

PROGRAM GUIDE

Lifesaving Society training administration and teaching procedures

Version of September, 2017

PROGRAM GUIDE

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FOREWORD

This guide has been created to provide aquatic supervisors who are affiliate members of the Lifesaving Society with all the information required to offer the Society's programs. It is highly recommended that all instructors and instructor trainers be familiar with the content of this guide.

This guide will be in effect until it will be revised by the Lifesaving Society's Quebec branch. Reproduction of this guide, in whole or in part, is prohibited unless authorized by Lifesaving Society. Contact the Lifesaving Society for more information:

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Note: any additional information, provided by the Lifesaving Society's personnel in written or verbal form, should be considered as guidelines completing the Program Guide.

In case of discrepancy between the original and the translation, the original version in French will prevail.

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GLOSSARY

Affiliate member: individual or organization with an affiliation status in good standing

Affiliation: type of membership that allows an individual or an organization to offer the Lifesaving Society courses or services

Aquatic Emergency Care/AED Instructor (AECI): instructor qualified to teach the Aquatic Emergency Care/AED certificate

Award: proof of qualification on a card delivered by the Lifesaving Society following the successful completion of a course, an exam challenge or a recertification

Candidate: any person attending to a training leading to a qualification, an exam or a recertification

Centralized course: training exclusively managed and offered by the Lifesaving Society

Dashboard: section in the Website www.sauvetage.qc.ca/en accessible by online account where it is possible to post courses, submit exam results, download documents, etc.

Decentralized course: training offered by in good standing affiliate members of the Lifesaving Society

Emergency First Aid/AED Instructor (EFAI): instructor qualified to teach the certificates included in the Emergency Care Program, except the Aquatic Emergency Care/AED

Equivalency recognition: process for asking to the Lifesaving Society the recognition of an award issued by another organization as equivalent to a prerequisite required to attend a course

Exam challenge: participation to an exam during which a candidate who didn't attend to the training is evaluated on **all** the items of a certificate

Exam: period when a candidate is evaluated on several items or all the items of a training

Examiner: instructor participating, as volunteer, to the evaluation of the results during a training final exam

Instructor Trainer (IT): instructor qualified to teach the following certificates: Lifesaving Instructor, National Lifeguard Instructor and Emergency First Aid/AED Instructor

Lifesaving Instructor (LI): instructor qualified to teach the following certificates: Swim Patrol, Bronze Star, Bronze Medallion, Bronze Cross, Lifesaving Fitness and Distinction Award

Member: any person who successfully completed a Lifesaving Society's training

National Lifeguard Instructor (NLI): instructor qualified to teach some options of the National Lifeguard certificate, accordingly with his own qualifications (Pool, Waterpark, Waterfront and Surf options)

Official position: statement issued by the Lifesaving Society that all its members and affiliated members must absolutely respect

Prerequisite: essential condition that must be fulfilled prior to attend a training

Prior learning recognition: process to be followed by the persons wishing to obtain the Emergency First Aid/AED Instructor award or to reacquire the Lifesaving Instructor award without attending or redo a complete training

Qualification: certification issued by the Lifesaving Society following the successful completion of a course, an exam challenge or a recertification

Recertification period: period when it is allowed to recertify an award

Recertification: exam during which the knowledge and the skills of a candidate owning an award are being evaluated

Souvenir accessory: accessory such as a badge or a medallion given to a candidate who successfully completed a training

Validity period: period when an award is valid as a prerequisite or as a work permit, or required for teaching

ABOUT THE LIFESAVING SOCIETY

MISSION

The Lifesaving Society is a non-profit organization whose purpose is to prevent drowning and water related traumas.

VISION

The Lifesaving Society is an expert authority recognized as reference center for the establishment of standards aiming to ensure safety in aquatic activities and environments.

In Quebec, the Lifesaving Society is the leader in aquatic and nautical safety, first aid, lifesaving and lifesaving sport.

HISTORICAL BACKGROUND

The Swimmers' Lifesaving Society was established in England, in 1891, by William Henry – a renowned swimming champion. The Society's purpose was to reduce the number of annual drownings by publicizing their causes, encouraging everyone to learn to swim and training lifesavers. The Society instituted the well-recognized Bronze Medallion award in 1892.

We have been teaching water safety, swimming and water rescue in Canada since 1896. When King Edward VII became Patron of the Society, we became the Royal Life Saving Society. Today, in Canada we are known simply as the Lifesaving Society.

