

# 420-0 HPAC/ACVL Instructor Certification Program - DRAFT

**Date of Issue: DRAFT** This PRD reflects the current policies and regulations. Please treat as effective even though it has not been approved by the BoD.

## Purpose of this Policy and Regulatory Directive

1. The purpose of this Policy and Regulatory Directive (PRD) 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 as follows:
  - a. Ensure that individuals teaching hang gliding and paragliding are proficient with the sport they wish to teach; and
  - b. Ensure that individuals teaching hang gliding and paragliding have some knowledge of instructional techniques; and

## 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. The HPAC/ACVL does not specify, regulate or inspect the content and the delivery of 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 Rating is first applied for.

## 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. One 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. hold a valid HPAC/ACVL Intermediate rating (or better) and 25 hours of airtime (or more) in the desired activity (hang gliding or paragliding);
- d. have a valid first-aid certificate;
- e. have assisted a certified Instructor or Senior Instructor in the desired activity for a minimum of 25 hours;
- f. have completed successfully an Instructor Certification Course of 24-hours duration given by a Senior Instructor certified in the desired activity; and
- g. Have the recommendation of a Senior Instructor certified in the desired activity.

6. In order to sustain their Instructor certification, Instructors must continue to meet the above requirements 5(a), 5(c), and 5(d). In addition, Instructors must:

- a. attend an HPAC/ACVL Instructor Seminar once 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 re-established upon renewed certification.
  - ii. Instructors shall have an **Allowable Time Window** of 6 months before and after their third Recertification Anniversary Date in which they may satisfy the recertification requirement to attend an HPAC/ACVL Instructor Seminar. (This is intended to provide maximum planning flexibility and choice among available Instructor Courses for instructors.)
  - iii. Recertification at any time within the Allowable Time Window will be made effective as of the established Recertification Anniversary Date. (That is, an instructor's initial Recertification Anniversary Date will not change as long as the instructor's recertification requirements are met within the Allowable Time Window. This is intended to remove any incentive to delay recertification to the end of the allowable time window.)
  - 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.

- b. report all accidents to which they are witness to the HPAC/ACVL Safety Officer;
- c. report the number of students taught (not necessarily graduated) during the year to the Business Manager by 31 December of every year;
- d. sell only safe gliders to properly trained individuals;
- e. use helmets, back protectors (paragliders) and safety wheels (hang glider) at all times ;
- f. use certified gliders of a suitable size and carry parachutes for high flights.

### **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 rating and 100 hours airtime in the desired activity;
  - c. have held a valid HPAC/ACVL Instructor rating for a minimum of three years in the desired activity;
  - d. have taught a minimum of 100 students that have obtained at least a Student Certificate in the desired activity;
  - e. have a valid first-aid certificate;
  - f. have assisted a Senior Instructor in conducting an Instructor Certification Seminar for the desired activity;
  - g. have the recommendation of a Senior Instructor certified in the desired activity; and
  - h. obtain the approbation of the HPAC/ACVL BoD.
  
- 8. In order to retain their Senior Instructor certification, Senior Instructors must continue to meet the above requirements 7(a) and 7(e). In addition, Senior Instructors must:
  - a. Conduct at least one HPAC/ACVL Instructor Seminar every three years.
  - b. report all accidents to which they are witness to the HPAC/ACVL Safety Officer;
  - c. report the number of student taught by them during the year to the Business Manager by 31 December of every year;
  - d. sell only safe gliders to properly trained individuals;
  - e. use helmets, back protectors (paragliders) and safety wheels (hang glider) at all time; and
  - f. use certified gliders of a suitable size and carry parachutes for high flights

## **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:

Jim Reich  
1092 Corona Crescent  
Coquitlam BC V3J 7J3

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. 11. An instructor will automatically lose his certification when he stops meeting any one of the requirements for sustaining that certification.

## **HPAC/ACVL Apprentice Instructor**

12. An Apprentice Instructor is an individual that can act as an Instructor while under the 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

13. In order to qualify as a 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 rating (or better) in the chosen activity.

## **Responsibilities**

14. The BoD is responsible to appoint new Senior Instructors.

15. The Business Manager is responsible to appoint Instructors upon the recommendation of a Senior Instructor.

16. Instructors and Senior Instructors are responsible to appoint Apprentice Instructors.

17. Senior Instructors are responsible to recommend the appointment of Instructors and senior instructors.