**File name on website: *PSUPA Flatwater 1 Certification Class Info For Students***

**Flatwater Level 1 Certification Course Details**

**& What to Bring To Class**

***<<ITs: Adapt this form as needed for your students to have all the info they need for your course, including schedule. Italics indicate notes for you – delete all information in italics before sharing with your students.>>***

**Welcome!** Thank you for joining our upcoming PSUPA Flatwater Level 1 Certification Course hosted by *<INSERT* *IT’s Shop or Business Name>*. The following information will help you prepare for this course, and includes the course details. Please contact me if you have any questions or concerns about any of the information included here, or anything else related to your certification.

*(INSERT Instructor’s Name / E-mail / Phone Number)*

**Certification Course Dates & Start and End Times**:

**Instructor Trainer Name and On-Location Contact Information**:

**Course Location(s) – land and water**: *(consider including Google map)*

**On-site Facilities:** *(restrooms?; showers?; etc.)*

**Accommodation Options / Information:** *(hotels and/or camping options & fees)*

**Nearby Food Options:** *(if not onsite, indicate distance from class location so students know whether to prepare for all meals or some meals at class location)*

**Course-Related Fees**

Certification Fee:
*(INSERT Cancelation Policy Related to Fee)*

PSUPA Membership Fee: $65 – please pay this fee online prior to class, or bring membership application (from PSUPA website) and check made out to PSUPA. This fee is required even if you don’t pass your certification course.

Location Specific Fees / Expenses: *(e.g. park fees; parking passes; camping fees)*

**Course Prerequisites:**

* Have current hands-on (i.e., *not* Internet-based) First Aid/CPR certification or Wilderness First Aid or Lifeguard Training certification or the equivalent for your location.
* Be in good overall physical shape and able to swim 200 yards, and able to lift and carry all equipment.
* Be able to launch and land a board safely, as well as safely fall from and remount a board.
* Be comfortable walking on a SUP board and comfortable balancing in various water conditions.
* Know basic SUP paddling techniques and be able to maintain directional control of a board, including various strokes for turning and paddling straight.
* Be able to paddle a minimum of 3-5 miles in varied conditions –  for example, flatwater and bumpy.
* Have at least basic knowledge of paddling equipment, SUP terms and history of the sport.
* Have positive interpersonal skills.
* Hold current PSUPA membership.
* Sign liability form, provided by Instructor Trainer.

**Requirements for Course Completion**

* Pass on-water test
* Pass written test
* Demonstrate ability to teach land-based and on-water scenarios
* Approval of Instructor Trainer through standardized student evaluation, which includes accessing leadership, teaching skills, and attention to safety

**Certification is awarded** upon completing the course, passing all tests, and achieving a satisfactory evaluation.  Tests are Pass/Fail with a Passing grade at 80% or better.This certification is a prerequisite for all other PSUPA Certifications.

**Taking this course does not ensure certification. Your Instructor Trainer has the right to require further training prior to issuing certification if you do not adequately demonstrate teaching or rescue skills and have an overall poor evaluation. If you do not pass the certification course** your Instructor Trainer will discuss options you have for further training.

**Keeping Your Certificate Valid**: Once awarded, the PSUPA Flatwater Level 1 Certification is valid for up to four years, but to be considered a Certified PSUPA Instructor you will need to keep your First Aid / CPR certification, Wilderness First Aid or Lifeguard Training certification up-to-date and be an annual PSUPA member. After four years you’re required to take a one-day refresher course.

**Clarification about this Certification**: The Flatwater Level 1 Certification is not a certification for training instructors. It does not qualify you to be a SUP Instructor Trainer. This certification also does not mean that a business you represent is an accredited PSUPA SUP training school.

**What to Expect**

The Flatwater Level 1 Certification Course covers all the SUP basics you need to know to teach a one-, two- or three-hour beginning SUP class, including basic paddling skills, water safety and rescue skills, leadership skills, on-water communication, water and environmental hazards, and more.

