



# 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](mailto: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**

**Top Rope Climbing Instructor**



# ACMG

Training and Assessment Program

ACMG Training and Assessment Program  
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## Top Rope Climbing Instructor Application Package

### Package Contents:

1. Program Description
2. Notice of Increased Risk
3. Application Information
4. Sample Format Climbing 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. Top Rope Climbing Instructor Certificate

Top Rope Climbing Instructors (TRCI) instruct and supervise top rope climbing at established outdoor climbing venues with easy access to the base and anchors and where participants do not require anchoring between climbs or rappels.

Top Rope Climbing Instructors work with supervision provided by organizations such as summer camp programs, educational institutions, and climbing schools.

Course syllabus includes:

- ❖ *Front country group management and environmental best practices*
- ❖ *Climbing site management and safety briefings*
- ❖ *Assessment and construction of climbing and rappel anchors using bolts or trees*
- ❖ *Conduct of top rope courses including appropriate risk management*
- ❖ *Conduct of rappelling sessions, including appropriate risk management*
- ❖ *Basic climbing principles*
- ❖ *Emergency response for stranded or injured climbers, including risk management*
- ❖ *Screening of belay and movement skills (5.10a top rope and 5.9 leading on bolts)*
- ❖ *Industry standards of preparation and professionalism*

## 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 minimum of 30 days outdoor climbing experience over at least 2 years
- ❖ Have lead climbed 20 outdoor routes, 10 of these routes are at a minimum standard of 5.9
- ❖ Can top-rope to a minimum standard of 5.10a
- ❖ Standard first aid and CPR certifications

#### To Apply You Must Submit

- ❖ Application form
- ❖ Personal resume which includes:
  - Related training courses
  - Related work experience (documented with location, references, responsibilities)
  - 1 – 2 paragraphs about your background and goals related to becoming a Top Rope Climbing Instructor
  - Other information you feel is pertinent
- ❖ Climbing skills resume. See attached page for the recommended format for your skills resume.
- ❖ A letter of recommendation from an outdoor climbing operation (camp, educational institution, or climbing school) or ACMG certified Rock Guide or Alpine Guide.
- ❖ Two references, including contact information, who can verify your climbing skills
- ❖ Proof of current standard first aid and CPR certifications (send a copy of certificates that shows the expiry date)

#### 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](http://www.acmg.ca) or contact the Program Office at **403.679.9181**. 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 Climbing Skills Resume

A climbing skills resume can be set up in a spreadsheet format to conveniently list climbs and relevant information in a concise format for the application review committee. You must document at least two years of climbing experience that includes a **minimum of 30 days outdoors**.

#### Top Rope Climbs (5.10a or harder)

<b>Route</b> <i>Name of route</i>	<b>Difficulty</b> <i>Grade</i>	<b>Location/Area</b> <i>area or crag</i>	<b>Date</b> <i>month/year</i>
1.			
2.			

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#### 20 Lead Climbs (10 of which are 5.9 or harder)

<b>Route</b> <i>Name of route</i>	<b>Difficulty</b> <i>Grade</i>	<b>Location/Area</b> <i>area or crag</i>	<b>Date</b> <i>month/year</i>
1.			
2.			

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#### Additional Climbing Experience (use separate page if necessary)

<b>Route</b> <i>Name of route</i>	<b>Difficulty</b> <i>Grade</i>	<b>Location/Area</b> <i>area or crag</i>	<b>Date</b> <i>month/year</i>	<b>Style</b> <i>lead/ top rope</i>
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## 5. Guidelines for Letters of Recommendation

- A. *Please include the following in your letter:*
  - a. Your name, contact information, occupation, and position
  - b. The applicant's name
  - c. The length of time you have known the applicant
- B. *If you are an employer or supervisor, please describe:*
  - a. Your impression of the applicant's work experience (work ethic, daily tasks and contribution)
  - b. Your impression of the applicant's involvement in work place decisions (observer, active participant, team leader, team supervisor)
  - c. Your impression of the applicant's potential as a leader and organizational representative
- C. *If you are an ACMG Guide - based on your personal experience of the applicant:*
  - a. What is your relationship to the applicant (friend, mentor, supervisor)?
  - b. What is your impression of the applicant's general climbing skills (fitness, preparedness, technical rope skills, risk management, climbing skills)?
  - c. What is your impression of the applicant's leadership and decision-making skills?
  - d. What is your impression of the applicant's potential as a climbing instructor?
- D. *Additional comments are welcome.*
- E. *Please sign and date your letter.*