

Course # \_\_\_\_\_

CSPA # \_\_\_\_\_

**CSPA**  
**Progressive Freefall Instructor Challenge**  
**Portfolio**  
for

Candidate Name: \_\_\_\_\_

CSPA # \_\_\_\_\_



**Send a copy of your completed portfolio to:**

CANADIAN SPORT PARACHUTING ASSOCIATION

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

[office@cspa.ca](mailto:office@cspa.ca)

**PFFI Workshop Completion**

This certifies that:

Candidate Name: \_\_\_\_\_ CSPA # \_\_\_\_\_

Has challenged the PFFI course and

\_\_\_\_\_ has passed the technical and practical evaluation.

This PFFI temporary rating **Expires** on:

\_\_\_\_\_ Day \_\_\_\_\_ Mon \_\_\_\_\_ Year **(One year from date of PFFI challenge)**

The candidate must complete the following contacts to certify the PFFI rating  
**(circle and initial** the applicable requirement based on verified experience)

		PFFI jumps under instructor certification from a FAI recognized country			
		50	100	500	1000+
PFFI jumps under instructor certification from a FAI recognized country in the last 2 Years	0	20 x 2:1	20 x 2:1	10 x 2:1	4 x 2:1
		and	and	and	and
		5 x 1:1	5 x 1:1	3 x 1:1	2 x 1:1
	25	10 x 2:1	10 x 2:1	4 x 2:1	2 x 2:1
		and	and	and	and
		3 x 1:1	3 x 1:1	2 x 1:1	2 x 1:1
	50	10 x 2:1	10 x 2:1	2 x 2:1	2 x 2:1
		and	and	and	and
		3 x 1:1	3 x 1:1	2 x 1:1	1 x 1:1
	100+		10 x 2:1 and 3 x 1:1	2 x 2:1 and 1 x 1:1	2 x 2:1 and 1 x 1:1

Course Location: \_\_\_\_\_ Province: \_\_\_\_\_

Learning Facilitator: \_\_\_\_\_

LF Signature: \_\_\_\_\_

I acknowledge the above evaluation of my abilities during this course.

\_\_\_\_\_  
 Candidate's Signature

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

To certify your rating, you must complete the following items prior to the expiry date stated in your portfolio:

- Complete the number of 2:1 and 1:1 PFFI jumps with a Certified PFFI, as per the table on page 2 of this portfolio
  - The requirement will have been **circled and initialed** by your evaluating LF
- Complete **1 Evaluation Jump** directly observed and debriefed by a Certified PFFI after you have completed the required PFFI jumps.
- Within **one (1) year** of the completing the PFFI Course, record the instructing contacts in this portfolio. When complete, have it signed by a Certified SSE.
- Complete and submit GCI portfolio.

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](mailto: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 PFFI 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](mailto: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](mailto:office@cspa.ca).

### Revalidation Up To 5 Years

- Complete 10 PFF jumps under the supervision of a certified PFFI. The first 5 must be 2:1
- Complete the Revalidation Form
- Submit the Revalidation form to [office@cspa.ca](mailto:office@cspa.ca)

### Revalidation After 5 Years

- Complete two evaluation jumps with a certified PFFI LF
  - Complete the Evaluation forms from the PFFI Candidate File
- Pass the PFFI written exam
- Complete the Revalidation Form
- Submit the Revalidation form, Evaluation Forms, and exam to [office@cspa.ca](mailto:office@cspa.ca)

### Privileges of the PFFI:

As a PFF Instructor, you can participate in a drop zone PFF program. Maintain high standards and personalized instruction to aid in maximum progression. Keep up-to-date on current PFF Instructor techniques and program changes. Your instruction provides the solid foundation for student skydivers to progress.

*NOTE: This page does not need to be sent to CSPA.*

**PFFI Contacts Record (not all rows may be needed)**

#	Date	Novice's Name	PFF Level	MSI / RSI	Describe student's skill performance, outcome, areas for improvement	Certified PFFI Verification & CSPA # (signature of witness)
1						
2						
3						
4						
5						
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25						



Course # \_\_\_\_\_

CSPA # \_\_\_\_\_

### Practical Experience Document

Name: \_\_\_\_\_

CSPA # \_\_\_\_\_

Total Number of Jumps: \_\_\_\_\_ Jumps made since Course: \_\_\_\_\_ Years in Sport: \_\_\_\_\_

Number of PFFI jumps since course completion: \_\_\_\_\_

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 PFFI 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:** I have inspected the logbooks 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 #