PSUPA Instructor Trainers have years of personal and professional SUP experience and their own teaching styles. The certification class is an opportunity for you to benefit from their knowledge and experience, to fine tune your paddling skills, learn new methods of teaching, and improve your water safety knowledge and rescue skills.

You will receive a Certified Instructor’s Manual at the start of the course that you can refer to throughout and use as a resource post-certification. Your Instructor Trainer won’t necessarily teach directly from the course manual, but the certification will cover the PSUPA standards required to help you develop and improve your SUP teaching skills.

The course will be divided up into land-based training and on-water training. Most of the teaching will be hands-on, and class discussion and interaction is encouraged. To get you started, you will be given some pre-course homework that will help you start preparing for in-class discussions, and you will be assigned a topic to research and lead the class in a short discussion, which your Instructor Trainer will moderate.

As part of improving teaching skills, all students are assigned mock lessons to present to the class. You will need to do both an on-land and on-water presentation to the class, after which everyone will give you input and feedback. You may also be asked at any time by your Instructor Trainer to demonstrate a paddling skill that you weren’t assigned, or to participate in another student’s demonstration. A requirement of certification is that you are able to teach all of these skills.

You will need to be prepared to dress for immersion for the on-water training portion of the course. You should be flexible and prepared for schedule changes due to weather or water conditions. Come prepared clothing-wise for the possibility of inclement weather.

To earn this certification, in addition to giving class demonstrations to show your teaching skills, you will need to pass a written test. Your Instructor Trainer will be evaluating your performance throughout the course, and on the final day you will receive a Student Evaluation, which will determine if you passed the course.

Good education involves a mutual exchange of knowledge, so we encourage you to ask questions, be prepared to share your personal goals at the start of the class, and throughout the course share with the class what you’ve learned from your own personal SUP experiences.

We look forward to having you in class!

**Your Pre-Course Assignments & Details**

**Topic to Research and to Lead Class in Discussion:**  *<INSERT at least one discussion topic for student to prepare to lead. If needed, see PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas form for options.>*

**Details:** Learn enough about this topic to start a discussion and have some discussion points to help lead.

**Land-Based Class Presentation Topic:** *<INSERT at least one presentation topic for student to prepare. If needed, see PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas form for options.>*

**Details**: Prepare a five minute demonstration on this topic. Keep it simple and engaging, and as thorough as possible. Be prepared for class feedback.

**On-Water Skills Demonstration / Mock Lesson Topic**: *<INSERT at least one water skill for student to prepare to teach to the class. If needed, see PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas form for options.>*

**Details**: Be prepared to give a ten minute mock lesson on this skill. You may need to ask for volunteers from the class. Be prepared for class feedback. Also be prepared to actively participate in other student’s skills demonstrations.

**Pre-Course Homework:** *<INSERT any number of topics for students to think about and come to class with notes to help participate in group discussions. If needed, see PSUPA Flatwater Level 1 Certification Pre-Course Assignment Ideas form for options.>*

**Details**: These are things to start thinking about prior to your course. You don’t need to do any research. Jot down notes based on your personal experience and knowledge. Your Instructor Trainer may ask you or any student a direction question about these over the course, but if not, you’ll have notes handy to better participate in the course discussion.

**What to Bring to Your Certification Course**

*< IT –adapt this list as needed for your class and location. >*

**Forms / Payment**

* If not pre-paid, bring payment for your certification course: *Check for XXX made out to XXX.*
* PSUPA membership verification. (Receipt of online payment.) If not a PSUPA member, bring a check for $65 made out to PSUPA, along with a completed membership form, which you can download from the PSUPA.com website.
* Photocopy of current First Aid / CPR, Wilderness First Aid, or Lifeguard Training certification, or equivalent.
* Signed insurance liability form, which may be provided to you on-site prior to class.

