



PROFESSIONAL SKI INSTRUCTORS OF AMERICA
EASTERN DIVISION



AMERICAN ASSOCIATION OF SNOWBOARD INSTRUCTORS

A DIVISION OF THE AMERICAN SNOWSPORTS EDUCATION ASSOCIATION



2011-2012

2-DAY Nordic In-House Educational Update Event

- PSIA-E members attending a **2-Day Nordic 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 (Members and/or Non-members). Minimum group size of 6.
- 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 **must be approved by the snowsports school director, resort manager or Nordic Coordinator.**

Cost and Payment Information:

- \$130 per person. A minimum of 6 participants is required.
- **Payment by CHECK ONLY must be made on the morning of the event to the event administrator.** Checks are to be made out to PSIA-E.
- If excessive mileage or air transportation is required, the cost per person will be adjusted prior to approving the event.

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 10-11 update events at the conclusion of the 10-11 season.
- There can be no similar events on the regular, printed Nordic schedule within 30 miles of the requesting resort or within 3 weeks of the requested dates.
- Non-credit 1-day consulting days can be scheduled with Candace Charles 518-452-6095 X111

STEP 1: HOW TO SCHEDULE A 2-Day Nordic 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 you 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 only accept payments by check. Make checks payable to PSIA-E.

Full payment should be returned with the event materials immediately at the conclusion of the event.



REQUEST FORM - 2-DAY Nordic 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 or Organization: _____ 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. We will remit with a resort check. _____

2. We will remit individual checks to the onsite event administrator _____

Notes: Maximum group size is 10. Minimum group size of 6.

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 Nordic course(s) are you requesting? _____

For Office Use Only:

Date Request Received: _____

Date Confirmed: _____

Assigned Staff

Consultant(s) : _____

Roster Received after event: _____

Date Payment Received: _____ CC _____ Check _____