

# 2009 - 2010

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## USPA INSTRUCTIONAL RATING MANUAL

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### WEB OVERVIEW

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# WARNING

## IMPORTANT NOTICE

Sport parachuting or skydiving is a potentially dangerous activity that can result in injury or death. **EACH INDIVIDUAL PARTICIPANT, REGARDLESS OF EXPERIENCE, HAS FINAL RESPONSIBILITY FOR HIS OR HER OWN SAFETY.**

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An individual's safety can be enhanced by exercising proper precautions and procedures. This manual contains some of the knowledge and practices that, in the opinion of USPA, will promote the safe enjoyment of skydiving.

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It is the responsibility of each student to ask whatever questions are necessary for him or her to have a thorough understanding of the actions and procedures that he or she must perform in order to make a safe jump. Each skydiver has the responsibility to exercise certain practices and perform certain actions to maintain safety for himself or herself and for other people.

**USPA MAKES NO WARRANTIES, EXPRESSED OR IMPLIED, AS TO THE INFORMATION SET FORTH IN THIS MANUAL. PEOPLE RELYING THEREON DO SO AT THEIR OWN RISK.**

**THIS MANUAL PROVIDES PROCEDURES TO ADDRESS MANY FORESEEABLE SITUATIONS, BUT EACH SITUATION IS DIFFERENT. DEVIATIONS FROM THESE RECOMMENDATIONS DOES NOT IMPLY NEGLIGENCE.**

# TABLE OF CONTENTS

**GETTING STARTED** **GETTING STARTED**

- 1. Coach and Instructor Qualities..... v
- 2. Introduction..... vi
- 3. How to Administer a USPA Rating Course..... viii
- 4. Pre-Course Training for Rating Candidates ..... ix
- 5. Protest Procedures..... x

**COACH RATING COURSE** **COACH**

- 1. Introduction and Orientation ..... 1
- 2. Rules, Liability, and the USPA Rating Structure..... 3
- 3. Document Layout ..... 7
- 4. Basic Instructional Methods ..... 8
- 5. First-Jump Course: General Sections ..... 13
- 6. Group Freefall Skills Training and Evaluation ..... 16
- 7. Equipment ..... 23
- 8. Conducting a Coached Jump ..... 24
- 9. Observation and Debriefing Strategies ..... 27
- 10. Problem Solving..... 29
- 11. Candidate Evaluation..... 30
- 12. Coach Rating Course Ground Evaluation Checklist..... 35
- 13. Ground Instruction Evaluation Form ..... 37
- 14. Coach Rating Course (Ground) Scoring and Criteria Examples..... 39
- 15. Coach Rating Course (In-Air) Scoring and Criteria Examples..... 40
- 16. In-Air Skills and Observation Evaluation Form (4) ..... 41-47
- 17. Coach Rating Course Proficiency Card..... 49

**AFF INSTRUCTOR RATING COURSE** **AFF**

- 1. Introduction and Orientation ..... 53
- 2. The Integrated Student Program..... 56
- 3. AFF Method..... 66
- 4. Instructor’s Duties..... 74
- 5. Demonstration and Ground Practice for Evaluations ..... 77
- 6. Candidate Practice and Evaluation ..... 78
- 7. AFF Instructor Rating Course Ground Evaluation Checklist ..... 83
- 8. Ground Instructor Evaluation Form ..... 85
- 9. Sample Evaluation Form ..... 87
- 10. Training, Supervision & Debriefing Evaluation Form ..... 89
- 11. Scoring and Criteria Examples..... 91
- 12. In-Air Skills and Instruction Evaluation Form (4) ..... 93-99
- 13. AFF Instructor Rating Course Proficiency Card ..... 101

• **TABLE OF CONTENTS** •

**IAD AND STATIC-LINE INSTRUCTOR RATING COURSE**

**IAD/STATIC-LINE**

1. Introduction and Orientation .....	105
2. The Integrated Student Program.....	108
3. IAD and Static-Line Methods .....	118
4. Instructor’s Duties.....	122
5. Demonstration and Ground Practice for Evaluations .....	125
6. Candidate Evaluation.....	126
7. IAD, Static-Line and Tandem Instructor Rating Course Ground Evaluation Checklist.....	131
8. Ground Instruction Evaluation Form .....	133
9. Scoring and Criteria Examples.....	135
10. In-Air Skills Training and Supervision Evaluation Form .....	137
11. Sample Evaluation Form .....	139
12. Training, Supervision & Debriefing Evaluation Form .....	141
13. IAD and Static-Line Instructor Rating Course Proficiency Card.....	143

**TANDEM INSTRUCTOR RATING COURSE**

**TANDEM**

1. Introduction and Orientation .....	147
2. The Integrated Student Program.....	151
3. Tandem Method.....	162
4. Instructor’s Duties.....	168
5. Demonstration and Ground Practice for Evaluations .....	173
6. Candidate Evaluation.....	175
7. IAD, Static-Line and Tandem Instructor Rating Course Ground Evaluation Checklist.....	179
8. Tandem Instructor Rating Course Ground Evaluation Checklist.....	181
9. Ground Instruction Evaluation Form .....	183
10. Scoring and Criteria Examples.....	185
11. Jumping, Supervision and Packing Evaluation Form.....	187
12. Sample Evaluation Form .....	189
13. Training, Supervision & Debriefing Evaluation Form .....	191
14. Jumping, Supervision & Packing Evaluation Form.....	195

**INSTRUCTOR EXAMINER**

**INSTRUCTOR EXAMINER**

1. Introduction and Orientation .....	199
2. USPA Hierarchy .....	202
3. Conducting Presentations .....	203
4. Presentation Methods .....	206
5. Application Methods.....	209
6. Training Aids.....	211
7. Methods of Evaluation for Ground and Air Skills.....	212
8. Facilitation Methods .....	214
9. Psychology and Goal Setting.....	219
10. Motor Skills Evaluation Methods.....	221
11. Video Analysis Workshop.....	223
12. Situational Leadership .....	224
13. Administrative Duties of the I/E and the S&TA .....	225
14. Instructor Examiner Administrative Responsibilities.....	226

**• TABLE OF CONTENTS •**

<b>15. Conflict Resolution.....</b>	<b>228</b>
<b>16. Ground Instruction Evaluation Form .....</b>	<b>231</b>
<b>17. Coach Examiner/Instructor Examiner Rating Course Proficiency Card .....</b>	<b>233</b>

**FEATURED ADVERTISERS**

1. Chuting Star Rigging Loft .....	237
2. Larsen & Brusgaard .....	239
3. Para-Gear Equipment Co.....	241
4. Skydive Arizona.....	243
5. Rigs & Things Paraservice .....	245

**APPENDIX A: LESSON PLANNING**

1. Student Skills and Knowledge Sets .....	247
2. USPA A License Progression Card and Application .....	249
3. USPA A License Proficiency Card and Application.....	251
4. Sample Flight Planner.....	253

**APPENDIX B: EXAMS**

1. Administration.....	257
2. USPA Coach.....	259
3. General USPA Instructor .....	263
4. AFF Instructor .....	267
5. IAD and Static-Line Instructor .....	269
6. Tandem Instructor .....	271
7. Instructor Examiner .....	273
8. Exam Answer Sheets (4) .....	275-281

**APPENDIX C: AFTER-ACTION AND FEEDBACK FORMS**

Evaluator Information Sheet (2) .....	287-289
Instructional Rating Course After-Action Report (2).....	291-293
Candidate Feedback Form (4) .....	295-301

## • GETTING STARTED •

# 1. COACH AND INSTRUCTOR QUALITIES

To succeed as a USPA instructional rating holder, each candidate needs to possess a generous measure of seven qualities: good attitude, experience, proficiency, knowledge, judgment, responsibility, and professionalism.

## ATTITUDE

Your attitude must display the highest degree of professionalism and dedication. You must be prepared to put all of your effort into getting the job done properly. This often means setting your personal feelings and desires aside. A good attitude means dealing with adversity in a positive and cheerful manner. It also means maintaining high standards of personal appearance and hygiene.

## EXPERIENCE

Experience, both as a jumper and as an instructor, is the best teacher to prepare you for the responsibility of this job. You can gain general experience only by going out and jumping; but no specific number of jumps ensures that you have an adequate amount of experience. You must be successful in your own skydiving prior to attempting to become a USPA instructional rating holder. It requires experience to exercise good judgment and to anticipate events before they happen.

## PROFICIENCY

You need a high degree of proficiency and skill to get the job done safely. This means you must develop a keen sense of awareness and quick reactions. You must stay abreast with new techniques and methods that will enhance your skill.

## KNOWLEDGE

You can not teach something that you don't know yourself. You need a thorough knowledge of the program and the specific methods of instruction used by the other instructional staff members at your school. You must be thoroughly familiar with the equipment used at the drop zone and with the procedures used in your aircraft and by your pilot.

## JUDGMENT

You exercise good judgment by using your experience and knowledge to make decisions. You need good judgment to keep everything in proper perspective. You use it to make prudent decisions that have long-term goals and overall success as the priority. You use good judgment to decide if your student is fully prepared to make a planned jump. You also use it to execute the correct procedure, rapidly, in an emergency.

## RESPONSIBILITY

Responsibility is the requirement, both legally and morally, to conduct the training and jumping of your students in a safe and competent manner. You must ensure that they understand the situation that confronts them and that they are aware of how to handle it. You are responsible for ensuring that they receive the caliber of instruction that they have purchased. You also have a responsibility to yourself and to the DZ not to endanger yourself physically or legally, regardless of what happens.

## PROFESSIONALISM

You must really believe in your work if you are to do your best. Although the word "professionalism" is widely used, it is rarely defined. In fact, no single definition encompasses all of the qualities of a true professional.

