

Required Materials and Deciding Which Updating Method to Use for the Swimming and Water Safety (r.09) Program

Required Materials for Instructors

- Water Safety Instructor Candidate's Kits (StayWell Stock No. 651213) which includes:
 - *Water Safety Instructor's Manual with CD-ROM*
 - *Swimming and Water Safety*
 - *Raffy Learns to Swim*
 - *Waddles in the Deep*
 - *Water Safety Handbook*

Required Materials for Instructor Trainers

- Water Safety Instructor Candidate's Kits (StayWell Stock No. 651213) which includes:
 - *Water Safety Instructor's Manual with CD-ROM*
 - *Swimming and Water Safety*
 - *Raffy Learns to Swim*
 - *Waddles in the Deep*
 - *Water Safety Handbook*
- Guide for Training Water Safety Instructors – available from your local chapter

You can purchase the materials from your local chapter or directly from StayWell using the Purchase Materials link on the Instructor's Corner Web site or by visiting www.shopstaywell.com.

Deciding Which Method to Use

Instructors and instructor trainers updating to the new Swimming and Water Safety (r.09) program can choose one of the following to update their authorizations:

- Complete the online update at www.instructorscorner.org; or
- Attend a group orientation through your local chapter

Updating Online

Advantages:

- Instructors have access to the update according their own schedules (24 hours a day, 7 days a week) from any location as long as the computer(s) they use are configured sufficiently to run the online update.
- The update is self-paced. If the instructor exits before completing the course, you can return at a later time to finish. The Water Safety (r.09) Instructor Online Update does not have bookmarking and will not remember any prior slides or questions you may have completed during an earlier session. If you leave the course before completing it, note the last page you have reviewed. When you return, you may use the "Next" button to advance to the place where you stopped on your previous visit, only stopping to answer the knowledge check questions.
- Instructors can return to the online update for clarification and review during the entire implementation period which ends December 31, 2009.
- The Instructor's Update Verification form is available at the conclusion of the online update. When you have completed the last lesson, you can view the verification form. After the instructor completes the form, it will be automatically convert to an Adobe Acrobat (.pdf) file that you can save, print hard copies or email. Instructors should keep a copy for their records and **submit another copy to their local Red Cross chapter**. Instructors can mail, fax or hand carry a paper copy or email an electronic form to their chapter. This form **must** be received by the chapter before instructors can be authorized to teach from the Swimming and Water Safety (r.09) Program.

Disadvantages:

- Instructors are unable to ask questions for additional clarification.
- Computer must meet specific configuration standards including high-speed internet access in order to access the online update.

Updating in a Group Orientation**Advantages:**

- Instructors have the ability to ask questions after each lesson and learn from a group discussion.
- Instructors complete verification forms and chapters can issue new Instructor Authorization Certificates after the group orientation is completed.
- Instructors have the opportunity to talk and share ideas with chapter staff and other instructors and instructor trainers.

Disadvantages:

- Instructors must attend when the orientation(s) are scheduled which may not fit into their schedules.
- Instructors cannot advance through the lessons at their own pace.

Questions Relating to the Online Update**Bookmarking**

Q. I exited the course before I completed it. When I return will the course open to the last page I viewed?

A. No. The Water Safety (r.09) Instructor's Online Update course does not include bookmarking, and will not remember any prior slides or questions you may have completed during an earlier session. If you leave the course before completing it, note the last page you have reviewed. When you return, you may use the "Next" button to advance to the place where you stopped on your previous visit, only stopping to answer the knowledge check questions.

Accessing Verification Form

Q. I need a copy of my verification form. How do I access it?

A. When you have completed the last lesson, you can view the verification form. Fill in the form and it will be converted into an Adobe Acrobat (.pdf) file that you can save, print hard copies or email. Keep a copy for your records and submit another copy to the local Red Cross chapter that keeps your records. You can mail, fax or hand carry a paper copy or email an electronic form to your chapter. This form must be received by the chapter before you can be authorized to teach from the Swimming and Water Safety (r.09) Program.

Materials Requirements

Q. I don't have my materials yet. Can I complete the online update?

A. You can review all the pages in the update and access your verification prior to receiving your program materials. When you obtain and retain a set of materials, complete your verification form and return a copy to your local Red Cross chapter to complete the update process.