

CLIMBING WALL ASSOCIATION

CLIMBING WALL INSTRUCTOR CERTIFICATION PROGRAM

POLICY MANUAL

Third Edition
2023

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Contents

I. Introduction	4
A. The Climbing Wall Instructor Certification program	4
B. Certification programs.....	4
C. Governance	5
D. Goals of the CWI Certification Program	6
E. Eligibility	7
F. Limits of the Climbing Wall Association CWI Certification Program and Credentials.....	8
II. The Certification Standards	10
A. Scope of Standards	10
B. Intent and Interpretation of Standards.....	11
C. Format of the Standards	11
D. Compliance with Standards.....	12
III. The CWI Certification Process.....	13
A. Candidate Preparation	13
B. Request Information and Submit Application.....	14
C. Attend CWI Certification Course.....	14
D. Candidate Evaluation.....	14
E. Provider Evaluation	15
F. Initial Certification	15
G. Continuing Certification	16
IV. CWI Certification Program Providers.....	17
A. Program Providers	17
B. CWI Program Provider Course.....	18
C. Training Format	19
D. Provider Qualifications and Professionalism	19
E. Steps to Becoming a CWI Program Provider.....	20
F. CWI Program Provider Responsibilities	20
G. Maintaining CWI Provider Status	21

A. Tasks for the Instructor or Instructional Team Pre Course	25
B. Course Format	26
C. Completing the Assessment Instrument for Each Candidate	28
D. The Candidate Exit Interview.....	Error! Bookmark not defined.
E. Post Course Tasks.....	Error! Bookmark not defined.
VI. Other Policies.....	31
A. Climbing Wall Instructor Certification Standards Committee Meetings.....	31
B. Confidentiality in the Certification Program.....	31
C. Dissemination of Information	33
D. Re-Examination and Appeals.....	33
Informal Appeal or Re-examination	33
Formal Appeals.....	34
E. Alternative Qualification Process for Program Providers	35
F. Qualification by Reciprocity.....	36
G. Certification Program Evaluation.....	36
H. Annual Membership and Fees	37
I. Continuing Certification.....	37
J. Conflict of Interest.....	38

I. Introduction

A. The Climbing Wall Instructor Certification program

Climbing Wall Association, Inc. (CWA), a non-profit corporation, sponsors the “Climbing Wall Instructor certification program” (CWI). The purpose of the certification program is to establish a voluntary certification for climbing instructors and a uniform set of performance standards that can be easily adopted worldwide.

The **mission of the CWI Certification program is** to increase the professionalism, knowledge, and experience of climbing wall instructors by providing access to quality certification programs.

B. Certification programs

Certification refers to the confirmation of certain characteristics and/or skills of a person at a particular time. This confirmation is often provided or confirmed by some form of educational preparation, review, and assessment. One of the most common types of certification is professional certification, where a person is certified as able to competently conduct a job or task, usually by passing an examination. The focus of the Climbing Wall Instructor certification program is to assess the ability of the candidate to teach technical climbing skills, especially belay technique, on artificial terrain.

There are two general types of professional certification: one is valid for life once the exam is passed; the other must be renewed after a certain period of time on an ongoing basis. The CWI certification must be renewed every three years. Also, certifications can differ within a profession by level or specific area of expertise. The CWI certification program includes three levels of certification:

1. Climbing wall instructors – instruct climbing skills
2. Program providers – assess CWI candidates for certification
3. Provider trainers – assess CWI Provider candidates for certification

Certification is a *voluntary process of training and evaluation* that credits an individual with conforming to a prescribed set of certification standards that existed at the time of the evaluation or examination.

C. Governance

The CWI certification program is the responsibility of the CWA. Responsibilities include:

- Oversight of the program
- Program policy
- Day-to-day administration
- Development and support of the program provider and provider trainer pool

Program personnel, including the CWA, providers, and provider trainers, are charged with the promotion, delivery, and maintenance of the Climbing Wall Instructor certification program in the best interests of the CWA, its members, and the public.

The CWA is responsible for safeguarding the integrity of the CWI certification program. Therefore, the CWA reserves the right to confer, deny, temporarily suspend, or permanently withdraw certification or program provider status at any time for any reason. The CWI certification program's decision to confer, deny, temporarily suspend, or permanently withdraw certification or program provider status is in no way intended as a judgment by the CWA on any aspect of the certified instructor's or program provider's programs or services other than the ability to participate in the CWI certification program.

Certification Standards Committee

Responsibility for maintenance of the certification standards is delegated to a chartered committee of the CWA called the Climbing Wall Instructor Certification Standards Committee. The program and committee have been established and empowered by the CWA Board of Directors.

The CWI Certification Standards Committee responsibilities include:

- Develop and maintain standards, alternative qualifications.
- Confer, deny, or withdraw certification for providers.

- Set policies and procedures concerned with the governance and operation of the program.
- Develop educational materials.
- Evaluates the program periodically.

D. Goals of the CWI Certification Program

The primary goals of the CWI Certification program are:

1. To increase the level of professionalism in indoor climbing;
2. To improve the level of consistency and competency in indoor climbing technical instruction;
3. To define a consistent standard of care for climbing instructors in the following areas:
 - a. client orientation and instruction including the use of auto belays and bouldering.
 - b. teaching general climbing skills including movement.
 - c. teaching proper belaying techniques.
 - d. teaching proper leading techniques.
 - e. teaching proper equipment care and use.
 - f. proper facility use, care, and inspection.
 - g. risk management and emergency procedures.
4. To evaluate the technical skills of climbing instructors.
5. To evaluate the instructional skills of climbing instructors.
6. To provide candidates with guidance for further professional development.
7. To provide a means of promoting consistency and quality assurance in climbing instruction for the benefit of the public.

The CWI certification program focuses on:

- Education
- Review of industry practices
- Skills evaluation of individual candidates
- Using consensus performance standards developed by leading professionals in the field of climbing sports which have been subjected to public review.

Certification standards are intended to address the minimum criteria a candidate should meet to be able to comply with prevailing industry practices and standards of care.

CWI Program providers and the CWA online learning tools assess a CWI candidates' compliance with the certification standards.

E. Eligibility

The CWI certification program maintains program eligibility requirements and recommendations. Eligibility requirements and recommendations are overseen by the Climbing Wall Instructor Certification Standards Committee. The committee is required to take stakeholders into account when developing, evaluating, or modifying eligibility requirements and recommendations.

Candidates may question eligibility determinations made by a provider by appealing to the Climbing Wall Instructor Certification Standards Committee. The appellant must demonstrate to the committee that the eligibility requirements are inappropriate, irrelevant, or unreasonable prerequisites for competence in their professional role to successfully challenge an eligibility decision. The Certification Standards Committee may determine an alternative qualification on a case-by-case basis.

Any person meeting the pre-requisites for CWI certification may stand as a candidate for certification. Eligibility is determined based upon review of the pre-requisites by the course provider. CWI certification prerequisites are determined by the Level of certification being sought. *See the Certification Standards at the end of this document for specific information for each Level of certification.*

Note: A determination that the candidate is eligible to apply for certification in no way expresses or implies that the candidate will meet the requirements for certification.

