



Alberta & Northwest Territories | 13123 – 156 Street | Edmonton, AB | T5V 1V2

INSTRUCTOR/TRAINER COURSE/CLINIC APPLICATION FORM

T: 780-415-1755 | F: 780-427-9334 | experts@lifesaving.org | www.lifesaving.org

APPLICANT INFORMATION

Name		Member ID
Address		
City	Province	Postal Code
Phone ()	Alt. Phone ()	Fax ()
Email	Date of Birth YY / MM / DD	

APPLICATION FOR

What course/clinic are you applying to attend? _____

Date of course/clinic? _____

REFERENCES - Please list two (2) individuals who can comment on your education, skills and experience.

<i>Name</i>	<i>Relationship</i>	<i>Phone Number</i>	<i>Email</i>

EXPERIENCE

Please outline your experience and skills that make you qualified to attend the course/clinic which you have applied for. Experience may include program delivery, teaching for other agencies and non-aquatic leadership training. (Use additional paper as needed)

FOR OFFICE USE ONLY

Date Processed: _____ Processed by: _____

Approved

Denied

Reason(s) application denied: _____

PATHWAY TO CERTIFICATION – Do not submit

1) Check Prerequisites

- Check prerequisites for the course/clinic you are applying to attend in the current printing of Policies and Procedures available at www.lifesaving.org

Note: No application is required to attend a Swim Instructor and Lifesaving Instructor course.

2) Application Process

- Submit application to the Lifesaving Society
- If you have all pre-requisites and are approved to take the course / clinic you will be sent a confirmation letter
- If you are not approved a letter will be sent indicating why approval was not granted

3) Find a Course/Clinic

Refer to the AB/NNWT Event Calendar at www.lifesaving.org for upcoming courses and clinics. Registration for Branch facilitated courses/clinics will be completed online. Courses/clinics hosted by affiliate delivery partners will have registration information in the Courses section of the Society website www.lifesaving.org.

4) Certification Process

- Successfully complete the course/clinic:
 - Attend 100% of the course/clinic
 - Meet all performance criteria
- Once the course/clinic test sheet has been received and processed by the Society a certification card may be issued and mailed and you may be eligible to complete the program practicum(s) (if required)

5) Practicum Process – Required for clinics

- Submit Practicum Application Form to the Society (minimum of two weeks in advance)
- A letter or email will be sent indicating whether the practicum has been approved
- Successfully complete practicum by:
 - Participating in planning, evaluation and teaching sessions for the course
 - Teaching a minimum of 50% of the course/clinic content
 - Meet all evaluation criteria
 - Submit Monitoring Form
- Once the Monitoring Form has been received and processed by the Society a certification card will be issued and mailed