

ACA Instructor Course Update Training Map

Overview

ACA's Instructor Update course serves as a review of standards revisions and changes for currently certified instructors and associate instructors. This course is usually offered only for one year following major standards revisions. Instructors not updated in that time must repeat the full Instructor Course.

The update course reviews the purpose and value of standards and accreditation, how the process works, and reminds and updates participants about available resources and materials.

Expected Outcomes

- ❖ Prepare for teaching upcoming ACA Standards and Update courses
- ❖ Prepare for teaching upcoming ACA Associate Visitor and Update courses
- ❖ Understand any updates and revisions to the standards since last visit
- ❖ Understand how to use and access available resources
- ❖ Build a network of support and learning

Units	Slides	Time
Welcome and Overview	Slides 1-6	10 minutes
Revisions and Changes	Slides 7-16	15 minutes
The Courses – In General	Slides 17-21	8 minutes
Specific Course Information	Slides 22-29	10 minutes
Resources (My Accreditation and My Visits)	Slides 30-39	15 minutes
Camp Information and Camp Self-Assessment	Slides 40-41	5 minutes
Missed Mandatory, ICA, 72 Hour Rule	Slides 42-44	5 minutes
Scoring Tips/Logistics	Slides 45-48	5 minutes
Wrap-Up	Slides 49-51	5 minutes
	Total Time	78 minutes

Pay attention to the clock! It is important to both start and end on time. 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)
- List of registered participants (provided by ACA staff supporting you)
- 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
- 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