



CANOE · KAYAK · SUP · RAFT · RESCUE

Instructor

Level 4: Swiftwater Rescue

In recognition of successful completion of an
ACA Certification Course, this certificate is
awarded to:

Julio César Baca Vargas

ACA Number: 75564807

Date Issued: 03/21/2024

Expiration Date: 12/31/2028

*To maintain current certification, ACA Instructors must
maintain annual ACA & SEIC Membership.*

Name: Julio César Baca Vargas

ACA# 75564807

Is a certified: Instructor

In: Level 4: Swiftwater Rescue

Issue Date: 03/21/2024

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Course Lead: Jim Coffey

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Dear Julio César,

CONGRATULATIONS on your certification as an ACA Level 4: Swiftwater Rescue Certification!

Welcome to the ACA community of paddlesport professionals and thank you for helping to further develop the ACA's gold standard for education and instruction. We appreciate your commitment to safe and enjoyable paddlesports and look forward to working with you as you continue to share your knowledge and passion with paddlers of all levels and abilities. The official Certification certificate and wallet-sized card included with this letter pack a wealth of benefits. You'll want to keep them in your records and be sure to visit us online at <https://americancanoe.org> to take advantage of your resources through the ACA.

Don't forget to browse your profile within the ACA Course Management System (CMS) to access your ACA course history, your earned credentials, progress towards certification renewal, upload or update your first aid and CPR credentials, register and report classes, request ACA insurance coverage, and to use a real time search feature to find additional courses and certified instructor trainers to further your paddling experiences: <https://cms.americancanoe.org>.

On behalf of the ACA National Office and the Safety Education & Instruction Council (SEIC), thank you!



Kelsey Bracewell
ACA Safety Education & Instruction Department Director



Frequently Asked Questions from ACA Certified Instructors

Q: What exactly can I teach?

ACA Instructors are certified to teach any and all of the content that is included in the [sample skills course outlines](#) and skills assessment courses for their own level of certification, and all the levels below. For example, a Level 3: River Kayaking instructor can teach the Level 3: River Kayaking skills course, the Level 3: River Kayaking skills assessment, and the corresponding courses for Levels 2 and 1.

Q: Can I certify other instructors?

ACA Instructors CANNOT certify other instructors. ACA Instructors can teach the following courses within their respective discipline and up to their level of certification:

- Skills Courses
- Skills Assessments

Only ACA Instructor Trainers & Instructor Trainer Educators can certify new instructors.

Q: How many students can I have in my course?

Instructor to Student Ratios (as outlined by the skills course outlines):

- Canoe - Solo: 5 students : 1 Instructor; 10:2 with a qualified assistant
- Canoe - Tandem: 6 students : 1 Instructor; 12:2 with a qualified assistant
- Kayak - 5 students : 1 Instructor; 10:2 with a qualified assistant
- SUP - 5 students : 1 Instructor; 10:2 with a qualified assistant
- Raft - 6 students : 1 Instructor; 12:2 with a qualified assistant
- Safety & Rescue - 12 students : 1 Instructor; 24:2 with a qualified assistant
- Prone Paddling – 5 students : 1 Instructor; 10:2 with a qualified assistant
- Surfski - 5 students : 1 Instructor; 10:2 with a qualified assistant
- Level 5: River Canoe & River Kayak Course Ratios: 3 Students : 1 Instructor; 6:2 with a qualified assistant

Q: How do I obtain ACA Insurance to cover my courses?

Submit the appropriate ACA Course Registration to the Safety Education & Instruction Department. You must complete this registration via the ACA Course Management System (CMS). To access the CMS and associated resources, please visit:

<https://cms.americancanoe.org>. Your log in credentials for the CMS are the same as those associated with your general ACA membership profile. To request insurance through the ACA General Liability Insurance Policy, an ACA Instructor must be in good standing, which includes:

- Current ACA Membership & SEIC dues
- Appropriate level and discipline of ACA certification for the course
- Appropriate First Aid & CPR certification (proof is required and should be uploaded to your profile within the CMS)



Q: What next? How do I report my course when it is over?

You must report your classes via the ACA Course Management System (CMS). To access the CMS and associated resources, please visit: <https://cms.americancanoe.org>. Your log in credentials for the CMS are the same as those associated with your general ACA membership profile.

When logged into the CMS, your user dashboard will display all open/incomplete classes you have registered. Please select the registration dates/details for the course you wish to report, and complete the associated roster. If you did not use ACA insurance coverage, you may utilize the EZ Reporting feature which can be found on the “Course Creation & Maintenance” tab within the CMS.

Q: How do I advertise my courses on the ACA Calendar?

If you would like assistance 'getting the word out' about your courses, the ACA can post your course dates, location, and other details to our online calendar, so anyone looking for instruction in your area can find you! This instructor benefit is absolutely free! To request that your course be put on the calendar, you need to register the course via the ACA Course Management System (CMS) and select “Yes” when asked if you’d like to place the course on the ACA Instructional Calendar.

Q: What must I do to keep my certification current?

By the end of the 4-year certification period, December 31st, the following minimum maintenance requirements must be met in order for the certification to be renewed for an additional 4 years:

- Maintain annual ACA membership and SEIC registration
- Instructors must teach and properly report a minimum of two classes every four years. At least one class should be at the highest level of certification.
- Successfully complete an Instructor Update during the certification period. Instructor Updates can be accomplished by one of the following methods:
 - Participate in an Instructor Update course at your highest certification level
 - Assist with an IDW or ICE at the highest level of certification (with the pre-approval of the facilitating IT or ITE) and complete a review of ACA Policies & Procedures with the IT or ITE
 - Co-teach a skills course at your highest level of certification under the supervision of an IT or ITE in that discipline and complete a review of ACA Policies & Procedures with the IT or ITE

Q: What kinds of Prodeals am I eligible for, as an ACA Instructor?

Visit www.americancanoe.org/Prodeals_Instructor for a list of companies and deals!

Q: How do I become more involved?

ACA’s Discipline Committees constantly review and edit the ACA’s instructional curriculum, develop new tools for instructors, and stay connected to industry trends and standards. If you’d like more information about how to get connected to a Discipline Committee and the Safety Education & Instruction Council (SEIC), visit: <https://americancanoe.org/seic>