american CAMP association®

ACA Standards Course Training Map

Overview
ACA's Standards Course serves as an introduction to ACA's Standards Program and helps participants prepare for accreditation visits. The course describes the purpose and value of standards and accreditation, and gives an explanation of how the process works and what resources and materials are available. The course offers specific discussion about the requirements of the standards, including: application of the core and specialized activity standards, mandatory standards, and written documentation requirements.

It is the intent to have at least one individual associated with each accredited camp (and those camps working for accreditation), who has completed a current Standards Course and is actively involved with the preparation of materials, on site the day of the visit.

The training requirement for camps due a visit (or seeking accreditation) requires the completion of a Standards Course or a Standards Update Course (if the individual responsible of the visit meets the criteria below). Camps must have at least one individual associated with each accredited camp (and those camps working for accreditation) who completes the course and is the same person who is:
*   Actively involved with the preparation of materials,
*   On site a significant time during the season, and
*   On site the day of the visit.
It is also expected that someone with current standards training is actively involved with the camp during nonvisit years.

Expected Outcomes
*   ❖ Understand and articulate the purpose of the ACA Accreditation Program
*   ❖ Effectively navigate and use their Accreditation Process Guide, 2012 Edition (APG).
*   ❖ Know what sections of the APG and modes of operation are applicable to their camp.
*   ❖ Recognize the difference between their role as a landlord and *in loco parentis*.
*   ❖ Distinguish the standards classification of Mandatory and its impact to the visitation process.
*   ❖ Articulate the intent and requirements to meet compliance with the standards.
*   ❖ Know what is appropriate documentation and/or practice to meet each standard.
*   ❖ Recognize how a standards visit is conducted and what their responsibility is before, during and after the visit.
*   ❖ Understand the benefits of using ACA's My Accreditation tool.
*   ❖ Articulate how their visitors, local office, and ACA, Inc. can support them.
*   ❖ Create an outline/timeline for preparing for their standards visit.
*   ❖ Demonstrate how and when to use the ACA Accreditation Logo.

Units
Program Overview	Slides 1-8	20 minutes
Managing Risk	Slides 9-17	20 minutes
The Visit	Slides 18-35	40 minutes
Standards and the APG	Slides 36-49	40 minutes
Who's Responsible	Slides 50-59	25 minutes
Specialized Activities	Slides 60-75	40 minutes
Written Documentation	Slides 76-91	30 minutes
Noncompliance Issues	Slides 92-96	15 minutes
A Closer Look at Scoring	Slides 97-106	20 minutes
After and In Between	Slides 107-113	10 minutes
Resources and Tools	Slides 114-122	15 minutes
Review and Wrap-Up	Slides 123-128	10 minutes
	Total Time	**4.75 hours**

- Pay attention to the clock! It is important to both **start and end on time**.
- Build some **short breaks** into the course for participants to stretch and step-away.
- **Consider planning time for a meal** – even if it is "on their own"– be sure participants know what to expect related to food/drink before the date of the course.

Engage the audience, whenever possible – even if it is not in the notes/script!
If you have other activities that may share/make the same point, use them! (The biggest challenge here is to stay on time).

Before the Session
- ❖ Review course PowerPoint slide deck as a slide show – familiarize yourself with the animations present (please be sure do this as not all animations are apparent in the PDF version of the presentation).
- ❖ Make any modifications to the animations and/or order of units to best suit your teaching style – ALL material needs to be covered to meet the course objectives.
- ❖ Review the participant hand out packet.
- ❖ Reflect on the material to be covered and determine the various learning styles to best deliver instruction and identify any additional materials you may need to have available.
- ❖ Ideally, all participants will have registered online in advance for the course by going to the ACA website yet anticipate walk-ins.

Resources and Equipment Needed (many of these items will be supplied by ACA)
Have On-Site
- ❑ PowerPoint for Course
- ❑ *Printed* PowerPoint Notes version of course (PDF) OR electronic version loaded on a tablet or iPad separate than device used to project presentation
- ❑ Participant Hand Out packets one per person (for instructors from the Field areas, they will be sent to you from ACA, Inc. prior to course)
- ❑ Laptop
- ❑ LCD projector with all needed cords/attachments (often arranged for through location of course)
- ❑ Screen
- ❑ Flip chart/Markers
- ❑ Name tags/table tents
- ❑ Course sign-in/attendance sheet. List of registered participants (provided by ACA staff supporting you)
- ❑ Pens/pencils
- ❑ Accreditation Process Guide – Participants have been asked to bring their books but you should have a few on-site to use as loaners (with updates)

General Tips
- If course site has Internet access available, be sure you have access information and test prior to starting course.
- Some folks have found loading the PDF version of the course on their tablet works well.
- Handouts are named not numbered and are in order of their use in the course.
- From My Visits, you can download a copy of the APG for your use.
- Be sure to submit course records/sign-in sheets, completed Camp Information forms, and any miscellaneous paperwork to the appropriate ACA office.
- Submit reimbursement form link can be found at www.acacamps.org/volunteers/standardsinstructors