1. Professionalism exists when a service is performed for someone for the common good.
2. Professionalism is achieved only after extended training and preparation.
3. True performance as a professional is based on study and research.
4. Professionalism presupposes any intellectual requirement. The professional must be able to reason logically and accurately.
5. Professionalism requires the ability to make good judgments. The professional cannot limit his actions and decisions to standard patterns and practice.
6. Professionalism demands a code of ethics. The professional must be true to himself and those he serves. Students will quickly detect anything less than a sincere performance, which immediately destroys the teacher's effectiveness.

If you have not developed these qualities, then go out and work on them. If you do have these qualities, then you should continue to develop and improve them.

Achieving these qualities once is not enough either. Every time you work with a student you must ask yourself, "Am I currently proficient?" "Am I using good judgment?" and so on. It is your responsibility to maintain your proficiency and regain your currency after a layoff from jumping, before instructing or jumping with students.

## 2. INTRODUCTION

## A. PURPOSE AND SCOPE

The USPA *Instructional Rating Manual* (IRM) provides the necessary course outlines and all related support materials for both candidates and examiners of USPA instructional courses. All the USPA courses for USPA Coach and USPA Instructor in any of the four first-jump methods—AFF, instructor-assisted deployment, static line, and tandem—are included. Please note that IAD and static-line, while requiring different equipment, follow the same course outline.

**One book serves several purposes.**

Some of the text is written to the candidate, some to the course examiner, and some serves as a reference to the rating holder. Where practical, who's being addressed is indicated.

**Additional course materials needed.**

To successfully complete the USPA instructional rating courses, the candidates and course examiners will also need a current *Skydiver's Information Manual*. Additionally, USPA Tandem Instructor rating candidates and course examiners will need the manufacturer's equipment manual.

**All courses are included.**

Each IRM booklet contains enough applications and forms—answer sheets, practical evaluation forms, etc.—so its owner can take all the USPA instructional rating courses without buying another copy of the manual. Someone taking the USPA Coach Rating Course today can use the same book for the AFF, IAD, Static-Line, and Tandem Instructor Rating Courses for up to two years.

**Document expiration**

At the beginning of each rating course, the course examiner will check each rating candidate's copy of the IRM and SIM to make sure they are no more than two years old at the start of the course. (Check the version date on the title page.) Both are updated annually. Candidates with versions more than two years old would find it difficult to follow the class and pass newer rating examinations. Important information and rules may have changed.

**Outline formatting**

The IRM is structured into outline format for easy reference by candidates and course examiners, as well as for revision by the USPA Safety & Training Committee and USPA Headquarters. Outline form also makes the book more useful as a reference during the open-book final exams.

**Reference only**

The IRM course outlines merely list the concepts to be discussed. It is up to the course examiner and rating candidates to take it from there. The trained course examiner knows how far to develop each concept. Naturally, some ideas and discussions deserve more attention than others.

**Redundancy among course outlines**

Some information that is shared by all the courses is presented once only in the IRM. However, to make it easier for course examiners and candidates to follow the outlines, sometimes the same information is included in more than one course. It would be nice to have a common course outline for all instructors, for example, followed by the method-specific portions. However, constructing the program in this manner proved too unwieldy.

Wherever possible for currently rated USPA Instructors seeking new method-specific ratings, the course outlines steer clear of previous, redundant training. What remains serves as a good update or review.

## B. HOW TO USE THIS MANUAL (CANDIDATES)

As soon as you get this manual, write your name on the front in permanent marker and fill out all the owner and "return if lost" information at the beginning. Then, find the proficiency cards at the end of each section. Fill out all your name and address information on only the card for the first USPA instructional course you're planning to take. This will prevent anyone else from using your card once you begin collecting signatures for requirements. If you remove the card, keep it in a safe place until you have completed it and are ready to hand it to your course examiner or mail it to USPA. (Some course examiners will send the card for you.) However, if you remove it early, it will be easier to lose. Replacements are available from USPA Headquarters and on line at [www.uspa.org](http://www.uspa.org).

**Know the requirements for your rating.**

Overview the sections pertaining to your course to help you get an idea of the material that will be covered. Determine the requirements for your rating found in the "Introduction and Orientation" section of each course outline and listed on the proficiency card for your rating. All the proficiency requirements for the rating are included on the proficiency card, and the outline provides further details. You must complete all the requirements listed in the outline and on the proficiency card to qualify for your rating.

**The proficiency card is the rating application.**

Various rating requirements are completed before the start of the course, during the course, or after the course is over. Your course examiner will tell you which requirements you should complete ahead of time and which may be completed during or after the course.

For qualifications required prior to the course, discuss the section in the IRM on Instructor Administrative Notes, "Pre-Course Training for Rating Candidates" with a USPA Instructor at your school to begin preparing for your rating course. Please make sure to arrive at the course with the pre-course requirements complete, or you may be asked to participate at another, later course. It is your responsibility to know what you need before you arrive.

**How to propose changes to this manual**

Corrections and comments on this manual are welcome and should be forwarded to headquarters. USPA relies on its instructional rating holders to point out problems and errors or to suggest improvements to the program. Submit your suggestions and comments to the Director of Safety & Training at headquarters. Refer to the title page to get contact information for USPA.

**Keep in touch.**

Periodically, USPA publishes the “USPA Professional.” Once you obtain a USPA instructional rating, USPA will automatically send it to you via e-mail. It is also posted for everyone at the USPA website. You can find past editions of the newsletter archived there, as well.

Additionally, articles and announcements for rating holders regularly appear in *Parachutist* magazine. Especially look at the end of the monthly rating course schedule for rating holder updates and reminders.

Please try to keep abreast of new information for rating holders through these valuable resources. Make sure USPA always knows your current residence and e-mail address.

## • GETTING STARTED •

**3. HOW TO ADMINISTER A USPA RATING COURSE (COURSE EXAMINERS ONLY)****A. COURSE EXAMINER DUTIES**

1. Know the material to be presented.
  - a. Assist at a complete USPA instructional rating course of the type you plan to conduct.
  - b. Be familiar with the USPA Integrated Student Program.
  - c. Survey the relevant outlines in each new edition of the IRM and the SIM prior to conducting a course.
2. Schedule the course and maintain communication with all candidates prior to the start of the course.
3. Set and collect any course fees.
  - a. Consider all materials and rating fees (if collected at the course).
  - b. USPA rating candidates should be prepared to pay adequately for professional training to further their jumping careers.
  - c. Course fees should be sufficient to encourage the examiner to conduct the course completely and effectively.
4. Register the course with USPA Headquarters in advance (required for the course to be recognized).
  - a. To be announced in *Parachutist*, a course must be registered with headquarters at least 45 days - before the start of the course.
  - b. Announcements on the USPA website may allow for a shorter lead time.
5. Use current documents.
  - a. Each candidate should be required to possess:
    - (1) a complete, original IRM (photocopies are not authorized) having an edition date within two years of the start of the course
    - (2) a recent copy of the SIM
  - b. The course examiner should have current copies of both manuals on hand for candidates who don't.
6. Arrange for all ground support.
7. Coordinate with the drop zone hosting the course to ensure that classroom facilities and other learning aids are adequate and available.
8. Familiarize and orient candidates to the training facility and course procedures.
9. Coordinate course staff.
  - a. classroom sessions
  - b. ground evaluation demonstrations and evaluations
  - c. air evaluations
10. Refer to the candidate qualifications in the "Introduction and Orientation" section of each course syllabus and verify that each candidate qualifies for the rating at the start of the course.
  - a. license
  - b. age
  - c. time in sport (tandem)
  - d. minimum freefall time (AFF candidates)
  - e. previous rating, as required

11. Begin lessons on time.
12. Follow the course outline and conduct the course according to USPA policy.
13. Include the "Instructor Administrative Notes" section for candidates applying for their first method-specific rating.
14. Documentation
  - a. Verify completion of the USPA Coach or method-specific USPA Instructor Proficiency Card and sign as the course examiner when the course is complete.
  - b. Complete the After-Action Report
  - c. Have the candidates fill out the Candidate Feedback Form.
  - d. Forward to headquarters:
    - (1) USPA Rating Application and Proficiency Card
    - (2) After-Action Report
    - (3) copy of acceptable medical certification for USPA Tandem Instructor applicants
    - (4) candidate feedback forms
    - (5) any rating fees due

**B. RESOURCE ALLOTMENT**

1. One air skills evaluator minimum should be engaged for every three candidates.
2. Recommend that USPA Coach candidates complete their first-jump course requirements prior to the start of the course.
  - a. to learn a first-jump-course course syllabus
  - b. provides supervised teaching practice prior to the ground training evaluations
3. Refer to the retesting procedures included at the end of the evaluation section of each course outline.

**C. EVALUATORS**

Refer to each USPA instructional course outline for evaluator qualifications and attendance requirements.

**D. HEADQUARTERS RESPONSIBILITIES**

1. Accept registration of each course in advance.
2. Maintain information on the date, location, and course examiner contact information for each course.
3. Process all rating applications, fees, forms, and the After-Action Report.
4. Notify the appropriate parties of any errors or deficiencies.
5. Maintain a registry of all instructional rating holders and course examiners.
6. Maintain this program and its related documents.

## 4. PRE-COURSE TRAINING FOR RATING CANDIDATES

### A. SCOPE AND PURPOSE

1. This section serves as a guide to current USPA Instructors who are preparing candidates for rating courses.
2. USPA Instructors may train and supervise jumpers who are preparing for various rating courses, including verifying certain pre-course requirements on the proficiency card for that rating.
3. Once each requirement has been satisfactorily completed, the supervising USPA Instructor signs off that section of the course candidate's USPA Proficiency Card.
4. An appropriately rated USPA Instructor must directly supervise all candidate training of actual students (see SIM definition of "Direct Supervision").