F. Limits of the Climbing Wall Association CWI Certification Program and Credentials

The CWI certification program is a voluntary program for indoor climbing instructors and is employed as a means of industry self-regulation. Neither the CWA nor CWI certification program personnel have the authority to bar or ban an individual from the practice of his or her chosen profession. The CWI certification program only has the authority to confer, deny, suspend, or remove certified status within the program.

Limits of the CWI Certification program:

- Certification is an assessment that an individual has met the specific minimum published certification standards current at the time of the examination.
- The certification standards are maintained and revised periodically by the CWA Climbing Wall Instructor Certification Standards Committee.
- Given the varied prior experience of the candidates, the varied experience and perspectives of the providers, the finite time available to complete the course and evaluation, and the nature of the performance standards, it is not possible to guarantee absolute consistency from provider to provider, course to course, or assessment decisions from different providers.

A degree of consistency is the goal of the program, therefore, identical course materials, evaluation instruments, and performance standards are adopted, made available to participants, and applied throughout the program.

Compliance with the certification standards must be observed directly, and an informed conclusion should be reached by the provider(s) with respect to the candidates' compliance with the current certification standards.

A CWI candidate's compliance with the standards is assessed through a variety of methods including:

1. Interviews
2. Knowledge of written material
3. Reasonable inference of competency as defined by the assessment tools
4. Direct observation of the candidate's performance of skills and tasks

The CWI certification program providers evaluate the candidates' actual performance with the understanding that if these skills and tasks are performed adequately, then the candidate has the requisite knowledge, skills, and abilities and may be certified.

While certification standards focus on the performance of technical skills, abilities, sound instructional practices, and risk management practices; CWI certification is not a guarantee that certified individuals or their clients will be free from harm. In fact, risks are inherent in climbing instruction and in the sport of climbing in all of its forms. Risk and the uncertain outcomes associated with climbing activities help to provide the endeavor with its allure, its value, and its power as a life-long recreational pursuit.

II. The Certification Standards

The CWI certification program has published the criteria for certification. The certification standards themselves will be made readily available to the public.

The certification standards are:

- Performance-based skills
- Observable attributes
- Knowledge

Certification standards will be assessed using a standard assessment instrument and process.

Certification providers grant or deny certification according to compliance with the standards.

The program consists of the following tools for delivery:

- Course manuals and charts
- Online interactive course content
- Supporting tools for program planning
 - Sample activity plans
 - Sample games
- Assessment tools
- Glossary of terms

The certification program also references the CWA publication: *Industry Practices: A Sourcebook for the Operation of Manufactured Climbing Walls*, which program providers can access free of charge.

A. Scope of Standards

The CWI certification program standards are largely focused on technical skills, are intended to represent minimum competencies for a professional climbing wall instructor and are designed to be applicable in a wide variety of climbing facilities.

The standards will not and cannot address all instruction or operations in all facilities. The certification standards can be considered the basis upon which to build an appropriate staff training program suitable for a given facility. In other words, the certification standards may include material not relevant to a

particular facility (e.g. auto belay devices) or may omit essential material applicable to a particular facility (e.g. use of exercise equipment).

Regardless of the course venue, the entire certification curriculum, including all standards, must be reviewed, and assessed to confer the certification credential.

B. Intent and Interpretation of Standards

CWI certification standards were designed to help professionals and the public identify key performance criteria to assess competency in basic climbing instructional skills for artificial terrain. The criteria contained in the standards are elements of effective and professional climbing instruction. CWI certification standards are intended to be statements of acceptable practice as defined by experienced professionals and climbing equipment manufacturers.

Finally, while standards should remain stable over time, standards are not fixed. Standards must evolve according to a variety of factors including:

- Theory
- Practice in the field
- New and emerging technology
- Experience,
- Research,
- The regulatory environment
- Public attitudes and expectations

The standards are reviewed regularly and revised periodically by the Climbing Wall Instructor Certification Standards Committee which is the final authority regarding standards development, application, and interpretation.

C. Format of the Standards

The standards are organized into several domains which are reflected in the statement of standards and the assessment instrument. Each domain of learning or performance includes a set of related criteria that may be presented by the provider in an order suitable for the course and the candidates as the provider sees fit. The current standards can be found on the CWA web site.

D. Compliance with Standards

A candidate for Climbing Wall Instructor certification must meet all (100%) of the required standards on the assessment instrument to achieve certification.

However, certification may be conferred with a Level 1 (bouldering), Level 2 (auto belay and top rope), or Level 3 (lead) endorsement. It should be clear if and how each standard is met. If a standard does not apply, the standard should be marked "Does Not Apply" or "DNA". Determining conformity with the standards is the prerogative of the course provider.

If a candidate disagrees with the assessment the candidate can appeal to the provider to request to be re-tested later. See the appeals section later in the policy manual.

E. Continuing Certification

It is the responsibility of a CWI certified candidate to maintain their certification by compliance with the following guidelines:

- Continuing education
- Maintenance of their profile in the CWA Community Hub
- Being up to date with revisions to the CWI certification program and program materials

III. The CWI Certification Process

A. Candidate Preparation

The prospective CWI candidate should meet the climbing experience requirement prior to enrollment. Prior preparation for certification is perhaps the most important element in a successful certification experience. Candidates should evaluate their knowledge and skills against the certification standards and undertake any training needed prior to the certification course.

See certification standards document at the end of this document for specific CWI Level pre-requisite requirements.

When a candidate enrolls in the certification course, the candidate receives access to the necessary course content to prepare for assessment conducted at the end of the online learning and during an in person or virtual assessment with a provider.

Preparation to meet the eligibility criteria for certification may take as long as several months or years. It may be necessary to develop new skills and abilities to pass the examination component of the course. Once enrolled, a candidate has six months to pass the examination component of the course. If the candidate cannot pass the examination within the six-month period, the candidate will receive a failing grade.

To avoid conflicts of interest between the educational and certification functions, the CWI certification program does not and cannot accredit courses of study leading to certification. In addition to not accrediting programs leading to the initial certification, the CWI certification program does not require that candidates complete a particular organization's program for certification eligibility.

However, the CWI certification program may provide supplemental educational materials and programs including but not limited to primary education, exam preparation courses, and study guides. Regardless of any educational materials or programs offered by the CWI certification program, in no case are these materials or programs the only available route to certification and

purchase of these supplemental materials or participation in these programs are not required for initial certification.

B. Request Information and Enroll in Course

The candidate can review information on the CWA website, contact a provider or the CWA staff for information. The prospective candidate should self-assess whether they meet the prerequisites for the course. If the applicant determines they are eligible, they may approach a provider for enrollment or enroll in a CWA Virtual Certification course through the CWA website. ***The enrollment application remains valid for a period of six (6) months from the date of enrollment.*** The applicant must complete the requirements for certification within six months or must reapply.

C. Attend CWI Certification Course

All candidates must begin certification with the CWI Foundation Course and progress through the Levels of certification in order.

