

# Instructor Trainer Candidate Evaluation Form



Name: \_\_\_\_\_ ACA #: \_\_\_\_\_

Course: \_\_\_\_\_

Course Dates: \_\_\_\_\_

Venue / Conditions: \_\_\_\_\_

Safety Education & Instruction  
540-907-4460  
[sei@americancanoe.org](mailto:sei@americancanoe.org)  
[www.americancanoe.org](http://www.americancanoe.org)

***Instructor Trainer Note:** Please either use this generic form or your own form/method to evaluate IT Candidates during an ICW. Please provide the ACA National Office with a copy of each Instructor Candidates evaluation along with the Certification Course Report form, especially if they were 'continued' or 'failed'.*

## Formal Teaching Topics:

Overview of the ACA

Liability & Risk Management

SEIC Policies & Procedures

Insurance / Event Sanctioning

Teaching & Learning Theory

Instructor Judgment

**Group Management**

**Evaluation & Feedback**

**Course Management**

**Additional Comments:**

**Final Certification(s)**

Level \_\_\_\_\_ Pass Continued Fail

IT Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Educator Printed Name: \_\_\_\_\_



# Instructor Trainer Candidate Evaluation Form

Name: \_\_\_\_\_ ACA #: \_\_\_\_\_

*Below are a list of items that will assist us learn more about the staff that offer program and the course curricula FROM YOUR POINT OF VIEW. Please fill out this form completely and earnestly. Your feedback and opinions are invaluable to us.*

*Please provide the following:*

Discipline: (check one)    Canoe             Kayak             Safety & Rescue             Rafting             SUP

Course type: (check one)    IDW             ICE             IDW/ICE             Endorsement

Course Date(s): \_\_\_\_\_

Lead IT: \_\_\_\_\_

Assisting Staff: \_\_\_\_\_

Location of Course: \_\_\_\_\_

Level of Certification: \_\_\_\_\_

*Please circle your response on a scale of 1 – 5. Your additional comments are encouraged*

**1. Did the IT make the course goals and objectives clear?**

1 – excellent   2 – good   3 – adequate   4 – less than adequate\*   5 – poor\*   (\* please clarify)

Comments: \_\_\_\_\_

\_\_\_\_\_

**2. Was the course well organized and executed?**

1 – excellent   2 – good   3 – adequate   4 – less than adequate\*   5 – poor\*   (\* please clarify)

Comments: \_\_\_\_\_

\_\_\_\_\_

**3. Were the evaluation criteria clear?**

1 – excellent   2 – good   3 – adequate   4 – less than adequate\*   5 – poor\*   (\* please clarify)

Comments: \_\_\_\_\_

\_\_\_\_\_

**4. Are you satisfied with the quality of the course content?**

1 – excellent   2 – good   3 – adequate   4 – less than adequate\*   5 – poor\*   (\* please clarify)

Comments: \_\_\_\_\_

\_\_\_\_\_

**5. Rate the material covered in this workshop in relation to what you think you should know to teach and model.**

1 – excellent   2 – good   3 – adequate   4 – less than adequate\*   5 – poor\*   (\* please clarify)

Comments: \_\_\_\_\_

\_\_\_\_\_

**6. Overall, how would you rate the IT and course staff?**

1 – excellent 2 – good 3 – adequate 4 – less than adequate\* 5 – poor\* (\* please clarify)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**7. Overall, how would you rate the course?**

1 – excellent 2 – good 3 – adequate 4 – less than adequate\* 5 – poor\* (\* please clarify)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**8. Did the IT explain the steps necessary to register your courses, find information and work towards a different level of certification within the ACA?**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**9. Would you recommend this course?**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**10. What changes would you make to this course if you could?**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**11. What were the ITs strengths and weaknesses?**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**12. Other comments:**

Comments: \_\_\_\_\_  
\_\_\_\_\_

*A designated candidate in the course should collect this form. Please submit all evaluations, with the Certification Course Report, within 7 days of course completion to:*

*American Canoe Association  
108 Hanover Street  
Fredericksburg, VA 22401*

*ACA Staff may be reached at [sei@americancanoe.org](mailto:sei@americancanoe.org) or call 540-907-4460.*