### B. VERIFYING PROFICIENCY REQUIREMENTS

#### USPA COACH

1. Review the outline for the "Basic Instructional Method" portion of the Coach Rating Course outline.
2. Involve USPA Coach rating candidates in the solo first-jump course to develop the candidate's skills in observation, correction, and communication.
3. While conducting the solo first-jump course, the USPA Instructor directly supervises and evaluates the candidate for the following until satisfactory—
  - a. follows the solo first-jump-course syllabus
  - b. breaks the information into manageable chunks and presents them in a logical sequence
  - c. adheres to the 90-20-8 course management principles
  - d. applies the principles of preparation, presentation, application, and evaluation to the lessons
  - e. answers questions accurately or consults the correct staff member
4. Observe the candidate for satisfactory conduct of the following:
  - a. freefall skills training from Categories G and H
  - b. equipment check
  - c. spotting
  - d. debriefing skills

#### ALL USPA INSTRUCTOR RATINGS

1. Each candidate assists with the method-specific portions of at least one first-jump course in the method for the rating sought until familiar with all procedures.
2. The candidate must hold a current rating in another method-specific discipline or satisfy the following requirements:
  - a. demonstrate the ability to teach the Exit and Freefall, Canopy, and Emergency Procedures

sections of Categories E and F, which are not evaluated during the USPA Instructor Rating Course.

- b. emergency procedure training:
  - (1) aircraft, including engine out, parachute equipment entanglement, fires, catastrophic damage, forced landings
  - (2) freefall, including instability, instrument failure, collisions, student loss of altitude awareness
  - (3) equipment, including all parachute malfunctions and premature container opening in the aircraft
  - (4) landings, including all obstacles and high-wind procedures
- c. Basic canopy flight planning and ground-to-air canopy instruction (radio, etc.)
- d. Spotting training (participate in spotting training for Categories E and F)

#### USPA AFF INSTRUCTOR

Each candidate assists with the pre-jump ground preparation (Exit and Freefall, Canopy, and Emergency Procedure Review) in Categories C and D of the ISP syllabus, which are included in the ground training and air skills evaluations of the AFF course.

#### USPA IAD AND STATIC-LINE INSTRUCTOR

1. Each candidate assists with the pre-jump ground preparation in Categories B and C of the ISP (Exit and Freefall, Canopy, and Emergency Procedure Review) for at least two solo students or simulated students.
2. Equipment
  - a. Each candidate (either method) conducts five jumps with B-licensed jumpers who have made at least 100 jumps—
    - (1) static-line: using an actual static line or a line rigged like a static line (but does not have to open the container on exit)
    - (2) IAD: instructor candidate deployment, using a live pilot chute
  - b. Static-line candidates receive instruction on direct bag and pilot-chute assist static-line rigging.
3. Only an appropriately rated USPA Instructor is authorized to handle the deployment device and conduct jumps with IAD and static-line students.

#### USPA TANDEM INSTRUCTOR

No method-specific pre-course activities required

## 5. PROTEST PROCEDURES

### A. INTRODUCTION

1. No system is perfect, and a candidate who feels unfairly scored may protest a score.
2. Errors may occur when an evaluator does not score a candidate in accordance with the guidelines.
  - a. in the “Practice and Evaluation” section of this course
  - b. in the verbal or videotaped briefing presented before an evaluation
3. Pointing out a discrepancy to the evaluator being questioned during the critique will usually resolve the question.
4. When a question remains in the candidate’s mind, the following procedure allows a timely and accurate review of a score.

### B. PROCEDURES

1. Clarify the scoring points with the evaluator being questioned during or as soon as possible after the critique to determine exactly why the score was assigned.
2. If still not satisfied with the reason given for the score, speak with the course examiner within four hours of receiving the score; either—
  - a. The course examiner resolves the question immediately.
  - b. A more formal procedure will be followed.
3. Formal protest
  - a. Within four working hours of the candidate’s first contact with the course examiner regarding the matter, the candidate provides a written statement explaining the reason the score is being protested.
  - b. The course examiner asks the evaluator being questioned to prepare a written statement identifying the scoring criteria.
  - c. The evaluator provides the written statement within four working hours.
  - d. Four hours from receiving both the evaluator’s and the candidate’s statements, the course examiner will seek any additional information necessary to make a decision and provide a written reply to the candidate’s inquiry.
4. Protests will be available for review by any of the persons involved in the course but will be kept by the course examiner.
5. In the event that a score given on the evaluation by the course examiner is challenged, it will, if possible, be reviewed by the next most experienced evaluator at the course.
6. Decisions made by the course examiner will stand
  - a. Comments about those or other decisions may be made to USPA’s Director of Safety & Training at—  
 USPA, Director of Safety & Training  
 5401 Southpoint Centre Blvd.  
 Fredericksburg, VA 22407
  - b. A copy of each protest will be forwarded to the USPA Safety & Training Committee.

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# COURSE INTRODUCTIONS

**INCLUDES COURSE PREPARATION AND  
RATING RENEWAL REQUIRMENTS**

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# COURSE OUTLINES

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# COACH RATING COURSE

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## 1. INTRODUCTION AND ORIENTATION

### A. WHAT IS A USPA COACH?

1. USPA Coach is the first of three instructional ratings USPA administers, followed by Instructor and Instructor Examiner.
2. A USPA Coach may—
  - a. conduct training in the non-method-specific portions of the skydiving ground school
    - (1) equipment familiarization as it pertains to the first jump
    - (2) basic canopy control
    - (3) parachute emergency procedures
    - (4) landings and landing emergencies (obstacles)
    - (5) aircraft emergencies for students cleared to freefall self-supervision and who have completed the Category E aircraft briefing in the USPA Integrated Student Program
  - b. teach the general portions of transition training for students changing from tandem to solo methods
  - c. conduct group freefall skills training and jumps with students who have been cleared by a USPA Instructor
  - d. make gripped exits with students during group freefall skills jumps
  - e. supervise recurrency jumps with licensed skydivers
  - f. supervise static-line and IAD students beginning in Category C after each student demonstrates a successful clear and pull
    - (1) All ground training must be performed by an appropriately rated instructor.
    - (2) The student must be trained by an instructor to independently handle aircraft emergencies.
3. All student training and recurrency jumps with a USPA Coach are conducted under the supervision of a current and appropriately rated USPA Instructor.
4. Jumpers may earn the USPA Coach rating who have met all the following requirements:
  - a. reached the age of 18 years
  - b. earned a USPA B license or the FAI equivalent
  - c. completed at least 100 jumps
  - d. completed the USPA Coach Proficiency Card
  - e. satisfactorily completed a USPA Coach Rating Course registered with USPA Headquarters

### B. THE NATURE OF THE COURSE

1. Strategy
  - a. This course teaches effective methods for training adults to skydive.
  - b. Candidates learn to apply those methods to a restricted portion of the USPA Integrated Student Program.
    - (1) the non-method-specific portions of the skydiving first-jump course
    - (2) group freefall skills in Categories F-H
    - (3) Static-line or IAD student supervision in the aircraft, during climb out and exit, and freefall

observation following a stable clear and pull in Category C

2. Course length: Development of the course using various formats and materials show that course length is typically three full days.
  - a. regardless of class size
  - b. one evaluator per three course candidates

### C. WHO MAY CONDUCT THIS COURSE?

1. A Coach Examiner who has conducted at least one USPA Coach Course within the past 24 months
2. Continues to meet all of the requirements to qualify as a course evaluator

### D. HOW TO BECOME A USPA COACH EXAMINER

1. A USPA Instructor who has been qualified as follows:—
  - a. Current USPA Instructor rating in any discipline
  - b. Completed at least 100 actual freefall student training jumps within the past 12 months or 300 freefall training jumps total
  - c. Conducted at least 15 solo student first jump courses
  - d. Conducted at least 15 Coach evaluation jumps under the direct supervision of a Coach Examiner
  - e. Successful completion of the Instructor Examiner Rating Course
  - f. USPA D License
  - g. Provide USPA Headquarters with a written recommendation from the examiner of the qualifying USPA Coach Rating Course.
2. Evaluators
  - a. The following is required for any course evaluators:
  - b. USPA Instructor who has demonstrated to a USPA Coach Rating Course examiner the air skills required to pass the USPA Coach Rating Course
  - c. Appointed by the course examiner who has registered the course with USPA
  - d. Supervised by the course examiner, who is responsible for all evaluations.

### E. WHAT IS REQUIRED TO PASS THIS COURSE?

1. Prior to this course
  - a. a supervising USPA Instructor observes and evaluates each candidate during the required first-jump courses and portions of courses for coaching skills and communication ability.
  - b. Each candidate must correctly answer at least 80% of the questions on an open-book written examination covering the following:
    - (1) FAR 105 (SIM Section 9-1)
    - (2) USPA Basic Safety Requirements and waivers (SIM Section 2-1)
    - (3) this syllabus

## • COACH RATING COURSE •

## SECTION 1

## INTRODUCTION AND ORIENTATION

- (4) any related readings included in the USPA Coach Rating Course
  - (5) portions of the USPA Integrated Student Program (SIM Section 4)
    - (i) Category A, Solo General Section
    - (ii) freefall sections of Categories F-H
2. During the course
- a. a supervising USPA Instructor observes each candidate conduct training sessions from the ISP syllabus that USPA Coaches are qualified to teach:
    - (1) sample lessons from the general sections of the first-jump course
    - (2) freefall portions of Categories F-H
  - b. The candidate performs at least two satisfactory evaluation jumps, including freefall training.
  - c. The candidate is evaluated on his or her debriefing skills.
  - d. commencement of privileges
    - (1) The privileges of any instructional rating will commence upon successful completion of the rating course and will be valid for 30 days with a candidate log book endorsement by the coach examiner.
    - (2) The rating must be processed at headquarters to be considered valid after the 30-day grace period expires.

