

Purpose of this Operating Procedure

1. The purpose of this Operating Procedure is to:
 - a. state the aims of the HPAC/ACVL Instructor Certification Program;
 - b. describe the HPAC/ACVL Instructor Certification Program; and
 - c. specify the requirements to hold an instructor certification.

Aims of the Instructor Certification Program

2. The aims of the HPAC/ACVL Instructor Certification Program are to ensure that individuals teaching hang gliding and paragliding:
 - a. are proficient with the sport they wish to teach;
 - b. have adequate knowledge of current instructional techniques; and
 - c. abide by the HPAC/ACVL Instructor Code of Conduct.

Disclaimer

3. To promote effective and safe instruction in Canada, the HPAC/ACVL manages an instructor certification program which ensures that its certified Instructors have met the qualification requirements set forth below.

The HPAC/ACVL has no formal association with schools and instructors, other than to certify that they have met qualifications stated herein. While the HPAC/ACVL provides a national curriculum for instructor certification, however it does not regulate or inspect the content and the delivery of individual instructor courses. The HPAC/ACVL makes no warranty or representations as to the competence, expertise or aptitude of any HPAC/ACVL-certified instructor, although such qualities are informally assessed when an Instructor's certification is first applied for or when it is renewed. However, the Board of Directors reserves the right to remove certification from an instructor if an instructor is deemed to place students, the general public, flying sites, or the sport itself at risk.

Types of Instructor Certification

4. There are two levels of instructor certification: Instructor and Senior Instructor. Instructor ratings are issued separately for hang gliding and paragliding. An individual can hold instructor certifications for hang gliding and paragliding at the same time.

Requirement to Obtain a HPAC/ACVL Instructor Certification

5. In order to qualify for a HPAC/ACVL Instructor certification for hang gliding or paragliding, candidates must meet the following requirements:
 - a. be a member in good standing of the HPAC/ACVL;
 - b. be 18 years of age or older;
 - c. have held a valid HPAC/ACVL Intermediate rating (H3/P3 or better) for at least one year and 25 hours airtime (or more) in the desired activity (hang gliding or paragliding);
 - d. hold a valid Basic First-aid Certificate in compliance with Canada Occupational Health and Safety Regulations, or provide a self-declaration letter stating that they are a health care professional (Nurse, MD or Emergency Technician) and that first aid readiness and currency are part of the requirements of their profession (occupation). The onus is on the applying member to make sure that they continue to meet this requirement as long as they hold that HPAC rating.
 - e. have successfully completed an Instructor Certification Course of 24 hours duration over a minimum of three days given by a Senior Instructor certified in the desired activity within the previous 12 months;
 - f. have assisted a certified Instructor or Senior Instructor in the desired activity for a minimum of 25 hours, after having successfully completed an Instructor Certification course within the same 12 month period;
 - g. have the recommendation of a Senior Instructor certified in the desired activity;
 - h. have successfully passed the HAGAR examination;
6. In order to sustain their Instructor certification, Instructors must continue to meet the above requirements 5(a) and 5(d). In addition, Instructors must:
 - a. re-certify every three years:
 - i. The month and day of the instructor's initial certification as an instructor shall establish the **Recertification Anniversary Date** for that instructor. If an instructor's certification has been withdrawn or has expired, the Recertification Anniversary Date shall be established upon successful recertification.
 - ii. Instructors may apply for a grace period of 6 months after their Recertification Anniversary Date in which they may satisfy the recertification requirement to attend an HPAC/ACVL Instructor Seminar. Applications for this extension must be made to the Executive Director no less than two months prior to the instructor's Recertification Anniversary Date. Recertification during the grace period does not change the Recertification Anniversary Date.
 - iii. Instructors wishing to re-certify prior to their Recertification Anniversary Date may do so. Recertification up to 6 months early does not change the Recertification Anniversary Date. If an instructor recertifies more than 6 months early the new Recertification Anniversary Date is 3 years plus 6 months after the date of recertification.
 - iv. If an instructor has not successfully met the requirement for attending an Instructor Course within the allowable time window, then automatically it shall be deemed that, as of the following day, the instructor has failed to meet that particular recertification requirement.

