



POLICY MANUAL

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Policy Statement:

The CADS Instructor Certification Program will ensure that CADS continues to set the standard for safe, effective technical instruction, and to provide opportunities for more people with disabilities to safely experience adaptive snow sports to the best of their abilities.

3.12.1 Changes to CADS Certification Process

CADS Alberta is committed to supporting an Instructor Certification Program that:

- Is consistent across the country,
- Is consistent with the CSIA / CASI methodology,
- Is consistent with the Alpine Canada Long-Term Skier Development, and with other partners,
- Is consistent with and supported by an improved, up-to-date instructor manual, and
- Encourages succession planning for Course Conductors, Examiners, and Senior Examiners.

3.12.2 Modular Approach

The CADS certification strategy is framed through a modular approach for Level I and Level II certification. It follows the following process:

- Level I and II certification can be taken as a full course, or by modules.
- Each module has a specific focus and they are:
 - 3-Track / 4-Track Module (3&4T)
 - Visually Impaired Module (VI)
 - Sit-ski Module (SS)
 - Autism Spectrum Disorder/ Cognitively Impaired Module (ASD/CI)
 - Snowboard Module
- In order to achieve each level of certification, all of the modules for the level must be passed.

- If an instructor does not complete all of the modules in a given level, he or she will be considered a specialist in _____ (name of the module). Moreover, participant will not be able to advance to the next level of certification until all of the modules at the current level are successfully completed.

3.12.3 Simplified Certification Levels and Certification Requirements

Volunteer:

- Volunteers are allowed to teach if trained properly and under the supervision of a qualified instructor.

New Certification Levels are as follows:

- Level 1 Instructor
- Level 2 Instructor
- Level 3 Instructor
 - Level 3- Course Conductor
- Level 4 Instructor
 - Level 4 Examiner

3.12.4 Certification Tracking

CADS Alberta has updated it's database tracking of CADS Alberta Members. All certification levels can be entered by CADS Alberta Members upon registration each year. It is the responsibility of the CADS Alberta Member to inform CADS Alberta by sending supporting certification documentation to executivecoordinator@cadsalberta.ca.

CADS Alberta will then update the CADS Alberta Member in the Membership database. CADS Alberta Members can check on their certification status at any time by contacting executivecoordinator@cadsalberta.ca.

3.12.5 Cost Structure – CADS Certification Delivery Model

The cost structure outlined below is a nationwide application, with CADS Alberta holding right to both subsidize or charge differing fees. The goal is to ensure that certified instruction is available making alpine skiing and snowboarding accessible for all participants across Canada.

Fees for Volunteer CADS Alberta Zones*:

- CADS National Course Fee (full course module package) for Divisions and Program Volunteers and Certified Instructors (per person cost)
 - \$50 + Division fees for administration
- CADS National Course Fee (per module) for Divisions and Programs Volunteers and Certified Instructors
 - \$20 + Division fees for administration

* **Note:** CADS Alberta subsidises the cost of facilitation for CADS Alberta Zone Training and Certification for courses arranged through the CADS Alberta Zones for volunteer instructors. This is negotiated on a Zone by Zone basis.

Fees for Ski Schools and Private Enterprises:

- CADS Course Fee (per module) for Ski Schools and Private Enterprises (per person cost)
 - \$100 for one day modules (per module)
 - \$200 for two day module (sit-ski module)

- CADS Course Fee (per complete certification) for Ski Schools and Professionals (per person cost)
 - \$400 for all modules (complete module package)

Course Facilitator Fees:

- CADS Alberta has assigned the following fee structure for course facilitation
 - CADS Zone Volunteer training and certification
 - \$250 per full module delivery
 - \$75 delivery for individual models
 - \$125 delivery for sit-ski module
 - CADS Ski School and Private Enterprise training and certification
 - \$400 per full module delivery
 - \$125 delivery for individual models
 - \$200 delivery for sit-ski module

CADS Alberta Division Fees:

- CADS Alberta charges the following division fee, which is built into the course cost, based on a minimum number of 8 participants for Ski School and Private Enterprise training and certification
 - Division Fee of \$300 per course delivered
 - As CADS Alberta is a Not-for-Profit organization, it does not charge GST on courses offered to Ski School and Private Enterprises.
- For each course the division fee that is levied has 85% remaining with CADS Alberta and 15% that covers administration to CADS National
- All profit after expenses for each course deliver is a CADS Alberta targeted revenue which is used for CADS Alberta Education initiatives which include:
 - CADS Alberta volunteer instructor training and certification (CADS)
 - CADS Alberta volunteer CSIA training and certification
 - CADS Alberta volunteer CASI training and certification
 - CADS Alberta ACA Coach Education training and certification
 - For all of the above four scenarios, when subsidized courses are offered through CADS Alberta, CADS Alberta Zones must nominate volunteer instructors who demonstrate
 - Commitment to the CADS Alberta Zone program
 - Long term interest in remaining with CADS in a volunteer role
 - A dedicated interest to ski or snowboard improvement
 - A dedicated interest in increasing pedagogy knowledge in skiing or snowboarding
- **CADS Yearly Certified Instructor Membership is required for Ski Schools and Professionals**
- Electronic Manual in PDF format is available at a cost of \$20

3.12.6 Summary Comments

- The CADS course fee reflects the cost of developing and maintaining the certification program and manual over time.
- All participants are required to purchase a manual, either in electronic PDF format or hard colored copy. The manual contains information for all modules, and all levels, and need only be purchased once.
- Divisions may charge additional course fees to cover expenses related to courses.