The CWI Certification Course includes online learning content which can be completed generally within two to three hours for each level of certification. The certification applicant must successfully complete the entire online course, or substantially the entire course, prior to attending the in-person assessment or virtual assessment with a provider. The provider must complete the assessment for each candidate for the course to be considered complete and valid.

D. Candidate Evaluation

The provider evaluates each candidate as the course progresses using a standard assessment instrument. The provider marks each element on the assessment instrument with a grade of pass, marginal, or fail, and records comments on specific tasks, skills, or abilities. Providing comments enables the provider to have a record to refer to in the event of an appeal. The provider also records an overall grade for the course of pass, marginal, or fail. The

provider submits the assessment for each candidate in the course on the community hub within two (2) weeks of the in-person assessment.

E. Provider Evaluation

The candidates evaluate the certification provider in writing through a survey assignment in the course. **The survey must be complete prior to the certification being granted.** The evaluation should include, at a minimum: an assessment of the provider's performance as an instructor, recommendations for improvements to the certification course, and a section for general comments.

F. Initial Certification

CWI Certification

Initial CWI certification is valid for three years. There is no individual CWA membership requirement for maintaining CWI certification, although there is a course fee which is assessed by the provider for each candidate and paid to the CWA at the enrollment of candidates in a course.

Provider Certification

Provider certification is contingent upon the following criteria:

- Maintaining CWA membership status either through your employer or on your own
- Ongoing professional training
- Payment of fees
- Re-certification every three years or continuing education in recognized CEU courses
- Valid first aid
- Maintenance of *liability insurance within the facility the provider is offering course delivery*

****Note: a provider is responsible to ensure the information provided to the CWA is accurate and up to date. Failure to maintain accurate information can result in a suspension of certification.***

If any of the requirements of being a provider are no longer met – for example expiration of a first aid or CPR certification, or loss of insurance – then the

provider certification status is suspended and the provider may not offer a CWI course until those requirements have been addressed.

G. Continuing Certification

Certificants are notified approximately six (6) months prior to the expiration of their certification and are encouraged to renew their certification. The certificant can either choose to take the entire course over again or take an [assessment] for prior certificants. At a minimum the re-certification course must include an evaluation using the current program assessment instrument. If certification lapses, the certificant will be removed from the certification roster maintained by the CWA until the certification is reinstated.

IV. CWI Certification Program Providers

A. Program Providers

The CWI certification program is offered through a network of program providers. Program providers have generally completed CWI certification with a lead endorsement (or higher certification or equivalent professional training) and completed all the requirements to become a provider. Candidates for provider status must complete an on-line application and submit a cover letter, resume, references and other documents. Electronic copies of the application materials are available on the CWA web site.

Any person meeting the pre-requisites to become a CWI certification program provider, and who maintains appropriate membership status, may stand as a candidate for certification to be a provider and is encouraged to apply. Eligibility is determined based upon review of an application, a current résumé or *curriculum vitae*, references, completion of a provider course if applicable, and willingness to complete an attestation and agreement. An interview may also be required. Pre-requisites for CWI Certification program provider include:

1. Current membership in the CWA (provider or provider's employer).
2. 21 years of age.
3. Current first aid and CPR (for example, American Red Cross Basic - 5.5 to 6.5 hours, or equivalent).
4. Climbing ability: 5.9 top rope and 5.8 lead on artificial structures.
5. Current CWA CWI Level 3 certification.*
6. Two non-related professional references, including contact information and phone number.
7. A signed agreement and attestation on file.
8. Proof of general liability insurance.

*If the candidate is not a current CWA Certified Level 3 Lead Climbing Instructor, the candidate may complete an alternative qualification procedure if the candidate has prior experience as an instructor or guide, or other equivalent certification will be considered as evidence of qualification. Candidates without proof of comparable CWI Level 3 certification will be required to request the CWI Certification Standards Committee review their

experience presented in writing along with the completion of two reference letters attesting to the candidate's readiness.

The CWA Certification Standards Committee approves all new applicants to the provider pool and maintains a list of approved providers.

B. CWI Program Provider Course

The CWA, or program provider trainers, will offer a program provider training course from time to time. The CWA is the only organization that may sanction program provider trainings. The provider training provides an overview of the Climbing Wall Instructor certification program for prospective providers. This training reviews program and provider policies, the CWA Industry Practices, the student manual and curricula, and general course flow. Program providers may request a complimentary copy of the Industry Practices for their own use. A significant portion of the training will be spent in scenarios to develop provider skills in consistent nationwide delivery of course content, fair student evaluation, providing effective student feedback, risk management, student safety during the course, and in establishing a consensus in pass/fail performance standards.

The goals of the provider course are:

1. To educate providers about the Climbing Wall Instructor certification program and to prepare providers to be effective advocates for the program;
2. To train providers to administer and deliver courses within the CWI certification program properly;
3. To help providers understand the program's policies and procedures;
4. To train providers in the program curricula.
5. To train providers in the evaluation of certification standards, use of the evaluation instrument, and how to accurately assess students.
6. To train providers in the use of the course/provider evaluation.
7. To communicate the risk management measures to be employed during certification courses.
8. To assess providers knowledge of Personal Protective Equipment (PPE).
9. To provide some legal education for CWI Provider Candidates
10. To provide a forum for providers to ask questions and have questions answered;
11. To ensure that the certification program is delivered with consistency and quality.

C. Training Format

The CWI program provider course involves 2-3 virtual calls, self-directed content and a one day, eight-hour course. Some lecture, but emphasis on demonstration, group discussion of the program and curricula, and review of course flow and scenarios to help prospective providers be able to offer a consistent course, consistent feedback to students, and a consistent standard of examination.

Course Outline:

Online Content

- I. Overview of CWI certification program
- II. Maintaining the program
- IV. Review of the Curricula - CWI certification program student manual and tools available to candidates
- V. Review of the certification process for CWI candidates

In person Assessment

- VI. Review of skills
- VII. Sample course flow
- VIII. Scenarios and exercises
- IX. Assessment and Feedback

D. Provider Qualifications and Professionalism

Program providers represent the CWA. Providers are certified based on the following qualities:

- Experience and qualifications
- Demonstration of required skills
- Degree of professionalism and courtesy, collegiality and confidentiality
- Instructional skills
- Ability to provide skillful feedback
- Assessment ability

The CWA may remove any provider if it finds that the person has compromised the integrity of the certification program.

Provider adherence to this policy document and any other required agreements are expected of all providers.

E. Steps to Becoming a CWI Program Provider

Step 1: Review and agree to the attestation and agreement document and the CWI Program Policy Manual.

Step 2: Register for a course.

Step 3: Complete the online course content and assignments and final knowledge check.

Step 4: Attend the virtual calls and required in person session. Attendance is required.

Step 5: Upon completion of the course requirements, complete the course and provider evaluation.

Expenses and fees associated with obtaining and maintaining provider status are the responsibility of the candidate.

Candidates who meet the eligibility requirements but may not be a CWI Level 3 certified instructor may contact the CWA to inquire about alternative qualification requirements.

