



Raft Guide Certification Examiner Endorsement

Endorsement Overview: This endorsement is designed to be delivered by L4 Instructor Trainers or higher who have completed the Guide Certification Examiner Endorsement. The course can be delivered as a separate course or in conjunction with another IDW/ICE or ICW. This course is intended to provide the minimum training necessary for an ACA certified Raft Instructor to effectively run a Raft Guide Certification Examination.

Course Prerequisites:

- All participants must acknowledge personal compliance with the [ACA Essential Eligibility Criteria \(EEC\)](#)
- All participants must be an ACA L4 Raft Instructor or higher. This endorsement applies to paddle & oar independently. (ie: An instructor with L4 Paddle certification and L3 Oar certification, only qualifies for the endorsement in Paddle and is not able to give out Oar Guide Certifications.)

Course Duration: 1/2 day (4 hours) minimum

Course Location / Venue: Classroom or video conference.

Examiner: Level 4: Raft Guide Certification Examiner Endorsed Instructor Trainer (or higher)

Course Ratio: 12 students: 1 Raft Guide Certification Examiner Endorsed Instructor; with an additional instructor or qualified assistant the ratio can be 24: 2

The sequence of endorsement criteria should be adjusted to best fit the participant's needs, class location and time allowance.

Course Outline:

This half day classroom module is designed to:

1. Introduce the Raft Guide Certification Examination (RGCE)
2. Refresh Instructors on giving and reporting assessments, specifically the Guide Certification
3. Impart the weight of signing one's name to another's certification

Introduction and Logistics

- Welcome
 - Introduction of instructors and participants
- Workshop objectives
- Understanding the difference between Guide Certification Examination & L4 Assessment

Guide Certification Administration

- How to administer a RGCE
 - Venue considerations
 - Tips for running a RGCE
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- Provide Guide Certification Criteria document to students
 - Explain exam scoring system
 - Review each skill within Guide Certification Criteria document



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CMS

- Reporting Guide Certifications
- Coaching certified guides on using the CMS to see the status of their certification.

Giving a Certification

- Ethics: The weight of signing your name to “certify” another person’s skills
- Requirements: Verifying credentials (FA/CPR & SWR)
- Conflict resolution
- Student exam stress
 - Subjective factors affecting exam performance