**Food / Personal Tools**

* Please bring your own food, beverages and snacks to class every day. Depending on class location there may not be places nearby to purchase lunch.
* Bottled Water & Hydration Beverages
* Notepad or Laptop for taking notes
* Comfortable folding chair / Foam pad for sitting or standing (optional)
* Camera (optional)
* Instructor Manual for course – supplied by PSUPA Instructor Trainer

**Gear / Clothing**

* SUP board, paddle, leash, Type 3 PFD (vest-style).
* Booties (optional for location – suggested for reefs and rocky beaches)
* Tow line – if you have one.
* Bring what is appropriate and comfortable for you to wear for full-immersion at your course location. NOTE: You will need to dress for immersion for portions of the on-water course.
* Beach Towel
* Warmer Weather/Sun: wide-brimmed hat, baseball hat or visor; sunglasses with retainer/floating strap; sunblock; UV lip balm.
* Cooler / Inclement Weather: capiline or polypro top to wear under the wetsuit; clothes appropriate for on-land classes; chemical heat packs (optional), which are ideal for standing in colder weather.

**Remember to bring all your pre-course assignments!**

**Post-Certification**

We will submit your certification status to the PSUPA organization. You will be listed as a certified instructor on the PSUPA “Find Instruction” webpage. If you don’t receive your Certification Card at the end of your course, PSUPA will issue your card within 4 weeks of your certification.

If you haven’t already, log into the members-only portion of the website – part of your PSUPA membership benefit – and take advantage of the resources there, and connect to other international PSUPA members via the members-only Facebook page. Keep in touch and share your stories and photos with us!

**PSUPA Instructor’s Manual:** If you lose or damage your manual and need a replacement, please contact PSUPA directly.

There is a $20 (+ potential sales tax) charge for replacing manuals. *<IT’s Please refer to your Instructor Trainer Teaching Check List document to plug in details and help set up the course schedule that’s best for the duration of your class and your location. See below for an example of 3-Day Certification course, which includes SUP Business, if you would like to use this to help build your schedule. Add and Delete so your student’s only receive a schedule that’s appropriate for your course.* ***Our notes are added throughout in italics – delete these before sending to your students!*** *Make schedule as detailed or as basic as you want it to be. Make sure to fit in all assigned lesson presentations & keep track of who you assigned these to.

Make sure to build in lunch time and breaks throughout each day, and allow time for location changes and clothing changes when moving between land- and water-based schedules. Sometimes lunches become “working lunches” to keep the schedule. >*

**PSUPA Flatwater Level 1 Certification Schedule**

The schedule below is an approximate outline of how this course will be structured. It may be altered on-site to take into consideration water and weather conditions and individual student goals. Be prepared for changes in course schedule due to water or wind conditions.

There will be alternating land, classroom and on-water instruction throughout each day. On any day, always be prepared to dress appropriately for immersion at your class location. And, be prepared clothing-wise for the possibility of inclement weather.

***Sample Three-day Certification Schedule***

**Day 1**

**8:00 a.m. (land-based)**

- Welcome, Introductions, About PSUPA – briefly review course outline and answer any questions.

- Paperwork, hand-outs.

- Ice Breaker. *(IT: Ask a question like what is your most memorable paddling experience, or most scary experience, or most embarrassing experience – and lead the class with your own story. Or, ask a non-paddling related question to bring out more about the student’s life outside of the paddling world.)*

- Students individual goals for the certification course.

**9:00 a.m. (land-based)**

- Importance of being a SUP Ambassador / Public Relations: Reaction & Restrictions.

- PSUPA Instructor Code of Ethics.

- Teaching concepts and techniques - Learning styles, modeling, evaluation students.

**10 a.m. – 15 Minute Break**

**10:15 a.m. (land-based)**

- Leadership skills – communication and conflict avoidance.

- Teaching tips for a variety of groups and various ages.

- Working with student issues and limitations – Phobias, self-esteem, physical limitations, etc.

Water Safety

- Rick Management / Safety Planning.

-On-water Common Sense / On-water Group Management and Communication

- Hand & paddle signals

- When to call 911 or EMS provider, How to Keep Yourself Safe in An Emergency

*IT: Bring Student’s discussion preparation into conversation, if pre-assigned topics.*

**12:30 p.m. – 30 Minute LUNCH**

**1:00 p.m. (land-based)**

- 5 Minute Mini presentations – Candidates present their pre-assigned topic.