F. CWI Program Provider Responsibilities

1. The CWI program provider will comply with all necessary rules and regulations regarding facility use and will carry or be covered by general liability insurance coverage.
2. The CWI Program provider will determine course planning such as scheduling, registration, and course cost for candidates (if any).
3. The CWI program provider will enroll and pay a per student course fee, regardless of whether the applicant passes the course. The course enrollment fee is nonrefundable.
4. The program provider will provide the final assessment of each candidate within 14 days of the conclusion of the candidate in person assessment.

5. A CWI program provider must be present for the assessment activities of any CWI course.
6. The CWI program provider will allow for accommodation requests sought by a CWI candidate.
7. The CWI program provider must follow current CWI Certification program curriculum and standards.
8. The CWI program provider must use the current standard evaluation instrument.
9. The CWI program provider should maintain accurate employment and profile information; meet the continuing education requirements and participate in required updates required to retain program provider status. (See more information below).

G. Maintaining CWI Provider Status

CWI program providers are expected to offer CWI certification courses periodically to keep their knowledge of the program and curriculum current. Alternatively, providers may participate in refresher training workshops for providers. These workshops are intended to improve the delivery and national consistency of the CWI program and to share ideas with other course instructors.

To maintain CWI program provider status, you must:

- Teach, co-teach, or observe at least one CWI certification course every certification cycle (three years).
- Attend a CWI program provider training or refresher course or participate in CWA offered continuing education courses once every certification cycle (three years).
- Actively participate in on-going professional development training.
- Pay the program fees for maintenance of certification.
- Maintain your (or your employer's) CWA membership.

Other criteria for maintaining provider status include recent employment or ongoing professional activity in climbing instruction. Retirees who meet all criteria except current employment may be approved as a provider. From time to time the CWA may approve an expert who may not meet all these criteria but whose participation in the program is deemed necessary or advantageous.

CWI program providers that fail to meet the above requirements become 'inactive'. If inactive providers wish to become a CWI provider again, they must reapply.

IV. CWI Certification Program Providers Trainers

The CWA, or program provider trainers, will offer a program provider training course sometimes. The CWA is the only organization that may sanction program provider trainings.

The provider training course provides the following:

- An overview of the Climbing Wall Instructor certification program
- Assessment criteria for prospective CWI candidates
- Reviews program and provider policies
- Reviews the CWA Industry Practices
- Reviews the student manuals and curricula, and course materials
- Program delivery guidelines
- Training for engagement with the online tools

A significant portion of the training will be spent in scenarios to develop provider skills in consistent nationwide delivery of course content, fair student evaluation, providing effective student feedback, risk management, student safety during the course, and in establishing a consensus in pass/marginal/fail performance standards.

C. Preparation for Course Delivery

The CWI program provider trainer will have an opportunity to shadow the delivery of a CWI Provider Course, to review Provider course delivery materials and take part in Certification Standards Committee meetings and discussions. Provider trainers will be well versed in the following:

- Industry trends
- Current CWA Industry Practices document
- The mission and vision of the CWA CWI Program
- The CWI program

D. Provider Qualifications and Professionalism

Provider Trainers represent the CWA. Providers trainers are invited to participate with the Certification Standards Committee based on the following:

- Experience and qualifications
- Knowledge of diverse industry practices and trends
- Degree of professionalism and courtesy, collegiality, and confidentiality
- Instructional skills
- Ability to provide thoughtful discussion on industry trends
- Assessment and feedback ability

The CWA may remove any provider trainer if it finds that the person has compromised the integrity of the certification program.

Provider trainer adherence to this policy document and any other required agreements are expected of all providers.

E. Steps to Becoming a CWI Program Provider Trainer

Step 1: Current certified CWI Provider

Step 2: Apply for a seat on the Certification Standards Committee

Step 3: Participate in CSC onboarding process and participate in meetings with the committee on a regular basis.

Step 4: Be trained in the delivery of a Provider course and candidate assessment criteria.

Expenses and fees associated with obtaining and maintaining provider trainer status are the candidate's responsibility.

Candidates who meet the eligibility requirements but may not be a CWI certified Provider may contact the CWA to inquire about alternative qualification requirements.

F. CWI Program Provider Trainer Responsibilities

The CWI Program Provider Trainer will:

- Comply with all necessary rules and regulations regarding facility use.
- Attend the required course delivery calls and in person session.
- Provide the final assessment of each candidate within 14 days of the conclusion of the candidate in person assessment.
- Assist in meeting the accommodation requests made by a CWI provider candidate.
- Follow current CWI Certification program curriculum and standards.
- Use the current standard evaluation instruments.
- Maintain accurate employment and profile information in the CWA community hub and web log in; meet the continuing education requirements and participate in required updates required to retain program provider status. (See more information below).

G. Maintaining CWI Provider Trainer Status

CWI program providers trainers are expected to regularly attend CSC meetings to keep their knowledge of the program and curriculum current.

To maintain a role on the CSC, committee members must:

- Abide by the Certification Standards Committee Charter.
- Attend a minimum of one CSC meeting per month.
- Actively participate in CSC meeting discussion and voting.
- Complete an orientation reviewing the role of delivery, the assessment criteria and outline of delivery.

Other criteria for maintaining provider trainer status include recent employment or ongoing professional activity in climbing instruction. Retirees who meet all criteria except current employment may be approved as a provider trainer.

From time to time the CWA may approve an expert who may not meet all these criteria but whose participation in the program is deemed necessary or advantageous.

V. Providing a CWI Certification Course

A CWI certification course may be offered at any time if the following conditions are met:

- CWA membership in good standing
- Course provider certification is current
- First aid and CPR certifications are current
- The provider must also be covered by an insurance contract covering their work as a certification program provider. For example, a commercial general liability insurance policy purchased by the provider's employer.

The CWA recommends an instructor to student ratio of one to six, not to exceed one to eight. The second instructor may be a certified Climbing Wall Instructor with a lead endorsement or a candidate for provider status and must be approved by the CWA.

A. Tasks for the Instructor or Instructional Team Pre Course

The effectiveness of the instructional team depends on its ability to organize the training. The following steps for the course:

1. Plan to offer a course and identify potential students.
2. Confirm status as a provider is active through the CWA web portal.
3. A minimum of 2 weeks prior to a course and a maximum of 5 months before the end of a course, log into the CWA site and complete the CWI Course Enrollment Form.

Include the following for the enrollment form:

- i. Student first and last name
 - ii. Student email
 - iii. Student date of birth
 - iv. Level of endorsement sought by each student
 - v. Date of in person assessment
4. When the enrollment form is submitted, the course has opened. All candidates must complete all requirements for the course within 6 months of the course opening date.
 5. Students and the provider can access the appropriate course content.

6. Communicate with students through the announcements or discussion threads within the course.
7. Remind students to complete the required content before the in person session.
8. Meet students for the in person session. If the session date must change, make an announcement in the course. If the course end date must change, this can be accommodated by contacting the CWA certification program administrator.

