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2017
ACA ASSOCIATE VISITOR COURSE
INTRODUCTION

Associate Visitor Course Overview
The ACA Associate Visitor Course is the cornerstone of the evaluation component of the accreditation process. The course establishes a system that puts into place a consistent and reliable assessment of a camp's compliance to the ACA standards. In addition, this course helps create a network within the camp community that is instrumental in monitoring the standards and creating positive camp experiences.

Expected Outcomes
- ✪ Become an advocate for ACA Accreditation
- ✪ Understand the role and responsibilities of a Visitor
- ✪ Promote the educational value of the accreditation process
- ✪ Become a positive representative of ACA
- ✪ Develop information gathering skills
- ✪ Use resources correctly
- ✪ Make consistent compliance decisions

ACA Associate Visitor Course Training Units

Online Precourse (Prerequisite)	Estimated Time	
Becoming an Advocate of Accreditation	60 minutes	
The Role of the Visitor	60 minutes	
Knowledge Quiz (assignment)	30 minutes	
Estimated Precourse Total Time	2 hours 30 minutes	
Face-to-Face Portion of Course	**Estimated Time**	**Slides in PPT**
Introduction and Precourse Review	45 minutes	Slides 1-23
Information Gathering	60 minutes	Slides 24-34
Using Resources	75 minutes	Slides 35-58
Mandatory Standards	20 minutes	Slides 59-67
Compliance Decisions	90 minutes	Slides 68-88
Mock Visit	180 minutes	Slide 89
Course Wrap-up	30 minutes	Slides 90-93
Estimated Face-to-Face Total (will vary)	8 hours 30 minutes	
Grand Total Time for AV Course (will vary)	11 hours	

Note: The Couse outline above *is reflective of the online precourse requirement*.

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Before the Session
- Participants begin enrollment in the ACA Associate Visitor Course by submitting the ACA Visitor Application to the local standards chair or the regional ACA Standards Specialist.
- Participants will then register online for Associate Visitor Course through a link provided by ACA, Inc. or by arranging enrollment with Jamie jbox@acacamps.org or their regional ACA Standards Specialist.
- After registering for the course ACA will enroll the candidates into the online precourse
- In advance of the training, recruit volunteers (not training participants) to act as the staff member for the mock visit. These may be staff members from the facility where the training is taking place, additional standards Instructors, standards Visitors, or veteran Directors asked to come for the mock visit. It is best if the volunteers have some experience with the standards program. See the "Mock Visit" section for details.
- Verify the registrants have the following: :
  - ➤ Training location directions and information such as housing and meal arrangements, personal equipment to bring.
  - ➤ Access and log-in information for online course (Work with regional ACA Standards Specialists to arrange this step to happen)
  - ➤ Any additional resources to be brought by the participants.
- Review Instructor Resource, Participant Handout Packet, and any additional resources provided to identify other materials needed.
- Reflect on the material to be covered and determine various learning styles to best deliver instruction

 Pre-requisites required to participate in the AV Course:
• Familiarity with the current standards
• Previous attendance at a current Standards Course within the past three years (online course is ok)
• At least 21 years old
• Current membership in ACA
• *Completion of online pre-course*

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ACA ASSOCIATE VISITOR COURSE
RESOURCES CHECKLIST
(Contact ACA to Arrange for Printing/Shipping of Supplies)

Required for Each Participants
- ❒ Access information for online pre-course requirement (arrange this with ACA, Inc. admin office). *If requested, we will also enroll the Instructors as "students" so they may see what the AV candidates are completing online. There is no monitoring expectation or requirement for instructors it is expected you will review the course for content.*
- ❒ Accreditation Process Guide- one per participant with updates included.
- ❒ Associate Visitor Participant Handout Packet which includes:
  - Job Descriptions (Visitor, Assoc. Visitor)
  - Background Legal Information
  - Developing Your "Observation Eye"
  - Sample Camp Information Form
  - Camp Self-Assessment Checklist
  - Score Form Errors Activity
  - ICA Process
  - ICA Notice Form – Sample
  - ICA Worksheet
  - Examples of Corrections For Missed Mandatory Standards
  - Samples of Written Documents
  - Associate Visitor Candidate Assessment

Instructor "Supplies"
- ❒ **Printed** or digital Power Point Notes version of the presentation which includes Curriculum (PDF) – one per instructor
- ❒ Access to the PPT of course (downloaded to computer, on a flash drive, through the web, etc.)
- ❒ Instructor Resource Packet – one per instructor which includes:
  - Sample Icebreakers
  - Hat Graphic (if you choose to do this lesson as an activity)
  - Hat Activity information and materials
  - Associate Visitor Training Quiz Answers
  - Developing your "Observation Eye"
  - Activity for Camp Self-Assessment
  - Answers for Scoring Errors Exercise
  - ICA Activity/Exercise (Explanation for implementation)
  - ICA Worksheet Answers
  - Assessing Written Documentation Activity Answers
  - The Positive Aspects of "No" Activity (Explanation for implementation)
  - Aquatics Scenario Activity (Explanation for implementation)
  - Aquatics Scenario Script

- ❒ Mock Visit –Directions and other materials

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- ❒   Closing/Wrap-up Information for implementation
- ❒   Associate Visitor Application
- ❒ Mock Visit Toolkit
- ❒ Training Report Form (to be returned upon completion)
- ❒ Two loose copies of Aquatics Scenario Script

General Supplies and Equipment
- ❒ Name tags/
- ❒ Table tents for Names
- ❒ Course sign-in sheet (return to ACA post course)
- ❒ Pens/pencils
- ❒ Sample of ACA postage-paid envelope to mail score form
- ❒ Standards Visitor's Reference Guides (booklet)
- ❒ Score Form
- ❒ ICA Form (actual form)
- ❒ 3-4 extra Associate Visitor Applications
- ❒ Note cards (easy way to get comments/questions from participants)

To be Supplied by Site or Instructor (Call with Questions)
- ❒ LCD Projector
- ❒ Laptop
- ❒ Speakers for videos used in PowerPoint presentation
- ❒ Markers (for name cards)
- ❒ Extra pens/pencils for participants
- ❒ Props you like to use during course