

December 2, 2009

SUBJECT : Evaluation process for the accreditation of a Coastal Navigation Instructor

Hello to all,

As a new season is upon us, you will find the attached information concerning the accreditation process for Coastal Navigation offered by the Federation. Pre-requisites: please refer to the CYA's cruising logbook.

Chronological steps :

- 1) Submit a Sailing CV, including : the year of issuance of the Advanced Learn to Cruise Instructor certification, instructor number, most recent date of recertification, total number of days of coastal navigation experience and number of nights, and all other certifications relating to coastal navigation.
- 2) As it is a privilege to obtain the Coastal Navigation Instructor certification, the candidate must demonstrate the demand for coastal navigation instructors.
- 3) To become a coastal navigation instructor, one must obtain a grade of %90 on the B version of the coastal navigation exam, in 2 hours, to ascertain the candidate's knowledge.
A candidate must obtain a minimum of 80% on the first attempt in order to continue with the process and be granted a rewrite.
- 4) Once the candidate has passed the exam, he or she must participate in a coastal navigation exam correction session for future Basic Cruising instructors, in the week following the writing of these exams.
- 5) The candidate must present a detailed lesson plan for a 45-minute course on the theory accompanying the certification. A detailed lesson plan includes a careful division of the information, a targeted competency for each section of the course, the types and choices of exercises, and a timeline estimate, given the subjects and activities, training tests, etc.
- 6) A Coastal Navigation Instructor Evaluator must recommend the candidate to the National Committee for approval.

Schedule :

Week of Jan 18, 2010 written coastal navigation exam (by appointment)

13 or 14 of Feb, 2010 rewrite, if necessary

Week of Feb 15, 2010 correction of coastal navigation exams

Présentation du plan de cours au plus tard à l'atelier pédagogique (March 28)

In order to register for the Coastal Navigation Instructor process, **the candidate must have an Advanced Learn to Cruise certification.**

Please return the form, duly filled out, and a copy of your pre-requisites by mail or by fax, **no later than Tuesday, January 12, 2010.**

We remind you that the process is not a course or training program, but an evaluation of your competence. We therefore recommend that you be well-prepared for each step of the process.

For all questions, please do not hesitate to contact us at (514) 252-3097.

Good luck,

Natalie Matthon,
General Manager