#### F. CHALLENGING THE COACH COURSE OR RENEWING AN EXPIRED COACH RATING

- 1. For persons with a current non-USPA Coach rating or equivalent or an expired USPA Coach rating
  - a. make at least one satisfactory USPA Coach Rating Course evaluation jump with a USPA Instructor or Instructor Examiner who has served as a USPA Coach Course Evaluator
  - b. assist in at least one complete first-jump course
  - c. attend a USPA rating renewal seminar
  - d. pass the Coach Course written exam with a score of at least 80%
- 2. For all others persons
  - a. Successfully conducted two satisfactory training sessions from the topics listed in the Coach Rating Course Evaluation outline.
  - b. Demonstrated the ability to teach the following topics from Categories F-H of the ISP.
    - (1) floater exit
    - (2) diver ext
    - (3) forward and dock
    - (4) fall rate
    - (5) tracking with awareness
  - c. Demonstrated the ability to conduct a satisfactory debriefing.
  - d. Correctly performed a pre-jump equipment check.
  - e. Successfully completed two air evaluations.

- f. Pass the Coach Course written exam with a score of at least 80%
3. Any person may obtain a USPA Coach Rating by challenging the Coach Course and must meet all the prerequisites for the Coach rating.

#### G. KEEPING A USPA COACH RATING CURRENT

- 1. USPA Coaches may annually renew their ratings with their USPA membership by paying the annual rating renewal fee and providing documentation, signed by a USPA Instructor, Instructor Examiner or member of the USPA Board, of any of the following:
  - a. that the rating was initially earned within the previous 12 months
  - b. having taught or assisted with the general portion of at least one first-jump course and made at least 15 coaching jumps in the last 12 months
  - c. completing the renewal requirements for an expired USPA Coach rating
- 2. A skydiver may not certify his or her own rating renewal requirements.
- 3. Renewing a higher rating automatically renews a USPA Coach rating.
- 4. For expired Coach Rating renewal requirements, see Section 1.F.

#### H. COURSE OVERVIEW

- 1. Introduction and orientation (this section)
- 2. Rules, liability, and the USPA rating structure
- 3. Document layout
- 4. Basic instructional method
- 5. First-jump course general sections
- 6. Group freefall skills training and evaluation
- 7. Equipment
- 8. Conducting a coached jump
- 9. Observation and debriefing strategies and evaluation
- 10. Problem solving
- 11. Candidate evaluation

Instructional rating manual • Instructional rating manual • Instructional rating manual

# AFF INSTRUCTOR RATING COURSE

Instructional rating manual • Instructional rating manual • Instructional rating manual

## 1. INTRODUCTION AND ORIENTATION

### A. WHAT IS A USPA ACCELERATED FREEFALL (AFF) INSTRUCTOR?

1. The USPA Instructor is the one of three instructional ratings USPA administers, preceded by USPA Coach and followed by Instructor Examiner.
2. A USPA AFF Instructor may—
  - a. exercise all privileges of the USPA Coach rating
  - b. conduct AFF-type jumps, the AFF first-jump course, and transition training to AFF
  - c. conduct training in the general portions of any first-jump course
  - d. train and supervise jumps with non-method-specific students
  - e. conduct the A-license quiz and check dive
  - f. verify certain USPA license applications, according to the requirements in SIM Section 3
  - g. supervise a USPA Coach in training students and making recurrency jumps with licensed skydivers
3. Supervision (BSRs)
  - a. All student training is conducted under the direction and oversight of an appropriately rated USPA Instructor (refer to the BSRs).
  - b. All general, non-method-specific student training and jump supervision may be conducted by any USPA Instructor, but method-specific training and jumps (AFF, IAD, static-line, and tandem) require a USPA Instructor who holds that method-specific rating.
4. Candidates may earn the USPA AFF Instructor rating who have met all the following requirements:
  - a. reached the age of 18 years
  - b. holds or has held any USPA instructional rating
  - c. earned a USPA C license or the FAI equivalent
  - d. logged six hours of freefall time
  - e. completed the USPA AFF Instructor Proficiency Card (applicable portions)
  - f. successfully proven ability by successfully completing the written and practical AFF evaluation process with a USPA AFF Instructor Examiner

### B. AFF TRAINING BACKGROUND

1. Unsanctioned harness-hold training had been done prior to its adoption by USPA
  - a. a jump with talk show host Johnny Carson, in 1968, with Bob Sinclair acting as instructor
  - b. remedial jumps for static-line progression students with instability problems
  - c. the U.S. Army Parachute Team and the Military Freefall School

2. Harness-hold training wasn't feasible until the concurrent adaptation of—
  - a. modern automatic activation devices
  - b. instructors well trained in the method
  - c. modern student piggyback equipment for students in the late '70s, of which USPA Instructor Ken Coleman, working with Strong Enterprises, was an innovator
3. The Accelerated Freefall method of harness-hold training was developed in the late 1970s under the leadership of Coleman as an alternative to static-line training.
4. USPA approved and adopted Coleman's Accelerated Freefall program in October, 1981 and began issuing AFF ratings later that year.
5. Other harness-hold progression programs have since been developed under different names.
6. USPA outlines its recommendations for harness-hold training under the name USPA Accelerated Freefall in the USPA Integrated Student Program.

### C. THE NATURE OF THE COURSE

1. This course may be conducted—
  - a. as an initial USPA Instructor rating course for USPA Coaches
  - b. as a shorter transition course for—
    - (1) current USPA Instructors rated in another method
    - (2) instructors who hold a harness-hold rating issued by another FAI-member country
2. Course options
  - a. course held over a series of days or weekends, followed by testing with an AFF Instructor Examiner
  - b. challenge the course by passing the written examination successfully conducting two ground preparations and three air skills evaluations with a USPA AFF Instructor Examiner
    - (1) for foreign harness-hold rating holders, who must present USPA membership and their FAI country harness-hold instructor rating
    - (2) available to USPA Coaches or Instructors in other method-specific disciplines
3. Course and testing arrangements
  - a. The host coordinates with an instructor examiner for scheduling of an AFF Instructor Rating Course
  - b. The course host negotiates fees and accommodations with the instructor examiner (borne by the host and candidates).
4. Each candidate is required to arrive at this course with all prerequisites completed, as specified on the AFF Instructor Rating Course Proficiency Card.

• **AFF INSTRUCTOR RATING COURSE** •

**SECTION 1**

**INTRODUCTION AND ORIENTATION**

**AFF**

5. The course will cover the USPA Integrated Student Training Program—
  - a. as it applies to AFF training
  - b. subsequent training and jumps to the A license
  - c. transition from another training discipline
6. Candidates may make a series of practice training evaluations and jumps with the course staff prior to actual evaluations.
7. Schedule for the camp format AFF Instructor Rating Course
  - a. The classroom training portion of this course is expected to be conducted over a minimum period of two days.
  - b. The practice and evaluation portion is conducted subsequently over a period of several additional days (typically, nine days total for classroom and evaluation are scheduled).
8. The schedule for abbreviated and other courses are according to the preparation requirements of the candidates, class size, and the instructor examiner's and facility's schedule.

**D. WHO MAY CONDUCT THIS COURSE?**

1. An AFF Instructor Examiner who has maintained currency as follows: conducted at least one USPA AFF Rating Course within the past 24 months
2. Continues to meet all of the requirements to qualify as a course evaluator (listed in Section E, "How to become a USPA AFF Instructor Examiner.")

**E. HOW TO BECOME A USPA AFF INSTRUCTOR EXAMINER**

1. A USPA AFF Instructor who has met all the following requirements may attain the rating of Instructor Examiner to conduct this course and issue ratings:
  - a. Completed at least 500 actual AFF jumps
  - b. Conducted at least 50 solo student first jump courses
  - c. Conducted at least 50 AFF Evaluation jumps under the direct supervision of an AFF Instructor Examiner
  - d. Successful completion of the Instructor Examiner Rating Course
  - e. Attended the biennial AFF standardization meeting
  - f. USPA D License
  - g. Provide USPA Headquarters with a written recommendation from the examiner of the qualifying USPA AFF Instructor Rating Course.
2. Evaluators
  - a. The following is required for any course evaluators:
  - b. must hold a USPA AFF Instructor rating and have conducted at least 100 actual AFF jumps
  - c. attendance
    - (1) must attend the entire classroom portion of the first course at which they evaluate

- (2) must attend the candidate and evaluator briefing of each course at which they evaluate
  - d. are appointed by the instructor examiner who has registered the course with USPA
  - e. are supervised by the instructor examiner, who is responsible for all evaluations
  - f. must participate in one AFF Instructor Rating Course per year to maintain currency
3. Designated evaluator
- a. A designated AFF evaluator may conduct a qualifying evaluation jump with an AFF Instructor who cannot meet the annual rating renewal requirements or whose rating has expired for less than one year.
  - b. To qualify as a designated AFF evaluator, a USPA AFF Instructor must (all of the following)—
    - (1) have worked as an evaluator for a minimum of three courses, two within the preceding 12 months
    - (2) be recommended in writing by the AFF Instructor Rating Course Instructor Examiner and confirmed by USPA Headquarters
    - (3) attend the entire classroom portion of an AFF Instructor Rating Course every two years

**F. PROCEDURES FOR CHALLENGING THE AFF COURSE OR RENEWING AN EXPIRED AFF RATING**

1. For persons with a current non-USPA AFF rating or expired USPA AFF rating must satisfactorily conduct at least one complete AFF evaluation jump with an AFF Instructor Examiner or evaluator acting as a student, to include all jump preparation, supervision during the jump and debriefing.
2. pass the General USPA Instructor and AFF Instructor written exams with a score of at least 80%
3. For all others persons
  - a. Demonstrate competence to gear up and check a student
  - b. On practice release jumps using an AFF instructor as a student
    - (1) Stabilize an inverted student
    - (2) Stop a spin
    - (3) Deploy for a student
  - c. Complete one satisfactory Category C and one Category D ground preparation evaluation.
  - d. Complete three satisfactory air evaluations: Category C main side, Category C reserve side, Category D (modified).
  - e. pass the General USPA Instructor and AFF Instructor written exams with a score of at least 80%
3. Any person may obtain the USPA AFF Instructor Rating by challenging the AFF Instructor Rating Course and meeting the prerequisites for the AFF Rating.

