


## CADS National Associate Certification Fee

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Document Author	Amy Royea
Title	CADS National Operations Manager amy@cads.ski

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## 1. Purpose

The Associate Certification Fee Policy is a policy that has been established by the Board of Directors of Canadian Adaptive Snowsports (CADS) to:

- Set out a national standard for certification fees and process for associate adaptive clubs.

## 2. Associate adaptive club requirements

Requirements for an adaptive club to become an Associate adaptive club:

- Complete the yearly associate sanctioning documentation
- Submit a copy of CGL insurance with the Canadian Adaptive Snowsports added to the policy as an additional insured as outlined in the CADS letter.
- Submit course requests

## 3. Associate certification fees

Type of Evaluation	Club fee	Course Fee	Division Fee	Membership Fee
<b>CADS Complete Certification</b>	\$250.00 / event	\$50.00 / instructor	\$25.00 / member	CADS \$30.00 Division \$TBD
<b>CADS Module Certification</b>	\$100.00 / event	\$20.00 / Instructor	\$10.00 / Member	CADS \$30.00 Division \$TBD

- Club Fee includes – Distribution of Certification pins, Accident insurance for Course Conductor, CGL Insurance for during event, Admin service fee, member support

## 4. Event process

1. Associate clubs must submit a Course request for the evaluations being given.
2. After approval the course conductor will be given access to Snowline to create their course.
3. Once Sanctioned instructors will then be able to register for the event and pay their fees.
4. At the time of the evaluation the course conductor will be able to take attendance, and review who has registered.
5. Once the evaluation has been completed the Course Conductor will upload the excel format of the marking grid to the event and post the marks.
6. National will then review them and update the instructors' profile with their new certifications, send out pins and certificates and make sure all fees are paid.