- Class and IT provide positive feedback for each presentation.

*\*IT: Consider using mini presentations to cover PFDs, board carry, parts of board and other basics.*

**2:00 p.m. (land-based)**

- Gear discussion – parts of boards, types of and paddles, how to size and hold paddle. (*NOTE: These could be part of mini presentation topics)*

- Safety gear discussion – PFDs, leashes and clothing. (*NOTE: These could be part of mini presentation topics)*

**2:30 p.m. – 30 Minute BREAK to also allow time to change into water gear / location change**

**3:00 p.m. (water-based) IT will demonstrate teaching methods for the following water skills, but be prepared to be actively involved in these demonstrations – dress for immersion – and be prepared to share your own teaching methods.**

- Demonstration of how to teach proper beach, dock launching and how to safely fall off and climb back on boards,

- Demonstration of how to teach self-rescue techniques – sitting on a board, kneeling and prone paddling.

- Demonstration of how to teach standing up and proper stance.

-Demonstration of how to teach paddling straight.

- Demonstration of how to teach forward and reverse sweeps and cross bow and pivot turn

- Demonstration of how to teach stopping, paddle backwards, going sideways.

- Demonstration of how to teach forward stroke.

- Demonstration of how to teach bracing – Static, low brace, and sweeping brace.

- Demonstration of how to teach paddling over boat wakes and wind waves – safe, but slightly rougher water conditions.

**5:00 p.m.** End Day 1

**Day 2**

**8:00 a.m. (land-based)**

Water Safety
- Instructor & Guide First Aid / Safety Kit

 -Environmental conditions due to air and water temperature – prevention and treatment.

- Outdoor environmental hazards on or near water.

-Environmental conditions and Effects on Paddlers

- Weather conditions, how and when to avoid, forecasting, cancellations.

-Teaching in wind. / Finding protection

-River & Tidal Currents – Safety & Hazards

-Paddling at night or in fog.

- Paddling with boats & vessel interaction / waterways or boating channels.

*IT: Bring Student’s discussion preparation into conversation for pre-assigned topics.*

**10:00 a.m. – 15 Minute Break**

**10:15**

- Standard flatwater lessons preparation guidelines for instructors – overall and class location.

- Teaching plan outlines for one-hour and two-hour basic classes.

**11:00 a.m. – 30 Minute Break to allow for changing into on-water clothing / location change.**

**11:30 a.m. (water-based)**

- Review important teaching techniques from Day 1

and/or

- Student on-water 10 minute teaching presentations mock lessons

- Class and IT provide positive feedback for each presentation.

**12:30 p.m. – 30 Minute LUNCH Break**

**1:00 p.m. (water-based) IT will demonstrate teaching methods for the following water rescues, but be prepared to be actively involved in these demonstrations – dress for immersion.**

- Demonstration and student practice of Flip rescue.

- Demonstration and student practice of non-towing rescue methods.

- Demonstration and student practice of towing.

**3:00 p.m.**  **– 15 Minute Break**

**3:15 p.m.**

- On-water student rescue presentations and water skills evaluations.

**5:15 p.m.** – End Day 2.

**Day 3**

**8:00 a.m. (on-water)**

- Review of on-water paddling techniques from Day 1 & 2 and/or on-water group management practice and/or additional mock lessons and skills testing.

**10 a.m. – 30 Minute Break to allow for changing back into street clothes / location change.**

**10:30 a.m.**

- SUP Business – Starting a business, liability insurance, forms and permits for teaching locations.

**12:30 p.m.** **– 30 Minute LUNCH Break**

**1:30 p.m. –** Continuation of SUP Business - Community building, partnering, hiring staff, marketing, etc.

**3:00 p.m.** – Written test (15-20 Minutes)

Turn in your test and take a break until you are called for your Student Evaluation.

**4:00 p.m.** – Wrap-up. Student evaluations.