



PROFESSIONAL SKI INSTRUCTORS OF AMERICA
EASTERN DIVISION



AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS

A DIVISION OF THE AMERICAN SNOWSPORTS EDUCATION ASSOCIATION



2011-2012

2-DAY Alpine In-House Educational Update Event

- PSIA-E members attending a **2-Day Alpine In-House Educational Update Event** can be credited with their required PSIA-E educational update. **Both days MUST be attended to obtain educational credit.**

Includes:

- Two full days of snowsports education delivered by a member of the PSIA-E Education Staff.

Requirements:

- Maximum group size of 10. Non-members can attend only if approved by the director scheduling the event.
- Events are on-snow and run approximately 9AM-4PM.
- Events must be scheduled directly with the PSIA-E office at least three weeks in advance of the desired dates and **can only be organized by the snowsports school director or designated school representative.**

Cost and Payment Information:

- \$1,500 per group (max of 10) inclusive of all normal PSIA-E Ed Staff travel and lodging expenses.
- If there will be more than 10 participants, therefore more than one Ed staff member required; the cost will be \$1,500 per group/Ed staff member.
- If fewer than 10 participants, the cost remains \$1,500 for the group.
- If air transportation is required, reimbursements for airfare costs are applicable in addition to the \$1,500.

Other Requirements and Information:

- On each day of your event, all attendees (member or non-member) must sign-in and provide their name and other required information on a roster form which the assigned Ed Staff member will provide. For PSIA-E members receiving educational credits, the Ed Staff member will forward the completed roster to the office at the conclusion of the event. Educational credits will be applied to attendee members of all 11-12 update events at the conclusion of the 11-12 season.
- This program will not be discounted for any reason.
- There can be no similar events on the regular, printed Alpine schedule within 30 miles of the requesting resort or within 3 weeks of the requested dates.
- A specific course must be chosen for the educational credit event. A course from the list provided on the request form must be chosen for each event or group (as applicable). Complete event descriptions are available on the Eastern website or in the Alpine Study Guide.
- This event may NOT be run as a Level 1 exam. If you are interested in holding a Level 1 exam, please reference the In-House Level 1 Information (on the SSD Help Desk page of our website)
- Non-credit 1-day consulting days can be scheduled with Candace Charles 518-452-6095 X111

STEP 1: HOW TO SCHEDULE A 2-Day Alpine In-House Educational Update Event AT YOUR RESORT:

If you have questions about in-house exams, update events or consulting, contact Candace Charles at (518) 452-6095 X111. Before or after your initial contact with Candace, submit the attached request form as far ahead of your desired date(s) as possible and at least three weeks before. We must receive your Request Form in order for your potential consulting day to be considered for scheduling. Once we receive your Request Form, you will be contacted to discuss and confirm all of the details to meet your needs. Send your completed form via fax to Candace at (518) 452-6099.

STEP 2: WHAT HAPPENS NEXT?

After your request has been submitted, reviewed, and approved for scheduling; the PSIA-E/AASI Office will call you and email you with all of the information necessary for your school to move forward with your event. If you do not hear from the office after 48 hours, please call Candace to assure your request was received.

We can accept payments by check or credit card (Visa, MC, and Discover). If paying with credit card, please provide Candace with your card information during your event discussions. If by check, the office will invoice you shortly after the conclusion of your event.



REQUEST FORM - 2-DAY Alpine In-House Educational Update Event



Mail or fax your completed form to:

**Candace Charles
PSIA-E/AASI
1-A Lincoln Ave.
Albany, NY 12205-4900**

(518) 452-6099

**Questions?
(518) 452-6095 X111**

Requesting Snowsports School: _____ Today's Date: _____

Person Requesting Event _____

Name

Title

Business Phone

Home or Cell Phone

E-mail

Alternative Contact/Administrator

Name

Business Phone

E-mail

Please check your preferred method of payment:

1. Please invoice me for this event. We will remit with a resort check. _____

2. We will provide a credit card (Visa, Mastercard or Discover preferred) which can be charged for this event. _____

**Notes: Maximum group size is 10. Sorry, no exceptions.
If different dates for different groups/topics, please submit two forms – one for each date**

Dates (2-days) Requested

(Please write in days of week and dates
ie Mon/Tues, Dec 17/18)

First Choice _____

Please provide an alternate date if first is not available _____

How many groups are you planning/requesting on this date? _____

Which Alpine course(s) are you requesting? (Circle One per group)

Workshop Clinic

LII Part 1 Practice Exam

Level II Teaching Seminar

LIII Part 1 Exam Clinic

Development Series Skiing (all LI)

Masters Series Skiing (all LII/III)

Combined Development and Masters Skiing (combo of cert levels)

Movement Analysis

Children's event topics:

Intro Kids Zone

Intermediate Kids Zone

Advanced Kids Zone

Kids Intro to Bumps

Kids Racing

For Office Use Only:

Date Request Received: _____

Date Confirmed: _____

Assigned Staff

Consultant(s) : _____

Roster Received after event: _____

Date Payment Received: _____ CC _____ Check _____