



## PSUPA Instructor Trainer's Flatwater Level 1 Certification Check List Administrative To Do List & Course Items To Cover

### ADMINISTRATIVE CHECK LISTS

#### Pre-Certification PSUPA Administrative Items

- ☐ **Order Certified Instructor Manuals:** Send us a request via e-mail to PSUPA (info@psupa.com or rob@robcasey.net) for printed copies of the Certified Instructors Manual. Include: 1) Number you need. 2) Date you need them by. 3) Delivery address. **Please give us over a week to process this request.**
- ☐ **Order Certification Cards** – optional, if you would like to distribute them yourself at the end of the course. (PSUPA will issue otherwise.) Send request via e-mail to PSUPA. Please include the following information: 1) Student's first and last name. 2) Date of Certification. 3) How you would like your name and business to appear on the back of the cards. If anyone doesn't pass the test, you don't distribute the card. **Please give us at least a week to process this request – need enough time to mail them prior to your course.**
- ☐ **PSUPA Flatwater 1 Certification Class Info For Students** – fill out to send to each student prior to class, which includes all details for the course, including food, lodging, requirements, schedule.
- ☐ **Assign Land-Based Mini Presentations and/or Discussion Topics to Lead** - assign each student a different mini presentation – or an activity – to share with the class **and/or** a discussion topic to lead. (**See: PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas.** Add to assignment to each Student's Class Info form & Note student's name on check list below to track who is giving presentation.)
- ☐ **Assign On-Water Mock Lesson** - assign each student a different on-water paddling skill to teach to the class. (**See: PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas.** Add to assignment to each Student's Class Info form & Note student's name on check list below to track who is giving presentation.)
- ☐ **Assign Pre-Course Homework** – *optional* – assign to every student pre-course homework questions to get students thinking about the subject matter covered in the course. (**See: PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas.** Add to Class Info form.)
- ☐ **Distribute PSUPA Flatwater Level 1 Certified Instructors Manual** to students prior to your course or distribute them on the first day of your course.
- ☐ **Verify Student's PSUPA Membership Status** – Request proof of Membership (receipt for online payment) or verify directly with PSUPA. Please request students join prior to a course.
- ☐ **Non-Members** – If students need to pay for membership by check at the time of your course, please submit their check (do not endorse) made out to PSUPA and include their completed Membership Form. NOTE: This needs to be submitted even if the student does not pass certification.
- ☐ **Verify First Aid / CPR Certification** - Please require students to have current certification prior to taking course. Make a photocopy or scanned digital copy to submit to PSUPA at end of course.
- ☐ **Request students sign PSUPA Insurance Liability Form** or a copy of your liability form. A copy of the signed insurance liability form will need to be submitted to PSUPA at end of course.

## Student Evaluations To Administer For Certification During and Concluding Instruction

- ☐ **Evaluate Student's On-Water and Land-Based Class presentations and mock lessons.** Give feedback to students at the time of the presentations, and encourage class participation in feedback. Note strengths and weaknesses on Student Evaluation, and continue to test students on weaker skills throughout the course to verify improvement and that their skill level is adequate for certification.
- ☐ **Administer On-Water Test** – Students must demonstrate they know on-water teaching scenarios & rescues. Evaluate students on mock lessons and ask students to demonstrate other unassigned on-water skills throughout the course. Optional: Schedule a formal on-water test for each student.
- ☐ **Administer Written Test** – near end of the course, but at IT's discretion.
- ☐ **Fill Out Overall Student Evaluation** throughout course
- ☐ **Determine Pass or Fail of Certification** for each student at end of course.
- ☐ **Meet with Student** to discussion Certification status (pass or fail) and review and hand off Student Evaluation form – or your own paperwork with notes about what they need to work on.

## Post-Certification PSUPA Administrative Items – The Wrap-Up!

- ☐ **Certified Instructor Certification Cards & PSUPA Website Posting** - Let certified students know that PSUPA will issue their Certification Cards and add their name and business listing to the Find Instructors page of the PSUPA website **within 4 weeks** of their certification.
- ☐ **Submit Certified Instructor Details to PSUPA** - email to info@psupa.com the following information for each Certified Instructor – okay to list all in one email for each course you teach – or use PSUPA Certified Instructor Completion Form – fill out digitally and email, or send via mail:
  - Name of Certified Instructor
  - Date he/she passed your Certification Course.
  - Expiry Date or Scan of First Aid/CPR Card / Wilderness First Aid / Lifeguard Cert (or equivalent)
  - Contact information – where to mail his/her certification card or email where we can follow up.
  - How they would like to be listed on the website – business / contact info.
  - If he/she didn't pre-pay for PSUPA membership, send PSUPA payment or ask him/her to send payment. We won't issue certification card without membership.
- ☐ **PSUPA Certification Evaluation Form** – We will direct students to our online post-certification evaluation form & share feedback with you.

**Overall Post-Certification Timeline:** We're giving all of us (you and PSUPA) 4 weeks to complete the certification process, which includes your time post-certification to send us details for your Certified Instructors (especially if it's via snail mail) and for us to process it during what is usually a busy time. We will add Certified Instructors name and business information to the PSUPA website – and often have to follow up with an instructor directly to get additional information - and we will mail the Certification Card (and our congratulations/welcome letter). For us to do this in a timely manner, we will need you to submit certification information with complete information as soon as possible after for any certified instructors in your course. Mahalo!