• **AFF INSTRUCTOR RATING COURSE** •

**SECTION 1**

**INTRODUCTION AND ORIENTATION**

**G. WHAT IS REQUIRED TO PASS THIS COURSE?**

1. Practical: Candidates for the USPA AFF Instructor rating will be evaluated during the course for their ability to—
  - a. understand the course material
  - b. conduct effective ground training, using other candidates as stand-in students
  - c. safely prepare, supervise, and perform in-air training of students making AFF jumps with AFF evaluators acting as students
2. Written: Prior to attending the course, each candidate must correctly answer at least 80% of the questions on an open-book written examination covering the following:
  - a. this syllabus
  - b. the complete ISP syllabus
  - c. the USPA Basic Safety Requirements
  - d. SIM Section 5
  - e. FARs
3. Commencement of privileges
  - a. The privileges of any instructional rating will commence upon successful completion of the rating course and will be valid for 30 days with a candidate log book endorsement by the instructor examiner.
  - b. The rating must be processed at USPA Headquarters to be considered valid after the 30-day grace period expires

**H. KEEPING AN AFF INSTRUCTOR RATING CURRENT**

1. USPA AFF Instructors may annually renew their ratings with their USPA membership by paying the annual rating renewal fee and providing documentation of any of the following:
  - a. that the rating was initially earned within the previous 12 months (renewal fee and signature required)
  - b. that the applicant has met the annual rating renewal requirements by performing all of the following within the previous 12 months:
    - (1) acted as instructor on 15 AFF student jumps
    - (2) attended a USPA Instructor seminar
    - (3) conducted training or complete review training in Category A for AFF
    - (4) acquired the signature of a current S&TA, I/E, or member of the USPA Board of Directors on the renewal application to verify that the renewal requirements were met
  - c. having met the renewal requirements for an expired rating
2. For persons with an expired USPA AFF rating (between one and two years), they must satisfactorily conduct at least one complete AFF evaluation jump with an AFF Instructor Examiner acting as a student, to include all jump preparation, supervision during the jump and debriefing.
3. For persons with expired ratings greater than two-years, audit the ground training portion of an AFFIRC and

complete one ground training session (Category D) and make two evaluation jumps.

4. A skydiver may not verify his or her own rating renewal requirements.
5. Renewing a higher rating automatically renews all ratings below it.

**I. COURSE OVERVIEW**

1. USPA's Integrated Student Program for AFF students
  - a. the first-jump course
  - b. first-jump course performance standards
  - c. Categories B-E, basic skydiving skills
  - d. group skydiving skills
2. AFF method
3. Problem solving
4. General instructor's duties
5. Jump preparation and equipment checks
6. Demonstration and practice sessions
7. Evaluation section



Instructional rating manual • Instructional rating manual • Instructional rating manual

# IAD AND STATIC-LINE INSTRUCTOR RATING COURSE

Instructional rating manual • Instructional rating manual • Instructional rating manual

## 1. INTRODUCTION AND ORIENTATION

### A. WHAT IS A USPA IAD OR STATIC-LINE INSTRUCTOR?

1. The USPA Instructor is one of three instructional ratings USPA administers, preceded by USPA Coach and followed by Instructor Examiner.
2. A USPA IAD or Static-Line Instructor may—
  - a. exercise all privileges of the USPA Coach rating
  - b. conduct student training and jumps according to his or her rating
    - (1) using instructor-assisted deployment with a throw-out, hand deployed pilot chute (IAD) or static-line
    - (2) teach the IAD or static-line first-jump course
    - (3) conduct method-transition training
  - c. conduct training in the general portions of any first-jump course
  - d. train and supervise jumps with non-method-specific students
  - e. conduct the A license quiz and check dive
  - f. verify certain USPA license applications, according to the requirements in SIM Section 3
  - g. supervise a USPA Coach in training students and making recurrency jumps with licensed skydivers
3. Supervision (BSRs)
  - a. All student training is conducted under the direction and oversight of an appropriately rated USPA Instructor (refer to the BSRs).
  - b. All general, non-method-specific student training and jump supervision may be conducted by any USPA Instructor, but method-specific training and jumps (AFF, IAD, static-line, and tandem) require the instructor to hold that method-specific rating.
4. Candidates may earn the USPA IAD or Static-Line Instructor rating who have met all the following requirements:
  - a. reached the age of 18 years
  - b. holds or has held any USPA instructional rating
  - c. earned a USPA C license or the FAI equivalent and made at least 200 jumps
  - d. completed the USPA IAD and Static-Line Instructor Proficiency Card (applicable portions)
  - e. satisfactorily completed a USPA IAD or Static-Line Instructor Certification Course registered with USPA headquarters

### B. IAD AND STATIC-LINE TRAINING BACKGROUND

1. Both training methods employ a means of deploying the parachute on exit during the initial training jumps, followed by independent solo freefall training.
  - a. instructor-assisted deployment
    - (1) operated under waiver to the BSRs at several USPA drop zones prior to approval

(2) was accepted by USPA in 1995

(3) allows a center to use one type of main deployment system for all solo student training

b. Static line is the oldest means and was once the only means of introducing students to the sport.

2. IAD and static-line training follow the same progression in the USPA Integrated Student Program syllabus.

### C. THE NATURE OF THE COURSE

1. This course may be conducted—
  - a. as an initial USPA Instructor rating course for USPA Coaches
  - b. as a shorter transition course for current USPA Instructors rated in another method
2. Each candidate is required to arrive at this course with all prerequisites completed, as specified on the IAD and Static-Line Instructor Proficiency Card.
3. The course will cover the USPA Integrated Student Training Program—
  - a. as it applies to IAD or static-line training
  - b. subsequent training and jumps to the A license
  - c. transition from another training discipline
4. The classroom, training, and evaluation for this course should be conducted over a minimum of three full days.
5. This course may requalify USPA Instructors who have let their IAD or static-line rating lapse.

### D. WHO MAY CONDUCT THIS COURSE?

1. A Static-Line or IAD Instructor Examiner who has maintained currency as follows: conducted at least one USPA Static-Line or IAD Instructor Rating Course within the past 24 months
2. Continues to meet all of the requirements to qualify as a course evaluator (listed in Section E, “How to become a USPA Static-Line or IAD Instructor Examiner.”)

### E. HOW TO BECOME A USPA STATIC-LINE OR IAD INSTRUCTOR EXAMINER

1. A USPA Static-Line or IAD Instructor may conduct this course if meeting all the following requirements:
  - a. Current USPA IAD or Static Line Instructor rating
  - b. Completed at least 250 actual freefall student training jumps
  - c. Completed at least 250 actual static line or IAD student dispatches
  - d. Conducted at least 50 solo student first jump courses
  - e. Conducted at least 50 static line or IAD Evaluation jumps under the direct supervision of a Static Line or IAD Instructor Examiner
  - f. Successful completion of the Instructor Examiner Rating Course
  - g. USPA D License

## • IAD AND STATIC-LINE INSTRUCTOR RATING COURSE •

## SECTION 1

## INTRODUCTION AND ORIENTATION

- g. Provide USPA Headquarters with a written recommendation from the examiner of the qualifying USPA Static-Line or IAD Instructor Rating Course.
- 2. Evaluators
  - a. The following is required for any course evaluators:
  - b. static-line or IAD evaluators: must hold a USPA Instructor rating in the appropriate method and have conducted 100 actual student jumps in that method where at least 25 are static line or IAD
  - c. attendance
    - (1) must attend the entire classroom portion of the first course at which they evaluate
    - (2) for solo freefall evaluation jumps only, must attend all sections of the classroom portion, except those relating strictly to IAD or static-line jumping, of the first course at which they evaluate, but any USPA Instructor who has served as an evaluator at another USPA Instructor Rating Course has met this requirement
    - (3) must attend the candidate and evaluator briefing of each course at which they evaluate
  - d. are appointed by the instructor examiner who has registered the course with USPA
  - e. are supervised by the instructor examiner, who is responsible for all evaluations
- 4. Qualifications for individuals to act as simulated IAD or static-line students during practice and evaluation for a USPA IAD or Static-Line Instructor Rating:
  - a. minimum 100 jumps and a USPA B or higher license
  - b. briefed in the presence of a USPA Instructor rated in that method for all applicable equipment operation and emergency procedures

**F. WHAT IS REQUIRED TO PASS THIS COURSE?**

- 1. Candidates for the USPA IAD and Static-Line Instructor rating will be evaluated during the course for their ability to conduct training and jumps for students making jumps in their discipline and through the USPA A license.
  - a. Candidates for the USPA IAD Instructor rating will be evaluated during the course for their ability to understand, safely prepare, and handle instructor-assisted deployment jumps with hand-deployed pilot chutes during actual IAD jumps using as simulated students either evaluators or jumpers with at least 100 jumps who hold a USPA B or higher license.
  - b. Candidates for the USPA Static-Line Instructor rating will be evaluated during the course for their ability to understand, safely prepare, and handle commonly used static-line equipment during actual static-line jumps using as simulated students either evaluators or jumpers with at least 100 jumps who hold a USPA B or higher license.
  - c. All candidates will successfully train, observe, and

critique at least one freefall jump taken from the static-line and instructor-assisted deployment dive flows in Categories D and performed by the instructor examiner or evaluators supervised by the instructor examiner during the course (waived for instructors who hold a USPA Instructor rating in another discipline).