The Quebec Branch of the Lifesaving Society is one of the 10 Canadian branches of the Lifesaving Society Canada, which is one of the 27 countries member of the Royal Life Saving Society Commonwealth. Each year, more than 25,000 awards are issued in Quebec only.

PRODUCTS AND SERVICES

In addition to offering the training program for Canadian lifeguards, the Lifesaving Society offers a broad array of products, activities and services:

- Drowning prevention campaign,
- National Drowning Prevention Week,
- Philanthropy via our various funds,
- Continued in-service training (further than the lifesaving training),
- support for the development of supervision and emergency procedure plans,
- audits on supervision and aquatic facility compliance,
- support for building and renovation of aquatic facilities,
- and many more.

Visit www.sauvetage.qc.ca/en or www.societedesauvetage.org (in French only) to find more information about the Lifesaving Society and the products and services offered.

At the end of this guide, you can find a more detailed list of trainings, conferences and services offered by the Lifesaving Society.

THE LIFESAVING SOCIETY'S SPHERES OF ACTION

LIFESAVING

Trainings to develop skills in lifesaving and become lifeguard

LEADERSHIP

Trainings to teach courses of the Lifesaving Society

FIRST AID

Trainings in resuscitation and first aid for general or specialised clients

CONTINUED TRAINING

Ongoing training and conferences for responders in aquatic environments

The Lifesaving Society is a non-profit organization whose purpose is to prevent drowning and water related traumas.

PUBLIC EDUCATION

Drowning and water related traumas prevention programs and campaigns

LIFESAVING SPORT

Two-dimensional (emergency response and pool) sport allowing development and practice of knowledge, know-how and interpersonal skills required in lifesaving

PHILANTHROPY

Funds dedicated to the prevention of drowning and water related traumas, to the support of victims and to the sport development

BOATING

Trainings in boat rescue, in swiftwater rescue and in pleasure boating

CONSULTING

Audits and consulting services for the operation of aquatic facilities

AFFILIATE MEMBER

There are several benefits from being a Lifesaving Society affiliate member! For example, it is possible to:

- offer our decentralized courses;
- post decentralized courses you offer on our Website;
- post your job offers on our Website;
- get a line of credit allowing you to make your payments for awards and material within the 30 days following the invoice reception.

To know all the benefits of becoming affiliate member of the Lifesaving Society, please refer to the [Administrative policy on the Lifesaving Society's service and program offer](#).

DECENTRALIZED AND CENTRALIZED COURSES

The Lifesaving Society has developed decentralized and centralized aquatic courses.

Decentralized courses are offered by Lifesaving Society's affiliate members in good standing. The information about technical details and the management of these trainings is presented further in this guide.

Centralized courses are managed exclusively by the Lifesaving Society. A non-exhaustive list of centralized courses is available at the end of this guide.

AFFILIATE MEMBER'S ROLES AND RESPONSIBILITIES

- Comply with [Administrative policy on the Lifesaving Society's service and program offer](#).
- Commit to the [Lifesaving Society members' code of conduct](#).
- Respect [official positions](#) of the Lifesaving Society.
- Create its [account](#) on the Lifesaving Society Website.
- Renew its membership annually via its Web account on the Lifesaving Society Website in order to benefit from affiliate member advantages. No exam will be processed if the membership is not in good standing, even if the course has already been taught.

- Respect the Lifesaving Society visual identity (e.g. logo).
- Comply with the current Program Guide.
- Verify candidate prerequisite and instructor's certifications before the beginning of a training.
- Stick to training prerequisites established by the Lifesaving Society.
- Not refuse candidates that have completed all prerequisites.
- Not offer more than 8 hours of teaching per day.
- Create the training exam sheet from its Web Dashboard and add instructors if desired.
- Ensure exam results are transmitted to the Lifesaving Society within 14 days, even if this task is delegated to an instructor.
- Make the payment for awards and orders within the 30 days following the invoice reception.*

If the Lifesaving Society has grounds to assume that a training organized by an affiliate member does not comply with established standards, it shall reserve the right to oversee the management of trainings offered by this affiliate member and to impose any other penalty, in accordance with the [Politique de gestion des plaintes policy \(in French only\)](#).

LET'S KEEP IN TOUCH!