B. Course Format

SAMPLE CWI COURSE OUTLINE	
First Steps:	Confirm the candidates age and experience eligibility Enroll candidates in the online learning through the online form: <ul style="list-style-type: none"> • First and last name • Birth date • Email Identify the in-person assessment date on the form.
Step 2	Confirm ability to access the class list – confirm all students are enrolled
Step 3	Confirm students (CWI candidates) have completed online course successfully prior to the in-person session. Students will be receiving emails reminding them to go in and complete the course work.
Step 4	In-person delivery is offered
<h4 style="color: #4F81BD;">OUTLINE OF A CWI COURSE</h4> <p>20 min Offer introductions to the CWA, the CWI program, participants. Outline the expectations for the in-person (learning outcomes), rules for engagement, attendance, and participation.</p> <p>40-90 min Climbing skills assessment. Candidates must demonstrate the technical skills appropriate for the highest level of certification they are seeking. For example, a candidate standing for Level 3 - lead certification, must demonstrate the belay skill with each a passive and an ABD, catching a lead fall with one device and climbing 5.9 on lead, taking a lead fall. See certification standards and learning outcomes for the specific requirements for each level of certification.</p>	

10 min	Restroom, regroup break
30 min	<p>Review the ROLE OF CWI</p> <p>Assign teaching activities</p> <p>Level 1 – Bouldering will offer a bouldering orientation</p> <p>Level 2 - Auto Belay and Top Rope – Areas of instruction include:</p> <ul style="list-style-type: none"> • AB orientation • Facility and equipment inspection • Belay with passive device • Belay with ABD <p>Level 3 lead candidates will offer instruction from Activity plan homework from online course. The candidates will offer instruction in one of the following areas:</p> <ul style="list-style-type: none"> • Stable body position for clipping • How to feed rope for lead • How to manage weight differences • Where to stand when lead belaying • How to respond when the leader falls
15-20 min	Planning for instruction time – snack time
90 min	<p>Mock instruction activity</p> <p>CWI candidates will offer 10 minutes of instruction to the rest of the group. When they are finished with instruction, participants will note 2 things the candidate did that they appreciated and 1 thing they would provide constructive feedback on. This information is jotted in a notebook, not shared immediately.</p> <p>Areas for consideration when making feedback notes:</p> <p>The instructor used activities that built on mastery</p> <p>The instructor used language that was inclusive and created a welcoming learning environment.</p> <p>The instructor offered students the opportunity for engagement in the learning effectively.</p> <p>The instructor adapted to meet the learning style of the group.</p> <p>The instructor identified potential risks and intervened to manage the risks.</p> <p>The instructor</p>
10 min	Break and then re-group
40-60 min	<p>Review how to provide feedback</p> <p>Partner the candidates into groups. Each person in the partnership will provide feedback to the other. The candidate receiving feedback will note whether the feedback is offered in accordance with the following criteria:</p> <ul style="list-style-type: none"> • Used the sandwich method

- The information provided was action oriented
- The information was offered in a positive manner
- The feedback was offered in a method that encouraged a two-way conversation

After feedback was provided, a large group discussion reviewing whether the criteria for providing feedback was used effectively and how not using that method made the receiver feel about the feedback.

Up to 80 min Exit interviews – a short wrap up with each candidate to provide feedback, areas for growth, next steps.

Note: The following are guidelines for delivery time:

Four participants for Level 1 certification, three to four hours to offer.

Four participants for Level 2 certification, five hours.

Eight participants for Level 2 certification, six to six and a half hours.

Six candidates for Level 3 certification, six to six and a half hours.

Eight candidates for Level 3 certification, seven and a half to eight hours.

*Shortening the feedback activity with Level 1 and 2 may be more appropriate for that level of instruction.

Step 5	Log into the course on the Community Hub and record your feedback and scoring for each candidate. See a great explanation in the appendices.

C. The Candidate Assessment and Feedback

The certification standards and the learning outcomes are the framework for the evaluation and decision.

Scoring

- A candidate must meet all the learning outcome requirements with either a marginal or pass to be considered for certification.
- Candidate meeting the minimum course requirement of no more than 3 marginal scores will have passed the course.
- Candidate with 4 or more will be considered to have failed to meet sufficient learning outcomes for certification.

Exit Interviews

The purposes of this exit interview are to:

- 1) Discuss the results of the course examination components
 - a. provide feedback regarding specific actions
 - b. clarify any remaining questions or correct any factual errors
- 2) Describe the next steps in the certification process – completing the evaluation.
- 3) Provide guidance for further training, learning.

If there is feedback for the candidate of a sensitive nature, or if the candidate is likely to fail the course, the instructor may choose to meet with the candidate in advance to prepare him/her for the feedback so there are no surprises during the exit interview.

The instructor starts the discussion with a general overview of the instructor's or team's findings including strengths, weaknesses, etc.

The exit interview should focus on the observations of the candidate's performance based in facts and specific examples.

The provider should use the feedback section of the assessment tool in the course to verify their score. A difference of opinion regarding the instructor's or team's findings and the candidate's assessment of his or her own performance, this should be stated in the feedback section in the assessment.

The instructor's assessment is final pending an appeal.

D. Completing the Assessment Instrument for Each Candidate (Step 5)

The purpose of the assessment instrument is to communicate the instructor's or instructional team's findings to the candidate formally. The instructor or instructional team will spend some time comparing their notes and recording results in the online assessment rubric.

The candidate assessment must be completed within 14 days of the in person session offering. The course close date will be within 21 days of the in person.

After the 21 days, the students and the instructor will no longer be able to log into the course. Awards will still be available to the students.

Each certification standard is listed as pass, marginal or fail. When the assessment is published, the CWI candidate can see their grade and feedback.

VI. Other Policies

The Climbing Wall Instructor Certification Standards Committee meets periodically either in face-to-face meetings or virtual call. The certification standards committee is responsible for the following:

- To maintain a certification standards document or documents consistent with the current edition of the CWA Industry Practices: A Sourcebook for the Operation of Manufactured Climbing Walls.
- For assisting in identifying individuals qualified to become providers of the certification program and to actively promote the program.
- For developing and overseeing a fair, impartial, and transparent appeals process related to certification decisions which are contested.
- To remove any certificant or certification program provider that should be removed from the roster for cause, ethical breach, conflict of interest, or for a lack of participation.

A. Climbing Wall Instructor Certification Standards Committee Meetings

The committee meets periodically to conduct its business. The committee, at its discretion may invite providers and/or candidates to participate in open portions of its meeting, for discussion and information gathering, but reserves the right to enter executive session to determine its course of action regarding appeals or other potentially sensitive matters. In executive session, the committee will prepare motions regarding any outstanding issues and move its adoption by simple majority vote.

The committee has the authority to grant, deny, suspend or withdraw certification status for any certificant or provider. The committee also has the authority to give a warning to any certificant or provider if there is cause for such a warning. Usually a warning results in some failure, oversight, or lack of compliance with certification standards, program policies, or program procedures. The person will be advised of the decision in writing.

