



ACMG

Training and Assessment Program

Hello and thank you for your interest in applying to the ACMG Training and Assessment Program (TAP).

As of April 30, 2018, the ACMG will be running the program for an undetermined period. For any courses beginning May 1, 2018, please use the following pages and application packages that are appropriate for your needs. If you have any questions, feel free to direct them to us at tap@acmg.ca.

If you have previously taken a course with the Canadian Mountain and Ski Guide Program at Thompson Rivers University, it is possible that we will not have your complete file and may request an update on your resume, letters of recommendations or other info.

Best of luck as you enter the guiding or climbing instructor paths.

The TAP Team

TAP APPLICATION PACKAGE

Assistant Hiking Guide



ACMG
Training and Assessment Program

ACMG Training and Assessment Program
Box 8245
Canmore, AB Canada T1W 2T9
403.679.9181
tap@acmg.ca

Assistant Hiking Guide Application Package

Package Contents:

1. Program Description
2. Notice of Increased Risk
3. Application Information
4. Sample Format Hiking Resume
5. Guidelines for Letters of Recommendation

To Register:

- Review the application package to confirm you meet the prerequisites
- Complete the online application form: [TAP Application Form](#)

Payment and Cancellation Policy

The course fee is due once you are formally accepted and registered into the course and must be paid in full.

The following policies are strictly enforced.

1. To receive a refund, the ACMG TAP office must receive notice of cancellation by e-mail or post a minimum of 4 weeks before the course start.
2. There are no refunds of any kind if you cancel after the 4 week deadline.
3. The no refund policy includes personal injury, illness, medical reasons, family emergency etc.
4. If the TAP cancels the course, all fee payments will be returned in full.

1. Assistant Hiking Guide Certificate

The Hiking Guide program trains and certifies participants to guide on and off-trail on all types of hiking terrain, and includes day-hikes and multi-day backpacking trips.

There are three components to the Hiking Guide Program. The first is the Assistant Hiking Guide course. This is followed by a supervised apprenticeship. The final component is the Hiking Guide Exam.

Assistant Hiking Guide Course

This 9-day course combines training and certification. The first 4 days focus on training; this is followed by 4 days of assessment including a 3 day backpacking trip. The final day includes a written exam and optional personal interview. The expectation is that participants arrive with developed recreational skills and are ready to learn the application of “guiding skills”.

Hiking Guide Exam

The Assistant Hiking Guide course is a prerequisite to the Hiking Guide exam. Assistant Hiking Guides should complete one full season of supervised guiding before applying to the Hiking Guide exam. The Hiking Guide Exam takes place over 6 days and includes a 4 day backpacking trip. The final day includes a written exam and optional personal interview.

2. Notice to Participants of Professional Guide Training Courses - Increased Risk

The ACMG provides training intended to develop professional skiing, climbing, hiking, rescue, and wilderness travel guides. To train professional guides it is necessary for students to participate in activities that have higher levels of risk than what may be considered reasonable by entry-level, intermediate, novice, commercial guiding, or recreational standards. This may include, but is not limited to activities such as: lead climbing where the climber places his or her own protective equipment, travel and decision making in avalanche terrain, climbing and rescue in a multi-pitch environment, driving program vehicles, hiking in unusually rough and remote terrain, stress from examination and grading processes, making route and hazard assessment decisions on behalf of other students, unsupervised activities; and continuing with an activity when it may not be considered reasonable by entry- level, intermediate, novice, commercial guiding, or recreational standards (for example, when fatigued, in inclement weather, or in high hazard conditions).

AT THE START OF EACH COURSE or EXAM YOU ARE REQUIRED TO SIGN A LEGAL RELEASE DOCUMENT (Waiver). YOU CAN VIEW A COPY ON-LINE. WE RECOMMEND YOU SEEK LEGAL ADVICE IF YOU HAVE QUESTIONS.

3. Application Information

Prerequisites Required Before You Can Apply

- ❖ You must be 19 years of age
- ❖ Have a current Advanced (80 hr.) First Aid and CPR certificate (Wilderness First Aid is preferred; however, OFA 3 will be accepted).

To Apply You Must Submit

- ❖ Application form
- ❖ Personal resume which includes:
 - Educational background
 - Related work experience
 - Goals for becoming a guide
 - Other information you feel is pertinent
- ❖ Hiking skills resume showing you have the minimum leading experience including the following: (see attached page for skills resume format)
 - A description of how you have gained a good understanding of hazards related to mountain and wilderness hiking
 - 30 day hikes, of which 10 should describe off-trail, travel in alpine terrain and a minimum of 700 meters elevation gain/loss.
 - 21 backpacking trip nights. Describe trips involving camping in alpine terrain.
 - Trips requiring map and compass use for navigation.
- ❖ References familiar with your personal hiking and backpacking background.
- ❖ Letter of recommendation or support. See guidelines below.

Concerning Applications

Allow yourself adequate time to create a well-structured, organized, and complete application that arrives on time. Your application plays a significant role in whether you will be accepted into the program. Poorly organized applications or unformatted resumes jeopardize your acceptance as your background, skills and qualifications may not be clear and/or may compare unfavorably to other applications. Please retain a copy of your application for your records or in case of loss.

Application Deadline

Applications must be complete and received by the office by the application closing date. Late or incomplete applications may not be accepted.

Application deadlines, course dates and fees can be viewed online at www.acmg.ca or contact the Program Office at **403.6799181**. Dates and fees are updated regularly and may change without notice.

Notification of Acceptance

All applicants will be notified of acceptance or rejection. Once accepted, the course fee becomes due immediately and must be paid in full to confirm placement.

If accepted and it becomes clear to the instructors that you are not at the standard indicated on your application, instructors have the right to remove you from further participation.

4. Sample Format for Hiking Experience Resume

Please use this format list the types and styles of hikes. This will present relevant information in a concise format. If you have more experience in any category, feel free to list these experiences as it will demonstrate greater depth to your experience.

20 Day Hikes

Route	Location/Area	Date
<i>Name of route/hike</i>	<i>area /range</i>	<i>month/year</i>
1.		
2.		
<i>Etc.</i>		

10 Day Hikes in Alpine Terrain with a minimum of 700 m elevation gain/loss

Route	Location/Area	Date
<i>Name of route/hike</i>	<i>area / range</i>	<i>month/year</i>
1.		
2.		
<i>Etc.</i>		

21 Backpacking Trip Nights

Route	Location/Area	Duration	Date
<i>Name of route/ hike</i>	<i>area / range</i>	<i>number of days</i>	<i>month/year</i>
1.			<i>r</i>
2.			
<i>Etc.</i>			

5. Guidelines for Letters of Recommendation

- A. *Please include the following in your letter:*
 - a. Your name, contact information, position, and certification
 - b. The applicant's name

- B. *Based on your personal experience of the applicant:*
 - a. What is your relationship to the applicant (friend, mentor, supervisor)?
 - b. The length of time you have known the applicant
 - c. What is your impression of the applicant's general hiking and backpacking skills (fitness, movement, preparedness, navigation, and risk management)?
 - d. What is your impression of the applicant's leadership and decision-making skills?
 - e. What is your impression of the applicant's potential as a hiking guide?

- C. *Additional comments are welcome.*

- D. *Please sign and date your letter.*