- 2. Written: Prior to attending the course, each candidate must correctly answer at least 80% of the questions on an open-book written examination covering the following:
  - a. this syllabus
  - b. the complete ISP syllabus
  - c. the USPA Basic Safety Requirements
  - d. SIM Section 5
  - e. FARs
- 3. Commencement of privileges
  - a. The privileges of any instructional rating will commence upon successful completion of the rating course and will be valid for 30 days with a candidate log book endorsement by the instructor examiner.
  - b. The rating must be processed at USPA headquarters to be considered valid after the 30-day grace period expires

**G. CHALLENGING THE IAD OR STATIC LINE INSTRUCTOR RATING COURSE OR RENEWING AN EXPIRED IAD OR STATIC LINE INSTRUCTOR RATING**

- 1. Persons with a current non-USPA IAD or Static-Line Instructor rating or expired USPA IAD or Static-Line Instructor rating must satisfactorily conduct at least one complete student evaluation jump with an IAD or Static-Line Instructor Examiner acting as a simulated student using the deployment method for which the candidate was rated, to include all jump preparation, supervision during the jump and debriefing.
- 2. Pass the IAD or Static-Line Instructor Course written exam with a score of at least 80%
- 3. For all others persons
  - a. Demonstrate satisfactory knowledge of static line rigging procedures for both direct-bag and static line assist (static line only).
  - b. Demonstrate competence to gear up and check a student.
  - c. Demonstrate competence to spot for a student.
  - d. Receive personal instruction from a USPA IAD/SL instructor (per rating sought) on the following emergency areas:
    - (1) Aircraft
    - (2) Static line student in tow
  - e. Complete one satisfactory IAD or Static-Line Category B training evaluation.
  - f. Complete one satisfactory Category D freefall and canopy training session and air evaluation.
  - g. Pass the IAD or Static-Line Instructor written exam

with a score of at least 80%

- h. Conduct at least two IAD or Static-Line jumps
- 4. Any person may obtain a USPA IAD or Static-Line Instructor Rating by challenging the IAD or Static-Line Instructor Rating Course and must meet all the prerequisites for the IAD or Static-Line Instructor rating.

## H. KEEPING A USPA IAD OR STATIC-LINE INSTRUCTOR RATING CURRENT

1. USPA IAD and Static-Line Instructors may annually renew their ratings with their USPA membership by paying the annual rating renewal fee and providing documentation of any of the following:
  - a. that the rating was initially earned within the previous 12 months (renewal fee and signature required)
  - b. that the applicant has met the annual rating renewal requirements by performing all of the following within the previous 12 months
    - (1) acted as instructor for ten IAD or static-line students (per rating) or ten licensed skydivers acting as simulated students (per rating) who have been fully briefed on the procedures related to that particular exit and deployment method and acted as an instructor for five free-fall students who have not yet been cleared to freefall self-supervision
    - (2) attended a USPA Instructor seminar
    - (3) has conducted training or complete review training in Category A for the method in which the instructor is rated
    - (4) acquire the signature of a current S&TA, I/E, or member of the USPA Board of Directors on the renewal application to verify that the renewal requirements were met
  - c. having met the renewal requirements for an expired rating
2. A skydiver may not verify his or her own rating renewal requirements.
3. Renewing a higher rating automatically renews all ratings below it.

## I. COURSE OVERVIEW

1. USPA's Integrated Student Program for IAD and static-line students
  - a. the first-jump course
  - b. first-jump course performance standards
  - c. Categories B-E, basic skydiving skills
  - d. group skydiving skills
2. IAD and static-line methods
3. Problem solving
4. General instructor's duties
5. Jump preparation and equipment checks
6. Demonstration and practice sessions
7. Evaluation

Instructional rating manual • Instructional rating manual • Instructional rating manual

# TANDEM INSTRUCTOR RATING COURSE

Instructional rating manual • Instructional rating manual • Instructional rating manual

## • TANDEM INSTRUCTOR RATING COURSE •

## 1. INTRODUCTION AND ORIENTATION

## A. WHAT IS A TANDEM INSTRUCTOR?

1. The USPA Instructor is the one of three instructional ratings USPA administers, preceded by USPA Coach and followed by Instructor Examiner.
2. A USPA Tandem Instructor may—
  - a. exercise all privileges of the USPA Coach rating
  - b. conduct tandem instruction jumps and the tandem first-jump course or transition training to the tandem method
  - c. conduct training in the general portions of any first-jump course
  - d. train and supervise jumps with non-method-specific students
  - e. conduct the A license oral quiz and check dive
  - f. verify certain USPA license applications, according to the requirements in SIM Section 3
  - g. supervise a USPA Coach in training students and making recurrency jumps with licensed skydivers
3. Supervision (BSRs)
  - a. All student training is conducted under the direction and oversight of an appropriately rated USPA Instructor (refer to the BSRs).
  - b. All general, non-method-specific student training and jump supervision may be conducted by any USPA Instructor, but method-specific training and jumps (AFF, IAD, static-line, and tandem) require the instructor to hold that method-specific rating.
4. Candidates may earn the USPA Tandem Instructor rating who have met all the following requirements:
  - a. reached the age of 18 years
  - b. holds or has held any USPA instructional rating
  - c. earned a USPA D license or the FAI equivalent
  - d. logged 500 jumps on a ram-air canopy
  - e. three years in the sport
  - f. presented a current FAA Class 3 Medical Certificate or the equivalent
    - (1) USPA will issue a Tandem Instructor rating, even if the medical certificate will expire prior to the expiration date of the rating.
    - (2) Each USPA Tandem Instructor is responsible to keep his or her medical certificate current.
  - g. demonstrated five practice tandem cutaways wearing tandem equipment and with a simulated student in the student harness in the presence of a USPA Tandem Instructor or Tandem Instructor Examiner.
  - h. completed the USPA Tandem Instructor Proficiency Card
  - i. satisfactorily completed a USPA Tandem Instructor Rating Course, registered with USPA headquarters and including training for at least one manufacturer's brand model (type) of tandem jumping equipment

5. Tandem rating types and abbreviations
  - a. The distinction of "type" is determined by joint agreement between the manufacturer of the equipment and USPA.
  - b. If there is a disagreement, USPA's distinction between or grouping of types is operative.
  - c. Current types:
    - (1) Jump Shack Racer (JR)
    - (2) United Parachute Technologies Sigma (US)
    - (3) United Parachute Technologies Vector (UV)
    - (4) Stunts Adventure Equipment Eclipse (SA)
    - (5) Strong Dual Hawk (DH)
  - d. Upon successful completion of the course and with all requirements satisfied, the instructor examiner will enter into the candidate's logbook the type of tandem system for which the USPA Tandem Instructor is rated.

## B. TANDEM TRAINING BACKGROUND

1. Tandem jumping officially began in the United States when the FAA issued an exemption to two Florida equipment manufacturers, Strong Enterprises and the Relative Workshop, now known as United Parachute Technologies, to conduct tandem jumping as an experimental program.
2. USPA began issuing tandem ratings to factory-trained instructors in 1996.
3. On July 9, 2001, tandem jumping became legal without an exemption as part of a major revision to FAR 105.
4. Tandem jumping is recognized as the most popular method for first-time jumpers.
5. Tandem jumping has always been conducted under two philosophies, according to school policy and with varying degrees of application.
  - a. an introductory or orientation jump where the USPA Tandem Instructor conducts a minimum safety briefing and controls as many aspects of the jump as possible
  - b. complete first-jump course training toward independent solo jumping, with the student participating in as much of the jump as possible

## C. THE NATURE OF THE COURSE

1. This course may be conducted—
  - a. as an initial USPA Instructor rating course for USPA Coaches
  - b. as a shorter transition course for current USPA Instructors rated in another method
2. Each candidate is required to arrive at this course with all prerequisites completed, as specified on the Tandem Instructor Proficiency Card.
3. The course will cover the USPA Integrated Student Training Program
  - a. as it applies to tandem training
  - b. subsequent training and jumps to the A license

## • TANDEM INSTRUCTOR RATING COURSE •

## SECTION 1

## INTRODUCTION AND ORIENTATION

- c. transition from another training discipline
- 4. The classroom, training, and evaluation for this course should be conducted over a minimum of three full days.
- 5. This course may requalify those who have let their USPA Tandem Instructor rating lapse.

**D. WHO MAY CONDUCT THIS COURSE?**

- 1. A Tandem Instructor Examiner who has conducted at least one USPA Tandem Instructor Rating Course within the past 24 months
- 2. Continues to meet all of the requirements to qualify as a course evaluator (listed in Section E, “How to become a Tandem Instructor Examiner”).