## PSUPA CERTIFICATION INSTRUCTION CHECK LIST

**Land-Based Instruction to Cover & Discuss** - in order of how they appear in the manual with associated page numbers. Use this as a teaching check list and/or to insert course items into your certification schedule.

**Asterisk (\*)** indicates subjects with potential for mini-presentations or for assigned discussions to be led by students.

**Double Asterisks (\*\*)** indicates subjects with potential for good class discussion.

### INSERT STUDENTS' NAMES NEXT TO ASSIGNED TOPICS to keep track of mini presentations.

- ☐ Introductions / Ask students if they have specific goals
- ☐ Importance of being a SUP Ambassador / Public Relations: Reaction & Restrictions \*\*
- ☐ SUP Gear and Equipment Overview
  - \_Parts of board and what they're called\*
  - \_Types of boards and How to choose a board\*
  - \_Parts of paddle and what they're called\*
  - \_How to determine paddle length\*
  - \_Fins – arrangements, types, how to attach, and how they influence directional control\*
  - \_Leashes – types / choosing correct leash/ preventing leash failure\*
  - \_Paddling Clothing\* – warm and cold water options
- ☐ How to Transport a Board – how to carry & how to car top\*
- ☐ Standard Flatwater Lesson Preparation Guidelines for Instructors – overall and at class location; teaching in pools
- ☐ Teaching Concepts & Techniques
  - \_Learning Styles\*\*
  - \_Modeling\*\*
  - \_Evaluating Students\*\*
- ☐ Leadership Skills – Communication and Conflict Avoidance\*\*
- ☐ Working with Student Issues & Limitations – Phobias, self-esteem, physical limitations, etc.\*\*
- ☐ Teaching Tips for a Variety of Groups and Various Ages\*\*
  - \_Group Lessons
  - \_Experienced Paddlers
  - \_Children & Teens and Parents and Kids together
- ☐ Teaching Plan Outlines for One-Hour , Two-Hour & Three-Hour Basic Classes

### Water Safety

- ☐ Water Safety – introduction & importance of adequate First Aid training for instructor's work
- ☐ Risk Management/Safety Planning\*\*
- ☐ How to Keep Safe in an Emergency\*\*
- ☐ PFDs – Types & Requirements\*
- ☐ On-water Common Sense / Float Plans / On-water Group Management and Communication\*\*
- ☐ Hand Signals / Paddle Signals / On-water Communication Devices
- ☐ Instructor & Guide Safety Kit\*
- ☐ Consent & Liability in a Rescue or Assistance Scenario\*
- ☐ When to Call For Emergency Help / Contact Your EMS Provider\*\*
- ☐ Environmental Conditions Due to Air and Water Temperature - Prevention and Treatment
- ☐ Outdoor Environmental Hazards on or Near Water\*
- ☐ Environmental Conditions and its Effects on the Paddler
- ☐ Weather Conditions in Which to Avoid When Teaching Beginning SUP Students\*\*
- ☐ Finding Calm & Protected Locations for Your Classes
- ☐ Wind & Tips for Teaching in Windy Conditions & Getting Back on the Board in Wind
- ☐ River and Tidal Currents / Safety & Hazards / How to Ferry
- ☐ Paddling with Boats & Vessel Interaction / Waterways or Boating Channels

- ☐ Paddling at Night or in Fog
- ☐ Paddling with Marine Animals\* (*optional / regional*)
- ☐ PSUPA Instructor Code of Ethics\*\*

**Water-Based Training to Cover and to Verify Students Know How to Teach - Use these items to evaluate students' on-water abilities.** Use this as a teaching check list and/or to insert course items into your certification schedule.

Assign any of these skills to students to demonstrate and hold a mock instruction to the class, once they've demonstrated.

**INSERT STUDENTS' NAMES NEXT TO SKILLS THAT ARE ASSIGNED AS MOCK LESSONS.**

- ☐ How to correctly hold a paddle
- ☐ How to safely launch and land from a beach and/or dock
- ☐ How to correctly fall off and get back on the board
- ☐ How to stand up on board and proper stances
- ☐ How to brace – Static Brace; Low Brace; Sweeping Brace and/or Sculling Brace (more difficult)
- ☐ How to paddle straight
- ☐ How to paddle over boat wakes & small wind waves

#### **Directional Control:**

- ☐ Demonstrate proper Forward Stroke
- ☐ Demonstrate how to stop
- ☐ Demonstrate proper Forward Sweep Stroke
- ☐ Demonstrate proper Reverse Sweep Stroke
- ☐ Demonstrate Cross Bow Turn
- ☐ Demonstrate proper Pivot Turn
- ☐ Demonstrate Backwards Paddling
- ☐ Sideways Paddling – Demonstrate Side Draw and/or Slicing and Sculling (more difficult)

#### **Water Safety:**

- ☐ Self-Rescues: How to paddle sitting; How to paddle kneeling; How to prone paddle
- ☐ Towing: Demonstrate how to tow (any option)
- ☐ Demonstrate non-towing rescue methods
- ☐ Flip Rescue
- ☐ Rescuing people on other types of water craft (*optional / could be land-based discussion*)

**SUP Business / As Needed & By Request** – Listed in order of how they appear in PSUPA Business Manual with associated pages numbers.

- ☐ How to start a business; business models and structures
- ☐ Pricing
- ☐ Insurance Liability
- ☐ Permits and Working in Public Locations
- ☐ Forms to Consider for Communicating with Clients
- ☐ Building Community
- ☐ Partnering (12)
- ☐ Hiring and Working with Instructors & Guides
- ☐ Marketing a SUP Business