- v. Should the lapsed instructor wish to regain the Instructor certification, he/she must repeat the Instructor's requirements in full, but the apprentice hours required will be at the discretion of the Senior Instructor.
 - vi. The HPAC/ACVL has a policy intended to assist instructors working in isolated areas to attend re-certification courses. Application for such assistance must be made to the Board of Directors through the Executive Director.
- b. report all accidents and incidents that occur under their instruction or at their school to the HPAC/ACVL Safety Chair (safety@hpac.ca) in accordance with SOP 405;
 - c. abide by the Instructor Code of Conduct stipulated by SOP 460;
 - d. obtain a signed HPAC/ACVL waiver from each student, retain the waiver on behalf of HPAC/ACVL for a minimum of 3 years and submit any waiver upon request to the HPAC/ACVL office;
 - e. abstain from conducting tandem flights except as permitted by SOP 430.

Requirement to Obtain a HPAC/ACVL Senior Instructor Certification

- 7. In order to qualify for a HPAC/ACVL Senior Instructor certification for hang gliding or paragliding, candidates must meet the following requirements:
 - a. be a member in good standing of the HPAC/ACVL;
 - b. have a HPAC/ACVL Advanced (H4/P4) rating and 100 logged hours of airtime in the desired activity (as documented in the Annual Reports submitted by Instructors);
 - c. hold a current HPAC/ACVL instructor rating in the desired activity and have held it for a minimum of three (3) consecutive years in that desired activity;
 - d. have taught a minimum of 100 students that have obtained at least a Beginner (H1/P1) in the desired activity;
 - e. have assisted a Senior Instructor in conducting an Instructor Certification Seminar for the desired activity;
 - f. have the recommendation of a Senior Instructor certified in the desired activity;
 - g. submit a letter of application to the Board of Directors through the Executive Director. As this letter is also a letter of introduction to some of the Board, it is recommended that it contain any relevant information the applicant would like the Board to know and state why the candidate would like to attain this certification; and
 - h. obtain the approval of the HPAC/ACVL Board of Directors.
- 8. In order to retain their Senior Instructor certification, Senior Instructors must continue to meet the above requirements 7(a) . In addition, Senior Instructors must:
 - a. Conduct at least one HPAC/ACVL Instructor Seminar every three years;
 - b. Contribute to the development of the sport through active participation of the CSI;
 - c. Be a Certified Instructor in good standing; and

- d. Prove currency with logged personal flying in the conditions and launch method(s) they teach.

Application for Instructor Certification

9. The Senior Instructor recommending an instructor or senior instructor candidate is responsible to forward the recommendation and supporting documentation to the Executive Director.
10. The BoD will appoint new Senior Instructors upon receipt of the documented evidence of full compliance with the stated requirements.

Loss of Instructor Rating

11. An instructor will automatically lose his/her certification when he/she stops meeting any of the requirements for sustaining that certification.
12. The HPAC/ACVL BoD reserves the right to withdraw an instructor certification for reasons of public safety.

HPAC/ACVL Apprentice Instructor

13. An Apprentice Instructor is an individual that can act as an Instructor while under the direct supervision of a Certified Instructor or Senior Instructor. Apprentice Instructors may be appointed by certified Instructors or Senior Instructors without the involvement of HPAC/ACVL, provided that they meet the qualification requirements stated herein.
Apprentice Instructors are recommended to take an Instructors course.
While assisting an Instructor or Senior Instructor, they must at all times be in visual and audible contact with the Instructor.
14. In order to qualify as an HPAC/ACVL Apprentice Instructor for hang gliding or paragliding, the candidate must meet the following qualification requirements:
 - a. Be a member in good standing of the HPAC/ACVL; and
 - b. hold a valid HPAC/ACVL Novice (H2/P2) rating (or better) in the chosen activity.

Foreign Instructors

15. Foreign Instructors wishing to instruct in Canada must complete the HPAC/ACVL Instructor Certification program with a Senior Instructor or serve as an Apprentice Instructor (see Sections above).

Responsibilities

16. The Board of Directors is responsible for appointing new Senior Instructors.
17. The Executive Director is responsible for appointing Instructors upon the recommendation of a Senior Instructor.
18. Instructors and Senior Instructors are responsible for appointing Apprentice Instructors.
19. Senior Instructors are responsible for recommending the appointment of Instructors and Senior Instructors.
20. Senior Instructors are responsible for monitoring and actively contributing to CSI (Council of Senior Instructors) forums and discussions.