**E. HOW TO BECOME A TANDEM INSTRUCTOR EXAMINER**

- 1. A USPA Tandem Instructor may conduct this course if meeting all the following qualifications:
  - a. Current USPA Tandem Instructor rating
  - b. Completed at least 500 actual Tandem jumps
  - c. Conducted at least 50 solo student first jump courses
  - d. Conducted at least 50 Tandem evaluation jumps under the direct supervision of a Tandem Instructor Examiner
  - e. Manufacturer Examiner Endorsement for the equipment type in use for the rating course
  - f. Successful completion of the Instructor Examiner Rating Course
  - g. USPA D License
  - h. Provide USPA Headquarters with a written recommendation from the examiner of the qualifying USPA Tandem Instructor Rating Course.
- 2. Evaluators
  - a. The following is required for any course evaluators:
  - b. Tandem jump evaluators must hold a USPA Tandem Instructor rating and have acted as an instructor on at least 100 tandem jumps.
  - b. solo freefall evaluation: any USPA Instructor who has acted as an instructor and jumped with students on at least 100 student freefall jumps
  - c. attendance
    - (1) All tandem evaluators must attend the entire classroom portion of the first course at which they evaluate.
    - (2) For solo freefall evaluation jumps only, all evaluators must attend all sections of the classroom portion, except those relating strictly to tandem jumping, of the first course at which they evaluate; but any USPA Instructor who has served as an evaluator at another USPA Instructor Rating Course has met this requirement

- (3) Evaluators must attend the candidate and evaluator briefing of each course at which they evaluate.
- d. Evaluators are appointed by the instructor examiner, who has registered the course with USPA.
- e. Evaluators are supervised by the instructor examiner, who is responsible for all evaluations.
- 3. Individuals who may act as simulated students during the evaluation phases of this course—
  - a. other candidates (each candidate is required to make at least one tandem jump in the student position)
  - b. the Tandem Instructor Examiner
  - c. evaluators designated by the Tandem Instructor Examiner
  - d. in the initial evaluation phase: with the instructor examiner’s approval, jumpers with at least 100 jumps who hold a USPA B or higher license
- 4. In the practice tandem phase, jumpers with at least 100 jumps who hold a USPA B or higher license may act as simulated students.
- 5. All jumpers acting as simulated students for tandem rating candidates need to—
  - a. receive a briefing from a USPA Tandem Instructor on all phases of tandem equipment operation and emergency procedures
  - b. under the supervision of a USPA Tandem Instructor, coordinate all decision and execution altitudes with the tandem rating candidate, in case the candidate fails to perform
  - c. be trained on the location and use of examiner safety handles

**F. CHALLENGING THE TANDEM COURSE OR RENEWING AN EXPIRED USPA TANDEM INSTRUCTOR RATING**

- 1. For persons with a current non-USPA tandem rating of one of the current types recognized by USPA or with an expired USPA Tandem Instructor rating:
  - a. Meet manufacturers currency requirements
  - b. Perform at least one jump on a tandem assembly with a USPA Tandem Instructor Examiner acting as a student.
  - c. Pass the Tandem Course written exam with a score of at least 80%.
  - d. For transition training, the candidate must be trained according to the manufacturer’s requirements.
- 2. For all other persons currently rated by a non-FAA Approved Tandem Manufacturer:
  - a. During tandem jumps, demonstrate the ability to perform all of the following:
    - (1) Establish and maintain stability throughout the jump.
    - (2) Recover from intentional, planned instability on exit.

## • TANDEM INSTRUCTOR RATING COURSE •

## SECTION 1

## INTRODUCTION AND ORIENTATION

- (3) Heading control during tandem freefall and droguefall.
  - b. Earn a score of Satisfactory of all sections and subsections of the tandem in air skills and instructional evaluation form and the Training, Supervision, and Debriefing Evaluation Form.
  - c. Correctly and completely rig a simulated student for a tandem jump and complete a satisfactory pre-jump check of all associated systems.
  - d. Conduct five successful initial tandem evaluation jumps.
  - e. Correctly prepare and check a solo student's equipment including canopy selection, prior to rigging up.
  - f. Complete one satisfactory Category D freefall and canopy training sessions and air evaluation during a Tandem Instructor Rating Course.
  - g. Conduct five practice tandem jumps.
  - h. Pass the Tandem Course written exam with a score of at least 80%.
3. Any person currently rated by an FAA approved Tandem Manufacturer may obtain a USPA Tandem Rating by challenging the Tandem Course and meeting all the prerequisites for the USPA Tandem Instructor rating from current types.

**G. WHAT IS REQUIRED TO PASS THIS COURSE?**

- 1. Practical: Candidates for the USPA Tandem Instructor rating will be evaluated during the course for their ability to—
  - a. understand tandem jumping equipment and safely prepare and handle tandem students during actual tandem jumps with simulated students
  - b. prepare non-method-specific students for the USPA A license
- 2. Tandem evaluation—
  - a. initial tandem evaluation phase: The candidate will make five tandem jumps using tandem equipment under the supervision of the USPA Tandem Instructor Examiner.
  - b. practice tandem phase
    - (1) The candidate will make a minimum of five tandem jumps acting as instructor with qualified experienced jumpers acting as student.
    - (2) At the completion of the practice tandem phase, when the candidate's USPA Tandem Instructor Proficiency Card has all five jumps with an experienced jumper signed by a USPA Tandem Instructor or any USPA Instructor Examiner, and the card is sent to USPA Headquarters.
  - c. The candidate must show competence in inspecting and packing the tandem equipment of the type for which he or she is being rated.

- 3. Non-method-specific training evaluation: Candidates will successfully train, observe, and critique at least one freefall jump taken from the static-line and instructor-assisted deployment dive flows in Category D to be performed by the instructor examiner or evaluators supervised by the instructor examiner during the course (waived for instructors who hold a USPA Instructor rating in another discipline).
- 4. Written exam
  - a. Prior to attending the course, each candidate must correctly answer at least 80% of the questions on an open-book written examination covering the following:
    - (1) this syllabus
    - (2) the complete ISP syllabus
    - (3) the USPA Basic Safety Requirements
    - (4) SIM Section 5
    - (5) FARs
  - b. The tandem equipment manufacturer may also require a written examination.
- 5. Commencement of privileges
  - a. The privileges of any instructional rating will commence upon successful completion of the rating course and will be valid for 30 days with a candidate log book endorsement by the instructor examiner.
  - b. The rating must be processed at USPA headquarters to be considered valid after the 30-day grace period expires.

**H. KEEPING A USPA TANDEM INSTRUCTOR RATING CURRENT**

- 1. Meet all manufacturers currency requirements.
- 2. USPA Tandem Instructors may annually renew their ratings with their USPA membership by paying the annual rating renewal fee and providing documentation of any of the following:
  - a. that the rating was initially earned within the previous 12 months (renewal fee and signature required)
  - b. that the applicant has met the annual rating renewal requirements by performing all of the following:
    - (1) acted as tandem instructor on a minimum of 15 tandem jumps within the previous 12 months, including one within the previous 90 days on the specific system to be used for conducting tandem jumps with students
    - (2) present proof of a current FAA Class 3 (or higher) Medical Certificate or an equivalent acceptable to USPA
    - (3) attended a USPA Instructor seminar within the previous 12 months
    - (4) has conducted training or complete review training in Categories A and B for tandem jumping
    - (5) acquired the signature of a current S&TA, I/E, USPA Tandem Instructor Rating Course

• **TANDEM INSTRUCTOR RATING COURSE** •**SECTION 1**

## INTRODUCTION AND ORIENTATION

director, or member of the USPA Board of Directors on the renewal application to verify that the renewal requirements were met

- c. met the renewal requirements for an expired rating
- 3. A skydiver may not verify his or her own rating renewal requirements.
- 4. Renewing a higher rating automatically renews all ratings below it.

**I. COURSE OVERVIEW**

- 1. USPA's Integrated Student Program for tandem students
  - a. the first-jump course
    - (1) orientation jump
    - (2) for ISP Category A objectives
  - b. first-jump course performance standards
  - c. Categories B-E, basic skydiving skills
  - d. group skydiving skills
- 2. Tandem method
  - a. equipment
  - b. routine procedures
  - c. tandem problem solving
  - d. tandem emergencies
  - e. freefall student emergencies
- 4. General instructor's duties
- 5. Jump preparation and equipment checks
- 6. Demonstration and practice sessions
- 7. Evaluation

Instructional rating manual • Instructional rating manual • Instructional rating manual

# INSTRUCTOR EXAMINER

Instructional rating manual • Instructional rating manual • Instructional rating manual

# 1. INTRODUCTION AND ORIENTATION

## A. WHAT IS A USPA INSTRUCTOR EXAMINER?

1. USPA Instructor Examiner is the highest of the three instructional ratings USPA Administrators, preceded by Coach and Instructor.
2. A USPA Instructor Examiner may—
  - a. Facilitate Coach or Instructor rating courses for any discipline of which he or she is qualified (Coach, AFF, IAD, SL or Tandem)
  - b. Exercise all privileges of a Coach or Instructor for any discipline of which he or she is qualified (AFF, IAD, SL or Tandem)
  - c. Verify any USPA license or rating and sign for all rating renewals, including other Instructor Examiner ratings.
3. Instructor Examiners may sign logbooks and other records with their signatures, rating and the current year, e.g. USPA AFF I/E 2007, USPA C/E 2007.

## B. INSTRUCTOR EXAMINER RATING COURSE BACKGROUND

1. The Instructor Examiner Rating Course was developed to address several key issues within the USPA rating structure:
  - a. The original Instructor Examiner rating requirements and testing procedures did not fit the current rating program needs, and was placed on hold on January 1, 2006.
  - b. Prior to the Advanced Instructor Course, USPA had never offered a formal training and evaluation process for candidates who desired to teach instructor rating courses.
  - c. USPA needed a structured program to train instructors how to evaluate coach and instructor rating candidates, and facilitate rating courses.
  - d. The rating structure needs to be as simple as possible, yet maintain high standards.
  - e. A variety of courses were designed and tested beginning in 2002, called Advanced Instructor Courses.
  - f. The Instructor Examiner Rating course was developed in 2007, based on input from many AIC course graduates and other members of USPA.
2. The goal of the course is to produce USPA Instructor Examiners who can train and evaluate USPA instructional rating holders to the same high level of proficiency.