The Lifesaving Society shares information and news with its members via electronic newsletters and phone calls. Make sure you subscribe to the affiliate member newsletter to be informed about updates and changes.

*Affiliate members with overdue bills need to make their payment before transmitting their exam sheets or their purchase order to the Lifesaving Society. **The Society will not issue any award for candidates who have followed courses with an affiliate member with overdue bills and will not process any order from this member.**

PROGRAM OF THE LIFESAVING SOCIETY OFFERED BY A NON AFFILIATED MEMBER

Some programs of the Lifesaving Society can be offered by individuals that are not affiliate member. Of course, all trainings offered need to comply with the current Program Guide.

FIRST AID TRAININGS

To offer one of the following first aid trainings, the instructor must fill the [Formulaire d'autorisation pour cours exclus du protocole d'affiliation form \(in French only\)](#) and follow the procedure detailed in that form.

- Cardiopulmonary resuscitation/AED – A
- Cardiopulmonary resuscitation/AED – B
- Cardiopulmonary resuscitation/AED – C
- Automated external defibrillation
- Anaphylaxis rescuers (1.5 h or 4 h)
- Emergency first aid/AED
- Emergency first aid/AED – Sports & Recreation
- Emergency first aid/AED – Early childhood
- Standard first aid/AED
- Standard first aid/AED – Sports & Recreation
- Standard first aid/AED – Early childhood

SWIM TO SURVIVE PROGRAM

In order to offer this program, the aquatic facility needs an insurance policy covering candidates during pool sessions.

The project leader must fill the [Participation form](#) or the [Financial help request form](#) for one or more schools in order to obtain the authorisation from the Lifesaving Society before being entitled to offer the Swim to survive program.

INSTRUCTOR

INSTRUCTOR'S ROLES AND RESPONSIBILITIES

- Commit to the [Lifesaving Society members' code of conduct](#).
- Respect [official positions](#) of the Lifesaving Society.
- Show professionalism and adopt safe behaviour.
- Maintain knowledge and skills up to date.
- Comply with the current Program Guide of the Lifesaving Society.
- Create its [account](#) on the Lifesaving Society Website.
- Transmit candidates' results to the Lifesaving Society within the 14 days following the exam.

If the Lifesaving Society have grounds to assume that a training given by an instructor do not comply with established standards, it shall reserve the right to oversee the teaching of this instructor and to impose any other penalty, in accordance with the policy entitled [Politique de gestion des plaintes \(in French only\)](#).

LET'S KEEP IN TOUCH!

The Lifesaving Society shares information and news with its instructors via electronic newsletters and the Magazine *Alerte*. Make sure you subscribe to the instructor newsletter to be informed about updates and changes that may impact on your work.

DEROGATION REQUEST

If it is not possible for the affiliate member to meet the requirements set out in the Lifesaving Society Program Guide, a derogation request must be submitted. **Derogation is as an exceptional and temporary measure.**

No derogation request concerning the minimum age for candidates will be accepted.

Derogation request procedure for decentralized programs of the Lifesaving Society.

The affiliate member needs to:

- Fill the online Derogation request form within a reasonable time prior to the course or as soon as an issue arises.
- If the derogation request is sent after the exam file has been received, the exam file will be processed only once the Lifesaving Society assessed the derogation request.

The Lifesaving Society reserves a two week delay to assess a derogation request. An answer will be transmitted by email to the affiliate member. The Lifesaving Society's decision is final and binding.

Please note that derogation requests concerning the *Regulation respecting safety in public baths* must be made to the Régie du bâtiment du Québec.

TRAINING DOCUMENTS AND MATERIAL

All free guides and documents are available on Dashboard at www.sauvetage.qc.ca. To have access, you only have to create your account using your Lifesaving Society member or affiliation number. Depending on access types, relevant documents for each user will be display on their Dashboard. For example, instructors and affiliate members can access documents and material needed to offer the Lifesaving Society trainings.

The Lifesaving Society will be pleased to answer to your questions about the use of your Dashboard.

Some documents, such as most award guides, are available on printed version only. To get material or documents, you only have to order it from the Lifesaving Society (see next page).

PURCHASE ORDERS

It is possible to get manuals and equipment from the Lifesaving Society. Refer to our [price list](#) to know available products.

SHIPPING FEES

All articles sold and shipped by the Lifesaving Society are subject to handling and shipping fees.

