

SSE Self-Assessment

Indicate, by placing the appropriate number on the line, where you feel you are on the following abilities.

1 2 3 4 5 6 7 8 9 10
Not confident Confident Very Confident

- a. Knowledge of the CoP Exam content
b. Knowledge of the CoP Process
c. Ability to administer the Night Endorsement
d. Ability to administer the Water Endorsement
e. Ability to administer the EPR for B & C CoPs
f. Teach & Evaluate fellow Instructors & Coaches
g. Identify the needs of students.
h. Supervise a students activities.

Voluntary feedback in regards to the SSE Process
Supervising Instructor:

Course Material from Manual:

Course Program training in Instructor course:

CSPA
Skydiving School Examiner (SSE)
Portfolio
for

(candidate name) (cspa#)

START DATE (dd - mm - yy):



Mail completed portfolio to:
CANADIAN SPORT PARACHUTING ASSOCIATION
ASSOCIATION CANADIENNE DU PARACHUTISME SPORTIF

300 Forced Road, Russell, Ontario Canada K4R 1A1
Phone (613) 445-1881 Fax (613) 445-2698
www.cspa.ca - ratings@cspa.ca

Overview

This is an examiner position. You can order the manual from the office and your portfolio is used to record work on the tasks your own pace, within one (1) year. When you are done you send the portfolio in. Once you have received your certified card you become a Skydiving School Examiner.

Prerequisites

- C CoP
- SSI certified
- either GCI or IA certified
- either JM Certified or IPFF Certified or C2 Certified
- * minimum 2 years certified in the above certifications

Manual

A manual will be published that will include EJR, Night, Water, Course Evaluator Information, CoP application forms as well as a section on the CoP process and procedures

Training Process & Portfolio Task List

Candidates obtain Portfolios from the CSPA website, www.cspa.ca and then work on completing the portfolio tasks. Upon completion the portfolio its mailed to the CSPA Ratings Processor with appropriate signatures and a **\$45** CSPA Rating Fee for certification. A one (1) year period is allowed to complete all tasks.

Portfolio Task List (Under Direct Supervision)

- 1 - Write the A, B & C CoP exams, open book. Corrected with IB/SSE to 100%
- 2 - Understand page references for CoP exam questions
- 3 - Administer a CoP exam. Understand the process: Preparation, Supervision, Exam correction, Debrief and Documentation. Include the name of person taking exam, date, score, supervising person.
- 4 - Administer a Solo Certificate Quiz
- 5 - Receives the Night & Water Endorsement by the supervising instructor and instruction on how to administer the Night & Water Endorsement briefings
- 6 - Receives EPR endorsement briefing/info from the supervising instructor

Privileges

- May act as a Drop Zone Certificate Administrator (CA) or Log Book Examiner (LE) for CoPs (may only administers D CoP if you have a D)
- May act as the Chief Instructor for CSPA member group
- Administers EJR Exam if they are EJR rated
- Administer and Sign Off Night Endorsement
- Administer and Sign Off Water Endorsement
- Administer and Sign off EPR Solo, A, B & C
- Qualify for the Learning Facilitator Training Seminar (upon reaching 1000 jumps and D CoP and C2 Certified)

Certification:

To certify your rating, you must complete the following items:

1. The practical component for the SSE requires that you complete ALL tasks as laid out in this portfolio while **under the direct supervision** of a Certified SSE, Learning Facilitator or Instructor B **within a 12 month period**. Keep a record of your activities on the form in this portfolio and when complete have it signed by a Certified SSE, Learning Facilitator or Instructor B.
2. Your C1, SSI, GCI or IA, and either JM or IPFF or C2 ratings must **all be Certified** (you have the certified cards in hand).
3. You have a minimum of 2 years certified experience in the pre-requisite certifications.

Once you have completed the above two (2) items, send the items in the list below to the Rating Processor of the Coaching Working Committee (CWC).

1. Photocopy of current CSPA membership card.
2. Photocopy of highest CoP.
3. Photocopy of **proof** of being Coach 1 Certified, SSI Certified, GCI or IA Certified, and either JM or IPFF or C2 Certified.
4. Payment of **\$45.00**. Credit card or cheque made out to "CSPA".
5. Portfolio filled out and signed by the correct individuals. Maintain a photocopy of the Portfolio for your own records and proof of technical rating.

Coaching and Instructing is a rapidly developing area of our sport. Strive to keep yourself updated with new ideas in safety and techniques. Feel free to contact the CWC with any questions, comments or ideas that you may have at Ratings@cspa.ca.

CSPA
Ratings Processor, CWC
ratings@cspa.ca

Skydiving School Examiner Practical Training Record

Date d/m/y	CoP Exam or Endorsement	Comments / Results	IB/SSE Verification (Name, CSPA#)
	A CoP open book exam		
	B CoP open book exam		
	C Cop open book exam		
	Receive Training on how to Administer the Night Endorsement		
	Receive Training on how to Administer the Water Endorsement		
	Receive EPR B Briefing		
	Receive EPR C Briefing		
	Administer a CoP Exam (A, B or C) under supervision		
	Which CoP?		
	Student Name?		