

Paddle Alberta

Instructor Certification Upgrade Subsidy

Due November 1

Policies: Please review the following policies before completing this form.

1. Subsidy is available to current Paddle Alberta/Paddle Canada certified Instructors who have been a Paddle Alberta Instructor member for one full year and who live in and teach paddling in Alberta.
2. Subsidy can assist instructors in attaining a higher canoe, SUP or kayak instructor (flatwater and sea kayak only) certification level. This also includes Instructor certification in an additional paddling discipline. For instance, a current Flatwater Canoe Instructor could pursue Instructor Certification in Moving Water, Tripping, Flatwater Kayak or Sea Kayak. (Skills development courses may be considered by the Paddle Alberta Executive as necessary.)
3. Approved course upgrades are:
 - I. Instructor certification courses with Paddle Alberta and/or Paddle Canada; Courses that are required prerequisites for Paddle Alberta/Paddle Canada Instructor level courses.
 - II. Other approved courses are in:
 - a) Nationally recognized Swift Water Rescue certification/non-certification.
 - b) Wilderness First Aid certification courses taught by certified instructors or technicians who are provincially/nationally recognized.
 - c) Leave No Trace master educator or trainer certification courses taught by certified LNT instructors.
4. River Kayak Instructor certification is NOT an approved course for subsidy and Instructors should contact the Alberta Whitewater Association for information and support.
5. To qualify for the subsidy, Instructors must complete ONE volunteer task from the following:
 - I. Volunteering for 8 hours for a local paddling club/organization or activity. Submit to Paddle Alberta, a signed letter from a Paddle Alberta Member Club/Organization that details the date and volunteer task completed; or,
 - II. Volunteering one shift at the bi-annual Paddle Alberta Casino; or,
 - III. Attendance at one Paddle Alberta general meeting; or,
 - IV. Actively complete the duties of a Paddle Alberta Executive member or a Paddle Alberta Committee member for one year.
6. Each instructor may qualify for one subsidy per year. Only expenses incurred in the current calendar year are eligible. GST is NOT to be included in the subsidy calculation (this is an AGLC requirement). Maximum subsidy is 50% of the course(s) costs up to \$300 per year. Current Membership fees in above named certification associations qualify.
7. Instructor must submit to Paddle Alberta, an Instructor Certification Upgrade Subsidy form with receipts by **November 1st** of each year to receive reimbursement.

Checklist: Please ensure the following documents, as required, are attached.

- Completed and signed Instructor Certification Upgrade Subsidy Application
- Signed Letter from Paddling Club/Organization outlining volunteer work if applicable
- Legible photocopy of receipt(s) for course fees only.

Paddle Alberta—Instructor Certification Upgrade Subsidy Application

Name _____

Address _____ PC _____

Home Phone _____

Email _____

Certifications:

Please list all canoeing, kayaking, river rescue, wilderness first aid, and LNTrace certifications you hold.

New Certifications (obtained this year)			
Name of Certification	Date Obtained	Name of Instructor Trainer & Certifying Company	Certification Expiry

Other Certifications (obtained PRIOR to this year)	
Name of Certification	Certification Expiry

My one volunteer commitment completed was:

- Signed letter from Paddling Club/Organization outlining volunteer work attached; or
- Explain other volunteer task completed:

Date Completed _____ REMEMBER TO ATTACH PHOTOCOPY OF ALL RECEIPTS

Signature _____ Date _____

Paddle Alberta

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