

December 2nd, 2009

OBJECT: **Learn to Cruise instructor certification**

Dear instructor:

In preparation for next summer, please find enclosed the information concerning our certification process for Learn to Cruise instructors. Note that to be accepted into the certification process it is absolutely essential that you have all the prerequisites and that you successfully complete the pre-selection phase during the initial theory examinations weekend.

For more information, please consult the enclosed documents.

Please return your completed registration form and copies of your pre-requisites by January 29th, 2009 at the latest. Only the complete files will be accepted.

Remember this is not a training course nor a practice session but an evaluation of your skills. We recommend that you be well prepared for each step of the process.
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Also, please make sure you have the right **pre-requisites levels** relevant to the certification level you want to attain. **You must have all your pre-requisites before** starting the certification process.

In addition the candidate must be recommended by a sailing school.

Candidates are responsible to be available on the dates indicated in the documents sent. The absence of one or more steps may result in the failure of the candidate.

In order to accommodate the sailing professionals who work down south during the winter, we have put in place a calendar that permits them to write their exams in the fall. This privilege will only be given in exceptional circumstances and will carry additional fees beginning fall 2010 for certification in 2011.

It is not possible for any candidate to retake their exam(s) if the dates fall within a year of the last exam they took where they did not meet the pre-selection criteria. Therefore, a candidate who participates in the winter session of exams cannot retake their exams in the upcoming fall session and similarly, a candidate who does not fit the pre-selection criteria in the fall will not be permitted to attend the upcoming winter session.

Should you have any question, please do not hesitate to communicate with us at (514) 252-3097.

Good luck.

Natalie Matthon
General Director

Registration form FVQ Learn to Cruise instructor

CONTENT

Theory Examinations

Required examinations and the pass marks	Basic level	Intermediate level	Advanced level
Basic Cruising	90 %*	n/a	n/a
Intermediate Cruising	70 %*	90 %	n/a
Advanced Cruising	n/a	70 %	90 %
Coastal Navigation	70 %*	90 %	n/a
Rules of the Road and Canadian Buoyage System	90 %	n/a	n/a
Seven small thematic tests **	90%	n/a	n/a

*A candidate might receive an exemption if he/she has passed this exam with a recognized organization in the past year, **during a CYA certification process**. However, the copy of that exam must be in their file before December 19th 2009 and will be revised by the committee of correction to confirm the obtained grade.

** Seven small open-book exams (marine head, outboard engines, inboard engines, FVQ/CYA policies, local knowledge, crew overboard procedures, emergency and safety equipment).

Pedagogy workshop (for basic level candidates only)

- Pedagogy and teaching methods
- Certification programs
- Accreditation
- Presentation of an assigned subject

Afloat Evaluation

Basic

Duration : two days

Intermediate

Duration : two days

Advanced

Duration : three days

Schedule

Localisation: Olympic Stadium, Montreal, 9:00 a.m.

February 13th and 14th, 2010 - First theoretical writing exams:

Certificates exams for elementary, intermediate, advanced and coastal navigation.

Preselection :

To be allowed to continue the certification process the candidate must achieve, as a minimum, the marks in the appropriate examinations, at the first sitting:

For Basic cruising instructor: 70% for basic certificate exam and rules of the road; 60% for intermediate and coastal navigation exams.

For Intermediate cruising instructor: 80% for intermediate and coastal navigation exams; 60% for advanced exam.

For Advanced cruising instructor : 80% for advanced exam.

March 6th 2010 - Retest (40\$ fee)

March 27th and 28th, 2010 – Pedagogy workshop (Basic level only)

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End may – june – On-the-water clinic and seven short thematic tests.
Date and location to be confirmed

Septembre, 18th and 19th, 2010 Première écriture des examens théoriques pour les cas d'exception 2011.

PERSONAL INFORMATION

First name : _____ Name : _____

Man Woman Birth date: year _____ month _____ day _____

Address: _____

City: _____ Province: _____ Postal code: _____

Home phone : (_____) _____ Office phone : (_____) _____

E-mail: _____ Fax number. : (_____) _____

Contact in case of emergency: _____ Phone : (_____) _____

Allergies or other: _____

I wish to do certification in French in English

If no place is available in a group in the language of your choice, would you be willing to follow the certification process in the other language?

Yes No

MODE OF PAYMENT

Payable to " Fédération de voile du Québec" by VISA, cheque or money order and require full payment at time of registration (in two cheques, one for the pre-selection process, one for the certification). Registrations will not be processed until the FVQ office has received full payment.

PAYMENT (taxes included)

Costs (taxes included)	Early registration (before Jan. 18th, 2010)	Regular deadline: Jan. 29th
<input type="checkbox"/> Pre-selection (theory exam-obligatory)	150 \$	200 \$
<input type="checkbox"/> Certification Basic	500 \$	600\$
<input type="checkbox"/> Certification Intermediate	500 \$	600\$
<input type="checkbox"/> Certification Advanced	500 \$	600\$
<input type="checkbox"/> Re-certification (basic, intermediate or advanced)	175 \$	225\$
<input type="checkbox"/> Re-certification for up to date instructors (conditions apply)		free free

Mode of payment: Postal mandate Cheque VISA

VISA number: _____ Expiry date: _____ / _____

Cardholder's name: _____

Please note: Ten days prior to the start of the course, refunds will not be issued.

PRE-REQUISITE

Registration form FVQ Learn to Cruise instructor

All candidates must include: Sailing CV, copies of all the required certificates, First Aids, CPR, VHF and a letter of recommendation from an accredited sailing school. Please refer to the Official CYA Sailing Logbook.

Please return completed form with copies of your pre-requisites and your payment to:

Fédération de voile du Québec
4545, avenue Pierre-De Coubertin
CP 1000, Succ M
Montréal QC H1V 3R2
Tél. : (514) 252-3097
Fax : (514) 252-3158
Courriel : fvq@voile.qc.ca