B. Confidentiality in the Certification Program

The official minutes of CWA Climbing Wall Instructor Certification Standards Committee are available to the public upon request. However, all other data, recommendations, observations, conversations, reports, and working documents related to the committee's business are confidential. Acceptance of membership on the committee or acceptance as a program provider, constitutes a contractual agreement to safeguard the confidentiality of information acquired in these capacities.

Certification decisions are made by program providers and provider trainers. The CWA, the provider trainer and provider are responsible for ensuring that the candidate's application status and examination results are held confidential. If a candidate is certified that information shall be disclosed to the public. No other data, recommendations, observations, conversations, reports, and working documents related to the certificant will not be shared publicly without the express written or opt-in permission of the certificant, or unless the provider is compelled to disclose such information by legal action.

CWA shall only share information about providers or certificants in the following limited circumstances:

- You claim to be certified and we are verifying your certification status.
- You provide us with your express written or opt-in consent for the sharing of program related information.
- We provide such information to our subsidiaries, affiliated companies, providers or other trusted businesses or persons for the purpose of administering the program. We require that these parties agree to handle such information based on our instructions and in compliance with this confidentiality policy and any other appropriate security measures.
- We have a good faith belief that access, use, preservation or disclosure of such information is reasonably necessary to (a) satisfy any applicable law, regulation, legal process or enforceable governmental request (b) detect, prevent, or otherwise address fraud, violations of policy, security or technical issues, or (c) protect against harm to the rights, property or safety of CWA, its members or the public as required or permitted by law.

C. Dissemination of Information

The provider notifies the candidate of the certification decision in writing through the evaluation instrument at the conclusion of the course. The provider is responsible for notifying the CWA of the certification decision within two weeks of the conclusion of the certification course. Only the provider is authorized to notify the candidate of the certification decision and reports the information to the CWA. The CWA will maintain an authoritative and exclusive list of program providers and certificants.

Certification decisions, affirmative or negative, or decisions to withdraw certification status shall be public information unless under appeal. Providers or certificants must not misrepresent their certification status to the public or to their clients. The CWA retains the right to release information or reports, when necessary, to correct or clarify inaccurate information released by a provider, certificant or other sources. Requests for information regarding the official list of providers or certificants may be directed to the CWA staff. The only information that shall be released regarding non-certified individuals is simply, "The person is not CWA Certified."

The CWA will maintain the definitive list of program providers and certificants. A list of all providers shall be published periodically by the Climbing Wall Association and made available on its web site.

D. Re-Examination and Appeals

Informal Appeal or Re-examination

Candidates may appeal decisions of the certification provider in the case of a disagreement regarding the certification decision. The first step in the appeals process is for the candidate to inform the provider and request a date for re-testing. The request for re-testing must be made to the provider in writing within thirty days of the conclusion of the course. The provider will inform the CWA of the request for re-testing.

The date of re-testing must be at least two weeks from the conclusion of the course. This means that if you have been evaluated, failed it and need to be

evaluated again, you will be required to wait two weeks before taking the exam again. We encourage candidates and providers to plan their testing schedules carefully. An exam fee will be assessed by the provider for re-testing.

Formal Appeals

If the candidate has failed upon re-testing, the candidate may appeal the decision of the provider to the CWA in writing within 30 days of the re-testing. The written appeal, and any supporting documentation, must be sent to the CWA staff. The CWA staff will notify the Certification Standards Committee and schedule a teleconference. If the deadline is not met, the provider's decision will stand. The provider's decision may be overturned or modified if one or more of the following circumstances exist:

1. When it can be shown that the provider acted arbitrarily, capriciously, or unfairly.
2. When it can be shown that the certification decision was based on a dated, inaccurate or incomplete assessment.

The issues to be considered on appeal must be limited to the original information previously submitted to the provider and the CWA. Reference to subsequent developments, training, etc. shall not be considered by the committee on appeal.

The appeals process is conducted by the Certification Standards Committee that either affirms the provider's decision or makes a recommendation for reconsideration to the provider. The process is described below:

1. The hearing shall be held at a mutually convenient time for the committee, candidate and provider.
2. The committee shall convene a hearing via teleconference. The members of the committee must be mutually acceptable to the candidate and the provider. A committee member may be asked to recuse himself or herself at the request of either the candidate or the provider if a conflict of interest exists.

3. The hearing must be conducted by a quorum of the committee. If a quorum of mutually agreeable persons cannot be established, the CWA board of directors may appoint a three person panel for the purposes of hearing the appeal. The members of the panel must be mutually acceptable to the candidate and the provider.
4. The committee or hearing panel may affirm the provider's decision; recommend to provider that it reconsider the decision, giving reasons; or refer the candidate to another provider. The committee's conclusions must be recorded in committee minutes.
5. The status of the candidate shall remain unchanged during the appeal. There shall be no public notice related to the matter until the appeals process is completed and the committee or panel has made its final decision. The final decision of the committee or panel shall be forwarded to the candidate and provider in writing.
6. Any expenses related to referral, re-taking the course with another provider, or re-testing shall be borne by the candidate.

E. Alternative Qualification Process for Program Providers

The CWA will has established an alternative qualification procedure for providers. The alternative qualification procedure will allow qualified candidates to become providers without the need for completing the CWI certification course initially.

The alternative qualification procedure will entail the following:

- Documenting all qualifications
- Documenting extensive prior experience
- Participating in online learning activities
- Submitting documentation of teaching
- Taking an examination

This provision will allow an owner/operator to certify his or her own staff to the published standards immediately. A provider wishing to provide a certification course to the general public must also complete the provider training prior to offering the open enrollment certification course to the public.

F. Qualification by Reciprocity

The CWA may issue certification at any time to individuals applying for certification reciprocity. To qualify for reciprocity an applicant must have a current certification, meet or exceed all of CWA's experience requirements, meet or exceed CWA's certification standards and pay the appropriate fees and participate in CWI program online learning to familiarize the candidate with the CWI program.

The applicant must have taken and passed an equivalent assessment of skills as required by the CWA within three years of the date of application. If you are currently certified by another body (i.e. hold a certificate which is active and was obtained through direct assessment with a passing score) you may be eligible to receive certification from CWA through reciprocity, following these steps:

1. Schedule a communication with the CWA certification coordinator.
2. Register for a recognized CWI Provider course.
3. If you meet all of the certification program requirements including certification, assessment, education and experience, you will receive a CWA certification.
4. The certification expiration date for reciprocity candidates will be identical to the current certification expiration date.

If you meet CWA's certification, education and experience requirements, but have not taken an assessment which is equivalent to CWA's certification assessment, you are not eligible to receive a CWA certificate through reciprocity. However, you may request a certification test to seek certification through assessment.

G. Certification Program Evaluation

The CWA values constructive evaluation of its standards and programs. Persons involved in the CWA certification program should be afforded the opportunity to evaluate the standards, the program, and the provider. The provider must distribute and collect completed evaluations of certification courses. The completed evaluations must be submitted to the CWA within two weeks of the completion of the course. The evaluation should include: 1) assessment of the provider, 2) suitability of the standards including recommendations for specific changes and improvements, and any other comments. An evaluation form is provided by the CWA on its web site.

