

CSPA

Skydiving School Examiner Portfolio for

Candidate Name: _____

CSPA # _____

START DATE (dd – mm – yy): _____



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

Overview

This is an examiner position. You can download the manual and the portfolio from the CSPA Website (www.cspa.ca). Your portfolio is used to record work on the tasks your own pace over a maximum period of one (1) year. When you are done, submit your portfolio to CSPA (office@cspa.ca or 613-916-6008). Once you have received your updated affiliation card with the Certified SSE Rating, you become a Skydiving School Examiner.

Prerequisites*

- C CoP
- SSI Certified
- GCI Certified
- either JM Certified or PFFI Certified or C2 Certified

* All prerequisite ratings must be Certified and current when applying for SSE Rating.

SSE Manual

The SSE Manual contains the following information: EJR, Night jump, Water jump, Course Evaluator Information, CoP application forms as well as a section on the CoP process and procedures. This manual can be downloaded from the CSPA website.

Training Process & Portfolio Task List

Candidates obtain portfolios from the CSPA website and then work on completing the portfolio tasks. Upon completion, send the portfolio to the office 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. Correct the exams with a Certified SSE to 100%.
2. Understand the source references for CoP exam questions.
3. Administer two CoP exams.
 - a. Understand the process: Preparation, Supervision, Exam correction, Debrief and Documentation.
 - b. Include the name of person taking exam, date, score and supervising person.
4. Receive the Night & Water Endorsements by the supervising instructor and get instruction on how to administer the Night & Water Endorsement briefings.
5. Receive Emergency Procedures Review (EPR) endorsement briefing/info from the supervising instructor.

Privileges

- May act as an examiner for CoPs. (Note: may only administer D CoP if you have a D)
- May act as the Chief Instructor for a CSPA Member
- Administer EJR Exam (note: only if you are EJR certified)
- Administer and sign off Night Endorsement
- Administer and sign off Water Endorsement
- Administer and sign off Emergency Procedures Reviews for Solo, A, B & C CoPs
- Qualify for the Learning Facilitator Training Seminar (upon reaching 1,000 jumps, D CoP and C2 Certified)

Certification:

1. The practical component for SSE requires that you complete ALL of the tasks in this portfolio under the direct supervision of a certified SSE within a 12 month period. Have your portfolio signed by a certified SSE when completed.
2. Your C1, SSI, GCI, and either JM, PFFI or C2 must all be certified and appear on your affiliation card.
3. You can start the SSE portfolio while you complete a prerequisite. However, all prerequisites must be certified at the time of SSE portfolio submission.

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 Skydiving School Examiner with the CSPA. You will have to renew your CSPA affiliation and your rating according to the currency requirements outlined by CSPA.

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

- Administer 1 CoP, ratings portfolio, or revalidation form under the direct supervision of a Certified SSE
- Complete the Revalidation Form
- Submit the Revalidation form to office@cspa.ca

Revalidation After 5 Years

- Obtain an SSE briefing from a Certified SSE
- Complete a full SSE Portfolio issued by Certified SSE.
- Submit the completed portfolio to office@cspa.ca

Skydive School Examiner Practical Training Record

| Date (dd/mm/yy) | CoP Exam or Endorsement | Comments / Results | SSE Verification (Signature / Name / CSPA #) |
|--------------------|--|--------------------|--|
| | Review the SSE Reference Manual | | |
| | 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, C or D*) under supervision (1) *Supervising SSE must have a D CoP | | |
| | Which CoP? | | |
| | Student Name? | | |
| | Administer a CoP Exam (A, B or C) under supervision (2) *Supervising SSE must have a D CoP | | |
| | Which CoP? | | |
| | Student Name? | | |
| | Receive training on examining documents | | |

Practical Experience Document

Total Number of Jumps: _____ Jumps made in the last 12 months: _____

Years in Sport: _____

Number of CoP Exams Supervised during the one year (maximum) SSE Training Period

Solo: _____ A: _____ B: _____ C: _____ D: _____

Upgrade to SSE 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 certify that the above-named candidate has trained as an SSE and has completed the practical requirements as recorded in this portfolio within a one-year period.

Verification Signature

Date (day/mon/year)

Verification Name (Print)

CSPA #