

Commercial Use Authorization – Attachment E-2: Employee/Guide Checklist for Guided Kayak Tours

Instructions: Before completing this form, review the Guide Classification Criteria on page 4. Then, complete table below with name and title of each person working under your Commercial Use Authorization (CUA). In addition, enter the expiration dates for First Aid, CPR, Food Handling, and other certifications that may apply to each employee/guide, mark N/A if certification is not applicable. Copies of First Aid and CPR certifications and photo ID must be provided for ALL employees/guides. For anyone who will be driving a vehicle for your business in the park, enter the expiration date of their driver’s license. A Commercial Driver’s License (CDL) is required for operation of motor vehicles that have the capacity to carry 16 or more passengers (including driver). Table continues next page. You may make additional copies as needed.

Your designated Senior Lead Guide/Instructor must initial next to the title for each guide AND sign the certification statement on page 2.

The CUA Holder must then sign at the bottom of page 2, attach copies of all certifications, photo IDs, and licenses, and forward to the Commercial Services Manager.

This form is only for use by Guided Kayaking CUAs. All other CUA must use Attachment E-1 Employee/Guide Checklist.

Employee Name	Title (Owner, Manager, Driver, Assistant Guide, Lead Guide, Sr Lead Guide, et al)	Senior Lead Guide/ Instructor <i>Initials</i>	First Aid	CPR	Wilderness First Aid (required for Sr Lead Guide/ Instructor)	Food Handler	Other	Driver’s License (if driving a company vehicle)

Employee Name	Title (Owner, Manager, Driver, Assistant Guide, Lead Guide, Sr Lead Guide, et al)	Senior Lead Guide/ Instructor <i>Initials</i>	First Aid	CPR	Wilderness First Aid (required for Sr Lead Guide/ Instructor)	Food Handler	Other	Driver's License (if driving a company vehicle)

Senior Lead Guide/Instructor Certification: I hereby certify that I have completed a skill assessment for each guide listed on this form (with my initials) and certify that they meet the Guide Classification Criteria for the guide position they hold.

Signature of Senior Lead Guide/Instructor Date Signed Typed/Printed Name

CUA Holder Certification: I certify that all information entered on and attached to this form is true and accurate to the best of my knowledge:

Signature of CUA Holder Date Signed Title Name of Business

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Guide Classification Criteria

Apprentice Guide

- Must be at least 14 years old
- Must have current First Aid and CPR training
- No prior experience of guiding, sea kayaking, or outdoor leadership.
- This is considered on the job training.
- They may accompany any trip but they do not qualify as a guide when related to guide/client ratio, they do count in the group total as it relates to overnight camping trips.

Assistant Guide

- Must be at least 16 years old
- Must have current First Aid and CPR training.
- This would be for people that are new to guiding and/or Lake Superior but have some prior experience sea kayaking and/or outdoor leadership.
- Have the skills of ACA Level 2: Essentials of Kayak Touring Skills Assessment (or the equivalent)
- May assist a Senior/Lead Guide as a second guide on trips with over 6 clients. They may not lead any trips by themselves.

Lead Guide

- Must be at least 18 years old
- Must have current First Aid and CPR training.
- Experienced in the outdoors and has solid sea kayaking skills.
- Intermediate level of knowledge of the natural history of the area and paddling experience on Lake Superior or comparable body of water. Good outdoor skills. Prior experience leading groups of various ages and abilities. Prior teaching experience. Considerable personal and professional outdoor experience. Demonstrated experience with complicated decision making, risk management and group management.
- Have the paddling and leadership skills of ACA Level 3: Coastal Kayak Trip Leader (or the equivalent).
- May lead any day trips by themselves.
- May lead overnight trips with current Wilderness First Aid certification.

Senior Lead Guide/Instructor

- Must be at least 18 years old
- Current Wilderness First Aid and CPR certified
- Are professionals with extensive paddling, physical skill teaching, demonstrated decision making, risk management, outdoor group management and leadership experience (3+ years)
- Certified ACA Level 4: Open Water Coastal Kayaking Instructor (or above) or ACA Level 3: Coastal Kayaking Instructor Trainer (or above) (or the equivalents); Current and valid certifications must be provided to the Commercial Services Manager. (NOTE: Certifications will be verified with the issuing organization.)
- May lead all trips, plus check-out apprentice and assistant guides to higher positions and oversee guide trainings.