

CSPA
Ground Control Instructor
Portfolio
for

Candidate Name: _____

CSPA # _____



**Note: Must submit a ratings fee of \$45.00 along with
this portfolio for the processing of the GCI Rating**

VISA / MASTERCARD: _____ **Exp:** ____/____ **CVV:** _____

Send a copy of your completed portfolio to:

CANADIAN SPORT PARACHUTING ASSOCIATION

204-1468 Laurier Street, Rockland, Ontario, K4K 1C7

office@cspa.ca

Training for Ground Control Instructor – The training module for the GCI Rating can be taken by one of the following methods, by a Current Learning Facilitator

1. As part of the Jumpmaster course program
2. As part of the Skydive School Instructor course program
3. As an optional additional module of the Coach 1 course (C1 must be certified prior to the certification of the GCI Rating)
4. As a stand-alone module covering just the GCI (minimum Rating – C1 Temporary)

GCI requirements must be done within 1 year of GCI Training

For further information, please speak with a Learning Facilitator or email ratings@cspa.ca.

<p><u>Facilitator's Verification:</u> [not valid without LF signature]</p> <p>Course Location: _____ Date: _____</p> <p>Learning Facilitator's Name: _____</p> <p>Learning Facilitator's Signature: _____ Course: _____</p>
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Pre-Requisite Training – verification of observation completion: Prior to conducting student supervision, the GCI Candidate must directly observe / listen to a minimum of 25 student ground contacts (e.g. radios) by a highly qualified and certified ground control instructor.

<p><u>Verification by SSE:</u></p> <p>This certifies that (name) _____ has directly observed the required pre-requisite 25 Ground Control student canopy guidance by a certified and current Ground Control Instructor within a one-year period of the GCI training module.</p> <p>Verification Signature of SSE: _____ Date: _____</p> <p>Verification Name of SSE (Print): _____ CSPA #: _____</p> <p>With this signature, I verify that the above-named candidate has prepared for training as a Ground Control Instructor.</p>

Congratulations on working towards your Ground Control Instructor rating. This Portfolio is valid for one (1) year from the issue date, so long as your CSPA affiliation is kept current.

PRIOR to acting as a Ground Control Instructor: You must complete **BOTH** steps:

- Directly observe/listen to a minimum of 25 student contacts by a qualified and experienced Ground Control Instructor. Signature required.
- Participate in a Ground Control Instructor course module (either through C1, JM, SSI or a stand-alone course module by a qualified Learning Facilitator)

AFTER receiving the GCI Module and observing 25 student contacts:

- The practical component to complete the Ground Control Instructor rating requires that you directly provide ground control to 25 students while **under the direct supervision of a GCI** within a **12 month period from the GCI course module training**. Keep a record of your activities on the form in this portfolio and when complete have it signed by a SSE.
- Your **Coach 1** rating must be **certified** (You can send this portfolio in along with the C1 portfolio for certification).

Once you have completed the above requirements, please do the following:

1. **Maintain a copy of the Portfolio for your own personal records**
2. Email a scanned copy of the portfolio to office@cspa.ca. The scanned copy must be legible and “full” sized (not reduced).

Once this is done and approved, a new affiliation card will be sent to you and you will be a Certified GCI with the CSPA. You will have to renew your CSPA affiliation and your rating according to the currency requirements outlined by CSPA.

If you do not complete the requirements before the expiry date in your portfolio you may request an extension. A valid reason is required. There is a \$25 fee for the processing of an extension request.

E-mail office@cspa.ca **before** your expiry date if you have any questions on extensions.

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 Coaching Working Committee (CWC) with any questions, comments, or ideas that you may have at office@cspa.ca.

Revalidation Up To 5 Years

- Conduct 2 ground controls under the direct supervision of a certified GCI
- Complete the Revalidation Form
- Submit the Revalidation form to office@cspa.ca

Revalidation After 5 Years

- Obtain a GCI briefing from an LF
- Complete a full GCI portfolio issued by an LF.
 - The pre-requisite training may be modified at the discretion of the LF
- Submit the completed portfolio to office@cspa.ca

Ground Control Instruction Contacts Record

#	Date	Student's Name	Student's Jump #	Describe student's control ability, canopy stage, next jump's goals/tasks	GCI Verification (signature, CSPA #)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Practical Experience Document

Name: _____

CSPA #: _____

Total Number of Jumps: _____ Jumps made since Course: _____ Years in Sport: _____

Total # of Ground Control Contacts: _____

I wish to (check one):

Gain an extension due to: (Note - \$25 Fee for Extension Request)

Visa/MasterCard #: _____ Exp. Date: _____ CVV: _____

Reason(s) for extension: _____

Candidate's Signature

Date (day/mon/year)

Upgrade to GCI Certified

I certify that the information in this portfolio is a true and accurate representation of my experience as a rating holder.

Candidate's Signature

Date (day/mon/year)

Verification by Certified SSE: This certifies that (name) _____ has trained as a Ground Control Instructor and has completed the practical requirements of directly controlling 25 students to a safe landing within a one-year period. I have inspected the portfolio of the above named individual and find the information contained in this portfolio to be an accurate record of their experience.

Verification Signature

Date (day/mon/year)

Verification Name (Print)

CSPA #

With the signature of a SSE, this Ground Control Instructor (Temporary Rating) is in effect for 90 days, after which the GCI (Temporary Rating) expires.