

200 IQC INSTRUCTOR CONVERSION CLINIC GUIDE

The purpose of this IQC is to provide a process by which an experienced and qualified sailing Instructor from a non-ASA system can apply for ASA Instructor Certifications.

As with all ASA IQCs, the 200 requires an Affiliate Host and a qualified Instructor Evaluator. The IQC may be scheduled and posted or be private. There are some fixed ASA costs, and the total cost to the Candidate is determined by the Host Affiliate.

The 200 IQC is conducted in three discrete Sessions: Knowledge, Skills, and Validation.

The Host determines that a Candidate is qualified to take the IQC. Once application is confirmed, the Host provides the Candidate with a unique link to the online Knowledge Session and schedules them for the Skills Session at the Host facility.

The Knowledge Session is independently conducted online by ASA. The Candidate independently registers and pays ASA for this Session. The Candidate is provided with an Application and a link to IQC materials to be downloaded. The approximately two hour online Session contains a series of videos which may be paused but not skipped. At the conclusion of the Videos, there is a 200 IQC online Examination. Upon the Candidate's satisfactory conclusion of the Knowledge Session, ASA will inform the Host of the Candidate's ability to enter the Skills Session.

The Skills Session is conducted at the Host facility. ASA exams and procedures are reviewed and the Candidate is evaluated for lecture/teaching, coaching and sailing skills. The IE and Host prepare the appropriate Certification Request documentation, purchase the corresponding IVNs, enter the certifications in the ASA system, and send IQC and supporting materials to ASA.

Note: the Host does not need to purchase the Instructor Membership (IM) for the Candidate, just the IVNs for the Candidate's requested certifications. ASA will use the information and fees from the Knowledge Session to enter the Instructor Membership.

The Validation Session is conducted by ASA. The IQC Knowledge, Skills, Certification Requests, and Candidate's supporting documentation are analyzed by ASA for Validity. If confirmed, ASA will validate the certification(s) and the Candidate proceeds as a certified Instructor.

Note: ASA will inform the host should the Candidate's certification requests not be validated. The Host will work with the Candidate for future plans or refund of IVNs. The IM is not refundable.

Conducting the 200 IQC

As with All IQCs, the IE must have the 200 certification in order to conduct the 200 IQC. Fortunately, your 201 enables you to obtain the 200 certification in less than two hours at no cost. You will only need to read this document and complete the Candidate's online Knowledge Session.

The recommended syllabus for the Skills Session at the Host facility is similar to the checkout in the 201 and was developed with some of the best ASA Affiliate schools indicating how they conduct their own checkouts of new instructors.

200 IQC Skills Syllabus:

1. Introductions
2. Questions or clarifications regarding the Knowledge Session.
3. Familiarization and discussion of the standard ASA 101 student examination document. This is a teaching tool. The Candidate is to study and understand all aspects of the examination as a model for ASA examinations.
 - a. 101 Student information section
 - b. 101 Exam and answer formats
 - c. 101 Sailing skills evaluation checklist
4. Discussion of Classroom Evaluation using ASA-165
5. Define afloat sailing skills evaluations to be performed. Suggestions:
 - a. Explain and demonstrate rigging and de-rigging
 - b. Explain and demonstrate undocking and docking
 - c. Expectation to perform while narrating single-handed Figure-8 COB process
6. Conduct afloat sailing skills evaluations.
7. Consult with Candidate to determine the ASA certifications to be requested.
8. Prepare certification request for each Candidate (Host to purchase IVNs)
9. Prepare standard IQC documentation plus Candidate's non-ASA documentation and deliver to ASA for Validation.

Note: the Skills Session is designed to be about three hours with three Candidates.

If you are an IE and want your 200 certification so that you can conduct 200 IQC's, go to:

<https://asa.com/asa-200-iqc/> Be sure to include your ASA #. IE code is FREE2021.

When completed, ASA is informed and will enter your 200 certification.

200 IQC STEP DETAILS

1. Any IE conducting the IQC must have the 200 certification, which the IE obtains by completing the Knowledge Session at no cost.
2. The ASA website has a description of the IQC 200 clinic and procedures.
3. The IQC 200 is planned, priced, scheduled, posted, and managed as with any IQC.
4. Candidates contact the IE/Host requesting an IQC 200 Application
5. The IE/Host indicates that the IQC is in parts (Sessions) and that the Knowledge Session includes Instructor Membership; is independently purchased (\$79) from ASA; and must be completed before attending the Skill Session.
6. The IE/Host is responsible for overall IQC and IVN payments, and sends the Knowledge Session link to the Candidate.
7. The Candidate completes the Knowledge Session of the IQC 200, and ASA and the IE/Host are notified.
8. The payment for the Knowledge Session is used by ASA to create the Candidate's new Instructor Membership Record.
9. In the Skills Session the IE reviews the ASA 101 examination and evaluates the Candidate's lecture and teaching afloat skills in the spirit of the 201 format and standards (single-handed COB strongly suggested).
10. The IE and Candidate agree on which ASA certifications are possible and supported.
11. As with any IQC, the Affiliate will purchase the IVNs and enter the Candidate's appropriate 2XX certification online to ASA. The Knowledge (examination) score will be entered. The Skills score will be entered as 100.
12. As with any IQC, the IE will send in the Candidate's documentation supporting the Certification Request form to ASA HQ. However, the Candidate's other documentation takes the place of the usual examination score and information.
13. ASA analyzes the matching certification detailed request documentation and validates the certifications. ASA will enter the initials of the other organization in the "K" Skill of the certification in place of the examination score.
14. If not validated, the IVN will be refunded to the Affiliate, and the IE and Affiliate can discuss follow-up plans with the Candidate. The candidate will retain the Instructor Membership from the ASA online Session.
15. Validated 200 conversion certifications are then merged and processed the same as standard IQC certifications. Note: 200 converted 201 certifications are not eligible for USCG AMERSA-61 applications.