



PROFESSIONAL SKI INSTRUCTORS OF AMERICA
EASTERN DIVISION



AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS

A DIVISION OF THE AMERICAN SNOWSPORTS EDUCATION ASSOCIATION

PSIA-E/AASI - IN-HOUSE LEVEL I EXAMS

*Offering Level I Exams in all disciplines, at your resort, on your time-schedule
.....take advantage of the program!*

Our **In-House Level I Exam** service is a valuable and convenient service we offer to accommodate the needs of our snowsports school managers and their instructors desiring to become PSIA or AASI Level I Certified.

IN-HOUSE LEVEL I EXAMS DO:

- ✓ Serve snowsports schools that are not conveniently located near scheduled events.
- ✓ Allow new members to take the Level I exam in a cost effective and convenient manner.

IN-HOUSE LEVEL I EXAMS DO NOT:

- ✓ Take the place of a snowsports school's regular training program, or the 50-hour teaching/training requirement.
- ✓ Serve as a re-up clinic for current certified members.

Season 2011-2012 - FAQs

PARTICIPATION – Each participant must be a registered member. If they are paying for registered member dues at the same time as paying for the In-House Level I event, the registered member dues for this season are \$116. The “membership year” runs from July 1, 2011 - June 30, 2012 (June 30, 2013 if joining after February 15, 2012) and dues are non-refundable. There is a maximum of ten participants per exam, no exceptions.

In-House-Exam Event Fees (all are two-day events):

Alpine Level I exam: \$135 Event Fee	Nordic Downhill Level I exam:\$120 Event Fee
Snowboard(AASI) Level I exam: \$135 Event Fee	Nordic Track/Skate Level I exam:\$120 Event Fee
Adaptive Level I exam.....\$189 Event Fee – Please identify selected adaptive specialty	

STEP 1: HOW TO SCHEDULE AN IN-HOUSE LEVEL I EXAM:

Submit the attached request form **at least 6 weeks before** the date you want to schedule your In-House Exam. If you have questions, contact Candace Charles at (518) 452-6095 X111.

STEP 2: WHAT HAPPENS NEXT?

1. We will confirm your date, etc. and send you an e-mail which includes information and all required paperwork for your specific event. Included in the paperwork will be specific forms to be filled out by each of the participants in your event. NOTE: Please do not have participants complete the standard event registration form. Thank you.
2. Each participant must complete the necessary form and return it to you with their full payment (as appropriate for event & registered member dues) by a deadline date which you should set. Your deadline to participants should be based on the deadline you are provided by the office (in the email we send you) of when we require all of your paperwork in the PSIA-E/AASI office. The event and dues payments from each participant may be paid individually to PSIA or paid to you/your resort. PSIA-E/AASI requires all payment information for the total due from ALL participants made out to PSIA-E/AASI from the individual participants or your resort, before the date of your event.
3. As the event administrator, you must complete a coversheet which will also be supplied in the email we send you. Please note the column for the date of birth (DOB) of each participant. DOB for each new member is very important for our records. Please be sure this column is completed to assist us. You need to fax this completed Event Roster/Coversheet as well as one participant form for each name on the roster - by the deadline date you are given. Your payment for ALL participants should follow this fax as promptly as possible.



REQUEST FORM - IN-HOUSE LEVEL I EXAM



Mail completed form to:
Candace Charles
PSIA-E/AASI
1-A Lincoln Ave.
Albany, NY 12205-4907

Questions?
(518) 452-6095 x111
Fax to: 518-452-6099
Email to: ccharles@psia-e.org

Requesting Snowsports School: _____ Today's Date: _____

Name of Host Resort Area: _____

Person Requesting Event: _____

Name

Title

Business Phone

Home or Cell Phone

E-mail

Alternative Event Contact/Administrator: _____

Name

Business Phone

E-mail

Billing Address: _____

Resort Area Name

Standard Mailing Address – PO Box or Number, Street/Road

City

State

The office will ship event paperwork prior to your Level I In-House via UPS, please provide us with:

UPS Shipping Address: _____

Resort Area Name

UPS Address – Number, Street/Road (no PO Box #s for UPS)

City

State

Zip

Dates Requested:

(Days of week and Dates)
(i.e. Sat/Sun, Dec 16&17)

First Choice

Second Choice

Number of Groups* Anticipated: 1 2 3 4 (Circle One)

(*See the Guidelines regarding Group Sizes)

Which Discipline (Circle One): Alpine Snowboard Adaptive Nordic T/S Nordic Downhill

If Adaptive, which specialty: _____

Will your resort be able to provide and cover the cost of lodging (or discounted lodging) for clinician(s): Yes No
If yes, please provide coordinator with lodging details below:

Will your resort be able to provide and cover the cost of meals (or discounted meals) for clinician(s): Yes No
If yes, please provide coordinator with meal details below:

Other Important Information and Special Requests: _____

For Office Use Only:

Date Request Received: _____ Date Confirmed: _____ Event # Assigned: _____

Assigned Exam

Conductors (Name/confirmed): _____

Paperwork is due: _____ Date Received: _____