H. Annual Membership and Fees

CWA membership is required of providers – even if the provider changes employers. CWA membership fees are assessed annually. A provider whose membership lapses for greater than 90 days shall be removed from the provider roster. However, certifications conferred by the provider will remain in effect until the certifications expire. If a removed provider re-joins, provider status may be reinstated pending application, review and approval by the Certification Standards Committee. There are no individual membership requirements for non-provider certificants.

I. Continuing Certification

Certification is valid for three years contingent upon ongoing activity and professional development in the recreational climbing industry. If a certificant becomes inactive for a substantial period of time (for example, greater than a year), we recommend the certificant complete a certification course or assessment prior to their certification expiration. A certificant seeking re-certification may opt to complete a full certification course or an assessment.

Certificants are notified by their providers approximately six months prior to their certification expiration and provided an opportunity to re-certify. The certificant must contact a provider regarding his or her intent to re-certify and register for a course or exam. **The re-certification process should be complete within six months of the certification expiration date.** If a certificant allows his or her certification to lapse, the certification is expired for the period from the certification expiration date until re-certification.

The requirements for continuing certification are based on the certification standards current at the time of the assessment. The re-certification will focus on the current certification standards, professional development since the last assessment, and any new domains of knowledge or learning added to the standards document since the candidate's last exam.

Certification standards are reviewed and revised from time to time. **It is the responsibility of certificants to keep their knowledge of certification standards and professional practices current.**

J. Conflict of Interest

The CWA maintains a conflict of interest policy for board members, staff, committees and volunteers. Persons associated with the certification program should be careful to avoid any situation where there is a conflict of interest. Any persons with a conflict of interest or who may not be able to act impartially regarding the program or certification decisions shall disclose the conflict to the CWA staff, recuse themselves from the specific program matters at issue or certification process in question, and under extraordinary circumstances offer to resign his or her position if the conflict cannot be resolved and is of a sufficiently important nature.

Furthermore, providers should avoid any situation that might compromise their professional judgment regarding candidates and certification decisions. Questions concerning potential conflicts of interest for providers should be referred to the CWA staff or to the CWA Certification Standards Committee.

Climbing Wall Association

Climbing Wall Instructor Certification Standards

2023-04-14

Minimum Experience for Entering the Certification Process

Prior climbing experience is important in developing the skills necessary to climb safely and teach basic climbing and belaying skills to others. We recommend, but do not require, candidates have had the following experience:

- The candidate has personal climbing experience.
- The candidate meets the minimum age requirement.
- The candidate meets the minimum number of recommended outings for the highest level of certification sought.
- The candidate has a combination of formal training and climbing experience of 40 hours.

These guidelines are provided by way of example. Candidates without enough climbing experience may not pass the course. The following are the specific assessment criteria for each of the levels of certification.

Level 1 Instructor Certification (Bouldering)

Prerequisite experience:

Candidate has completed the Foundations content.

Candidate meets the minimum age requirement of 16 years of age.

Candidates can boulder V0

- 1 Candidate identifies the certification standards for a bouldering orientation.
 - Limits of flooring
 - Exiting a boulder -top out, downclimb, controlled drop
 - Falling techniques to reduce forces quickly, over larger surface area
 - Route marking, etiquette
 - Willingness & readiness to accept the risks, Policies
- 2 Candidate communicates risky aspects of bouldering activity and intervention strategies:
 - Proximity of climbers
 - Potential impacts or falls
 - Spotting
 - Hazards (people) in landing zones
 - Inattentiveness
 - Limits of flooring
 - Rules – height limits
 - Monitoring
- 3 Candidate clearly communicates elements of bouldering as an activity
 - How to climb on different angles

- Terminology
- Importance of checking fall zones
- 4 Candidate understands the difference between risk, danger, hazard
- 5 Candidate acts in a professional manner
 - Responsible for course work
 - Shows up on time, prepared
 - Participates with engaging attitude
 - Knowledgeable and confident with content, responsibilities
 - Respect limits of responsibility with certification
 - Maintains a welcoming environment
 - Demonstrates sound judgement
 - Practices communication skills in group discussion
- 6 Candidate demonstrates skill and sound judgement when bouldering and exiting from a boulder problem.
- 7 Candidate offers a bouldering orientation covering 5 key elements (see above)
 - manages risk,
 - selects appropriate wall area
 - adjusts delivery suitable to the client
 - Adapts activities to support 5 different learning styles
- 8 Candidate creates a welcoming learning environment
- 9 Candidate demonstrates proper falling techniques

CWI Level 2 Certification (Auto belay and Top rope)

Prerequisite:

Candidate has completed the CWI Level 1 certification.

Candidate is 18 years of age or older.

Candidate has requisite 20 roped climbing outings participating in both climbing and belaying with a passive and an assisted braking belay device within the past 12 months.

- 1 Ability to assess a client's readiness for climbing activities
 - Understanding of risk
 - Willingness to accept risk
 - Level of skill mastery with belay check, orientation
- 2 Belays a climber using a passive belay device
 - Proper set-up and device use
 - Partner checks
 - Commands
 - Rope management
- 3 Belays a climber using an assisted braking device belay device
 - Proper set-up and device use
 - Partner checks
 - Commands

- Rope management
- 4 Candidate climbs 5.8
 - Proper set up and equipment checks
 - Partner checks
 - Commands
 - Confident and calm
- 5 Communicates clearly risks associated with Auto belays – and how to mitigate those risks
 - Complacency
 - No partner check
 - Improper use of equipment
 - Conduct a double check
 - Retraction check
 - Be aware
- 6 Demonstrates appropriate inspection practice and use of PPE
- 7 Candidate explains top rope climbing skills
 - PPE inspection, use
 - Tying in with appropriate knot, tied in correctly
 - Belay set-up – correct part of rope, rig belay device, correct amount of slack
 - Partner checks
 - Commands
 - Accounting for weight differences
 - Appropriate belay techniques for the device
 - Appropriate rope tension, management, awareness of partner
 - Controlled lower
- 8 Identifies appropriate action with questionable equipment
- 9 Use correct terminology for AB and TR
 - Parts of AB
 - PPE
 - Commands
 - Belay devices
- 10 Identifies 5 key elements of an auto belay orientation:
 - Inspection and testing
 - Use – clipping in, out, limits of use
 - Risks
 - Client’s willingness
 - What to do if something goes wrong
- 11 Identifies the CWI standard practices for top rope instruction.
- 12 Identifies limits, risks and hazards unique to auto belays
 - Weight limits
 - Range limits
 - How they may or may not be used
- 13 Candidate identifies activities using different teaching methods and which learning style they support
 - Visual – demo

- Literal – reading, hearing
 - Kinesthetic – doing, trial and error
 - Logical – problem solving, trial and error
 - Social – partner work, games
- 14 Maintains a welcoming and risk managed environment when mock teaching.
- **Inclusive language**
 - **Demonstrating professionalism**
 - **RACK**
- 15 Candidate mock teaches using a minimum of 3 teaching methods.
- Articulates the learning outcome
 - What risks need to be mitigated and how (providing back-up belays, how to group candidates for the activity, area of delivery)
 - Intervenes and/or adapts as required to maintain the focus and safety of the group
 - Articulates the assessment requirement
 - Activity supports the learning outcome
 - Uses appropriate space and equipment
 - Re-enforces the learning and provides ample practice of new skills
- 16 Uses activities when mock teaching to develop mastery of skills.
-

Level 3 Certification (Lead)

Prerequisites:

Candidate is 18 years of age or older.

