



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](mailto:experts@lifesaving.org) | [www.lifesaving.org](http://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? \_\_\_\_\_

**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](http://www.lifesaving.org)

Note: Swim Instructor and Lifesaving Instructor do not require an application to attend.

### **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](http://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](http://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