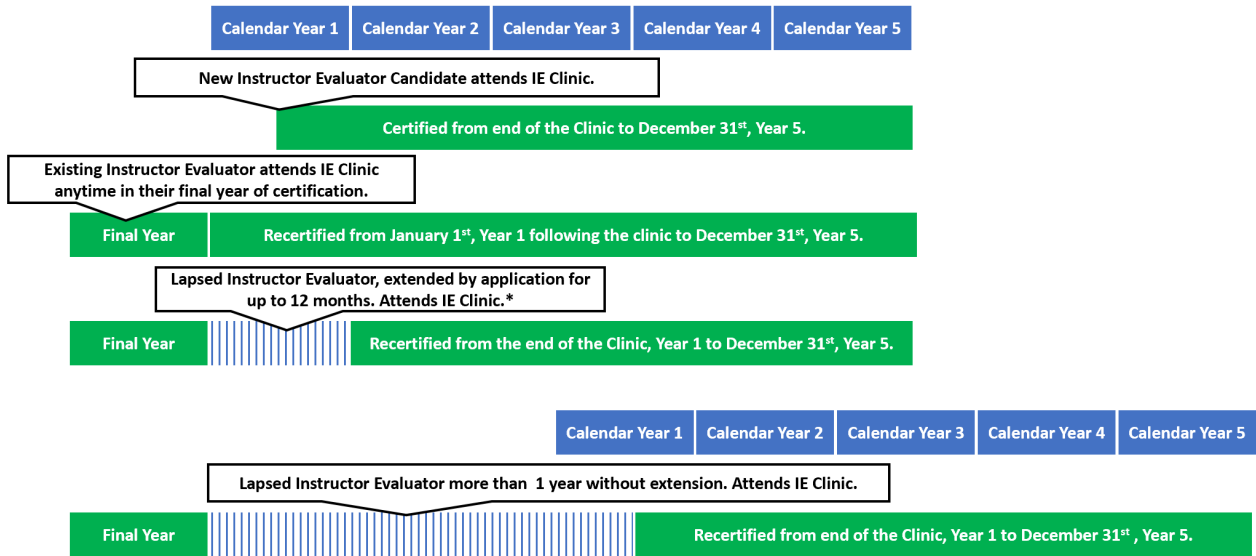
- update knowledge of developments within the Sail Canada LTC/P system and regulatory environment
- consider the construction and scheduling of instructor clinics at various levels
- discuss and provide direction on other issues relevant to the content of standards and delivery of training leading to Sail Canada LTC&P standard

Given that IE clinics are normally held only once per year in different parts of the country, the potential for providing IEs an extension of the certification expiry date by up one year will be considered by the national committee in the case of IEs that contribute significantly to the Sail Canada system but are unable to attend a clinic due to scheduling or financial issues

Instructor Certification and Certification Renewal



IE Certification and Certification renewal



** Instructor Evaluators may apply for an extension of their certification for one year if there are no IE Clinics in their part of the country.*