Candidate has successfully completed the CWA CWI Level 2 Certification

Candidate has completed a minimum of 40 lead climbing outings involving both climbing and lead belaying with a passive belay device and an assisted braking device within the last 12 months.

- 1 Ability to lead belay
 - using an assisted braking device
 - Using a passive belay device
 - Correct rope management skills
 - Catch a lead fall
 - Clear communication with climber
 - Appropriate management of weight differences
- 2 Acts in a professional manner
 - Respectful and responsible
 - Accountable and aware
 - Conscientious and confident
 - Knowledgeable and kind
- 3 Designs and executes a plan for instructing lead climbing technical skills
Candidate completes an activity plan
 - Identifying learning outcomes
 - Teaching methods

- Activities which develop mastery
 - Equipment, location in gym
 - Risk mitigation
- Properly mitigates risks
- Uses sound judgement in instruction delivery
 - Uses more engaging teaching methods – problem solving, trial and error, games, quizzes
- 4 Identifies elements of the Code of Conduct and agrees to abide by the code
 - 5 Identifies the difference between perceived risk and actual risk.
 - Risk identification
 - Risk prioritization
 - 6 Identifies examples of sound judgement and examples of unsound judgement.
 - 7 Candidate identifies key skills of lead course
 - Clipping – where, how, what can go wrong and how to fix it
 - Correct rope position when climbing and belaying
 - Falling positions, catching a fall
 - Equipment associated with lead – devices, quickdraws, anchors
 - Spatial awareness and attentiveness
 - Lead commands
 - Risks in lead climbing
 - 8 Candidate implements risk mitigation strategies
 - Back up belay with lead check
 - Accounts for weight differences
 - Partner checks – agreed communication
 - Strategizes where to clip when climbing
 - 9 Candidate identifies the skills necessary for lead climbing on a variety of terrain.
 - Terminology
 - Reading a route – includes where to clip
 - Avoiding back clips, z-clips
 - What to do if/when a back clip and a z-clip occur
 - Clipping quickdraws that may be awkward, from poor stances
 - 10 Candidate lead climbs 5.9
 - Minimum of 24 feet of climbing
 - Demonstrates confidence
 - Correctly clips
 - Correctly equipped route
 - 11 Candidate applies coaching vs instruction Direct approach – visual, literal, experiential
 - Coaching – problem solving, logical, experiential
 - Peer teaching – experiential for teacher
 - 12 Provide constructive feedback
 - Positive orientation – what you want to see
 - Action oriented
 - Distinguish between feedback that is supportive vs informative
 - 13 Candidate teaches at least one learning outcome for a lead class
 - Uses multiple teaching approaches
 - Identifies other activities to offer the same content
 - Adapts to students needs

- Can identify level of boredom, anxiety, comfort of students
 - Accurately assesses competency
 - 14 Uses an objective method of assessment
 - Asks students to apply a skill in a variety of circumstances to ensure they understand and can replicate
 - 15 Demonstrates respect for the duty of care in the role as an instructor.
 - Identifies responsibilities of an instructor
 - Explains elements of negligence
-

Climbing Wall Instructor Course Provider Requirements:

Any person meeting the pre-requisites to become a CWI certification program provider, and who maintains appropriate membership status, may stand as a candidate for certification to be a provider and is encouraged to apply. Eligibility is determined based upon review of an application, a current résumé or *curriculum vitae*, references, completion of a provider course if applicable, and willingness to complete an attestation and agreement. An interview may also be required.

Prerequisite for CWI Certification Provider Certification

Current membership in the CWA (provider or provider's employer).

21 years of age or older

Current first aid and CPR (American Red Cross Basic - 5.5 to 6.5 hours, or equivalent).

A minimum of 200 hours of work experience as a climbing instructor, showing expertise in indoor climbing settings.

Climbing ability: 5.9 lead on artificial structures.

Current CWA Certified Level 3 Lead Climbing Instructor.*

Two non-related professional references, including contact information and phone number.

A signed agreement and attestation on file.

Proof of liability insurance coverage.

*If the candidate is not a current CWA Certified Level 3 Lead Climbing Instructor, the candidate may complete an alternative qualification procedure if the candidate has prior experience as an instructor or guide, or other equivalent certification will be considered as evidence of qualification. Candidates without proof of comparable CWI Level 3 certification will be required to request the CWI Certification Standards Committee review their experience presented in writing along with the completion of two reference letters attesting to the candidate's readiness.

CWI Provider Certification Requirements

- 1 Candidate identifies responsibilities of a provider
 - Scope of the CWI Program
 - Administration of participants information through CWA
 - Has reviewed course material
 - Policies and conditions of certification
- 2 Candidate identifies risk tolerance
 - Identifies risks associated with being a provider
 - Identifies risk tolerance of CWA CWI program and the Industry Practices
 - Identifies personal risk tolerance
- 3 Candidate conducts an accurate assessment using the CWI assessment tools
 - Able to instruct the skills needed for the in-person assessment
 - Provides feedback which is constructive for the candidate
- 4 Candidate identifies different risk management strategies
 - Situations to eliminate risk
 - Situations to retain risk
 - How and when to reduce risk
 - Transferring risk
- 5 Candidate applies relevant standards and rules and laws in their facility procedures and policies
 - Knowledge of Industry organizations and their roles
 - Knowledge of local, national, health and safety organizations, eg: OSHA
 - Knowledge of laws governing workplace
- 6 Candidate acts in a professional manner
 - Respectful and Responsible
 - Accountable
 - Confidence, communication skills
 - Conscientiousness
 - Knowledgeable
- 7 Candidate participates in online breakout rooms and discussions through the course delivery
 - Industry trend conversations and activities
 - Activity plans – LO, Risk, Groups
 - Shares personal experiences
- 8 Candidate can assess the ability to lead climb and belay – meeting the 5 key elements
 - Manages the risks of assessing climbing and belay skills
 - Provide appropriate feedback to both a climber and a belayer
- 9 Candidate acts in the following way
 - Confident, comfortable
 - Makes sound judgement
 - Uses inclusive language
 - Provides the opportunity for others to share insight, experience.
- 10 Candidate demonstrates successful mock teaching.
 - Uses a completed activity plan
 - Identifies learning outcomes
 - Accurately assesses candidates
 - Strategizes improvements
 - Uses multiple teaching approaches

- Implements coaching strategies
 - Implements engaging and fun learning activities
- 11 Candidate provides/guides positive, constructive feedback
- Incorporates curiosity as a teaching approach
 - Encourages a 2-way conversation
 - Guides positive growth opportunities