## C. WHAT IS REQUIRED TO ATTEND THIS COURSE/EARN THE INSTRUCTOR EXAMINER RATING?

1. This course may be attended by any USPA member in good standing, once any of the following criteria have been met:
  - a. Accelerated Freefall Instructor Examiner candidate
    - (1) Current USPA AFF Instructor rating
    - (2) Completed at least 100 actual AFF jumps
    - (3) Conducted at least 15 solo student first jump courses

- b. Coach Examiner Candidate
  - (1) Current USPA Instructor rating in any discipline
  - (2) Completed at least 100 actual freefall student training jumps
  - (3) Conducted at least 15 solo student first jump courses
- c. IAD or Static Line Instructor Examiner Candidate
  - (1) Current USPA IAD or Static Line Instructor rating
  - (2) Completed at least 100 actual freefall student training jumps
  - (3) Completed at least 25 actual IAD or SL student dispatches
  - (4) Conducted at least 15 solo student first jump courses
- d. Tandem Instructor Examiner candidate
  - (1) Current USPA Tandem Instructor rating
  - (2) Completed at least 100 actual tandem student training jumps
  - (3) Completed at least 100 actual freefall student training jumps
  - (4) Conducted at least 15 solo student first jump courses

### 2. Below are the requirements necessary to earn the Initial Instructor Examiner rating in each rating discipline:

- a. Accelerated Freefall Instructor Examiner Rating
  - (1) Current USPA AFF Instructor rating
  - (2) Completed at least 500 actual AFF jumps
  - (3) Conducted at least 50 solo student first jump courses
  - (4) Conducted at least 50 AFF Evaluation jumps under the direct supervision of an AFF Instructor Examiner
  - (5) Successful completion of the Instructor Examiner Rating Course
  - (6) USPA D License
- b. Coach Examiner Rating
  - (1) Current USPA Instructor rating in any discipline
  - (2) Completed at least 100 actual freefall student training jumps within the past 12 months or 300 freefall training jumps total
  - (3) Conducted at least 15 solo student first jump courses
  - (4) Conducted at least 15 Coach evaluation jumps under the direct supervision of a Coach Examiner
  - (5) Successful completion of the Instructor Examiner Rating Course
  - (6) USPA D License

## • INSTRUCTOR EXAMINER •

## SECTION 1

## INTRODUCTION AND ORIENTATION

- c. IAD or Static Line Instructor Examiner Rating
    - (1) Current USPA IAD or Static Line Instructor rating
    - (2) Completed at least 250 actual freefall student training jumps
    - (3) Completed at least 250 actual static line or IAD student dispatches
    - (4) Conducted at least 50 solo student first jump courses
    - (5) Conducted at least 50 static line or IAD Evaluation jumps under the direct supervision of a Static Line or IAD Instructor Examiner
    - (6) Successful completion of the Instructor Examiner Rating Course
    - (7) USPA D License
  - d. Tandem Instructor Examiner Rating
    - (1) Current USPA Tandem Instructor rating
    - (2) Completed at least 500 actual Tandem jumps
    - (3) Conducted at least 50 solo student first jump courses
    - (4) Conducted at least 50 Tandem evaluation jumps under the direct supervision of a Tandem Instructor Examiner
    - (5) Manufacturer Examiner Endorsement for the equipment type in use for the rating course
    - (6) Successful completion of the Instructor Examiner Rating Course
    - (7) USPA D License
3. Instructor Examiner Rating Transition Requirements
    - a. Upon completion of the initial Instructor Examiner rating course, the candidate will receive an Instructor Examiner rating in each method specific rating for which he is qualified
    - b. In order to add the Instructor Examiner rating for a new discipline, a current Instructor Examiner must meet the following additional requirements for each rating:
      - (1) Actual student jump numbers for the specific discipline
      - (2) Additional number of required first jump courses taught, if any
      - (3) The number of method specific evaluation jumps required for each rating
      - (4) Any manufacturer endorsements (required for tandem)
      - (5) The additional requirements must be listed on the Instructor Examiner Proficiency card, then signed and verified by another current Instructor Examiner
      - (6) The completed Instructor Examiner Proficiency card must be submitted to USPA Headquarters with the appropriate rating fees for processing
2. Course and testing arrangements
    - a. The host coordinates with the supervising Instructor Examiner for scheduling an Instructor Examiner Rating Course
    - b. The course host negotiates the fees and accommodations with the Instructor Examiner (borne by the host and candidates).
  3. The course must be held at a USPA Group Member drop zone, or USPA must receive a payment equal to the Category 3 Group Member fee.
  4. Each candidate is required to arrive at this course with all prerequisites completed, as specified on the Instructor Examiner Proficiency Card.
  5. The course is advanced in nature and should be attended only by qualified and prepared candidates.
  6. There is no actual skydiving involved in this course.
  7. The Rating fee paid to USPA Headquarters for each Coach and Instructor Examiner rating is \$100.

## E. WHO MAY CONDUCT THIS COURSE?

1. This course may be conducted by a USPA Instructor Examiner who meets the following qualifications:
  - a. Current USPA Instructor Examiner rating in at least two of the following USPA rating disciplines-coach, AFF, IAD, static line and tandem
  - b. Must assist in at least three Instructor Examiner Rating Courses, two of which are within the previous 12 months
    - (1) Assist in the first two courses
    - (2) Lead the third course under the direct supervision of a qualified Instructor Examiner responsible for administering the course
2. The Instructor Examiner candidate must obtain a letter of recommendation from a supervising Instructor Examiner
3. The candidate must be approved and appointed by the USPA Board of Directors

## F. WHAT IS REQUIRED TO PASS THIS COURSE?

*Note: Review the Coach Rating syllabus Section Four within the Instructional Rating Manual, regarding Basics of Instruction. Each Instructor Examiner Candidate is expected to arrive at this course with a thorough understanding of this material, and no need for a review or retraining in the Basics of Instruction. Course candidates are expected to adhere to those principals during the evaluation process and during actual rating course evaluations and while training students.*

1. Candidates for the USPA Instructor Examiner Rating must conduct several training sessions in order to be evaluated in the following areas:
  - a. Understands the course material
  - b. Conducts effective presentations
  - c. Effectively and objectively evaluates instructor candidate air skills using video or DVD footage of actual evaluation jumps
  - d. Use of available training aids
  - e. Understands and facilitates the learning process to take place during the training sessions

## D. THE NATURE OF THE COURSE

1. The Instructor Examiner Course is conducted over a three day period.

• INSTRUCTOR EXAMINER •

SECTION 1

INTRODUCTION AND ORIENTATION

- f. Ability to keep the training sessions specific, dynamic and positive
  - g. Demonstrates the ability to resolve conflicts and serve as a mediator to create the best possible resolution during contrived disputes using course candidates in role playing exercises.
2. The candidate must demonstrate satisfactory presentation and leadership ability during each of the practical sessions
  3. Score 100% on the written exam, which must be completed prior to the course
  4. The candidate must conduct three satisfactory ground training sessions during the course
    - a. The first training session must be a non-skydiving related topic.
    - b. The second and third training sessions must be from a discipline for which the candidate is attending the course to become a Coach or Instructor Examiner.
    - c. If the candidate is attending the course for more than one discipline, there must be two method specific training sessions completed for each discipline being sought.
    - d. One of the two required method-specific training session must include motor skills.
    - e. All three ground sessions must be scored as satisfactory by the supervising Instructor Examiner or course evaluator.
    - f. In the event of an unsatisfactory score, the candidate will be provided with one more chance to conduct a satisfactory training session.
    - g. If the second score is unsatisfactory, the candidate must retake the entire Instructor Examiner Rating Course at a later date.
  5. Skill Analysis
    - a. Each candidate will review video footage of actual evaluation jumps and score the freefall performance.
    - b. The video footage will be method specific for each Coach Examiner or Instructor Examiner ratings being sought by the course candidate.
    - c. In the event of an unsatisfactory score, the IE candidate will have one opportunity to score another video performance during the course.
    - d. If the second score is unsatisfactory, the candidate must retake the entire Instructor Examiner Rating Course at a later date.

- b. Meets the annual renewal requirements for the appropriate instructor rating
  - c. Acquired the signature of another current Instructor Examiner or member of the Board of Directors on the renewal application to verify that the renewal requirements were met
2. An Instructor Examiner may not verify his or her own rating renewals

H. RENEWING AN EXPIRED INSTRUCTOR EXAMINER RATING

1. An Instructor Examiner who has not conducted at least one Instructor Examiner Rating Course in the appropriate discipline in the past 24 months must complete the following requirements to renew the Instructor Examiner rating:
  - a. Assist in one Instructor Examiner Rating Course in the appropriate discipline, under the direct supervision of the supervising Instructor Examiner and obtain the endorsement of the supervising Instructor Examiner.
  - b. Meet the annual renewal requirements for the appropriate method specific instructor rating, example; AFF Instructor rating renewal is required for the AFF Instructor Examiner Rating.
  - c. Submit the rating renewal application with the required signatures and renewal fees to USPA Headquarters.
2. In Instructor Examiner may not verify his or her own rating renewals

G. KEEPING A USPA INSTRUCTOR EXAMINER RATING CURRENT

1. Instructor Examiners may annually renew their ratings with their USPA membership by paying the annual rating renewal fee, and providing documentation of the following requirements:
  - a. Within the previous 24 months, conducted or assisted with at least one Instructor Rating Course in each discipline for which the I/E is qualified