Regardless of the shipping method, shipping fees are charged to the person or affiliate member who made the order. Refer to our current [price list](#) to know applicable fees.

If the person or affiliate member who made the order provides its Dicom, Purolator or other shipping company account number, fees will be automatically charged by the company. An additional handling fee of \$20 will be charged by the Lifesaving Society.

PROCEDURE

- Fill the online form [Affiliate member purchase order](#).
- Indicate the affiliate member purchase order number on the form, if applicable.
- Transmit the completed form.
- Pay the order. The following methods of payment can be used:
 - o Credit card
 - o Company cheque
 - o Money order
 - o Cash

No personal cheque will be accepted.

Affiliate members who don't have overdue bills may make their payment within 30 days following the reception of the invoice. Other clients must pay their bills upon purchases. The delivery of orders will not be done if the invoices are not paid.

Note that the affiliate member is responsible for all orders made by its employees.

EXPEDITION OR PICK-UP DELAYS

Expedition: please allow three to seven working days for most deliveries and five to twelve working days for shipping in remote area.

Pick-up: please allow two working days for orders that will be picked-up at the Lifesaving Society office.

RUSH ORDERS

Handling fees of 10% of the total price of the order before taxes will be charged to the affiliate member for any rush order.

Rush orders will be shipped or will be ready to be picked-up within 24 hours after the purchase order reception, within working days.

Example: If a rush order is transmitted Sunday at noon, it will be processed by the Lifesaving Society the next working day, which is to say at 9 a.m. on Monday. The order will then be shipped or be ready for pick-up within the following 24 h, which is to say no later than Tuesday at 9 a.m

REIMBURSEMENT AND EXCHANGE

The Lifesaving Society reimburse or exchange materials or articles that have been sold only in the following situations:

- Materials or manuals that have been damaged during shipping (pictures to prove necessary)
- Materials or manuals that are showing printing defects
- Mistake made by the Lifesaving Society in the order processing

Return fees are at the requesting person's charge in the case of damages caused during shipping. The affiliate member has a 14 day delay to bring back or ship back the manuals or articles to be exchanged.

DECENTRALIZED COURSES

TRAINING ORGANIZATION

The affiliate member must:

- Provide facilities and material required
- Respect all technical characteristics of the course offered (instructor's certification, candidate prerequisite(s), recommended time and ratios, etc.)

VERIFICATION OF THE INSTRUCTOR'S CERTIFICATION

It is possible to verify if a person hold the current award required to teach or evaluate a training. You only have to click the button « Find a member » in your Dashboard and enter the member number or the name and date of birth of the person concerned.

- [Create the exam sheet](#) from its Dashboard on the Lifesaving Society Website and, by doing so, creating the course posting
- Manage candidate registration and check their prerequisites. Refuse the registration for candidates who are not complying with prerequisites
- Collect registration fees: price for the training, the award (See the current [price list](#) of the Lifesaving Society) and of the training materials
- Order the required material which is included in the training cost (manual, pocket mask, etc.)
- Provide the instructor with the required number of exam sheets, failure situation reports, failure reports and course outlines
- Make sure the instructor completes a failure situation report if needed

The instructor must:

- Make sure that required facilities and material are provided
- Make sure the training respects all technical characteristics described in the Program Guide
- Make sure to have the required number of exam sheets, failure situation reports, failure reports and course outlines
- Make sure, during the first class, that candidates meet prerequisites. Refuse the access to the training if candidates do not meet the prerequisites
- Collect, during the first class, personal information of candidates needed to complete the exam sheet (candidates can write their coordinates by themselves)

- Present and hand out the course outline to candidates at the beginning of the training
- Make sure candidates respect the required course attendance rate (see the course outline to find this information):
 - o Bronze Medals: the candidate must attend to at least 75% of the training hours
 - o National Lifeguard (all options) and Emergency Care Program: the candidate must attend to at least 90% of the training hours
 - o Lifesaving Instructor: the candidate must attend to at least 90% of the training hours
- Evaluate candidates throughout the training (progressive evaluation)
- If necessary, complete failure situation reports at mid-training or as soon as a failure situation is noticed and provide the concerned candidate with a copy

EXAM

BEFORE AND DURING THE EXAM

The affiliate member must:

- Ensure the exam comply with the Program Guide requirements
- Recruit an evaluator (volunteer) by using, if necessary, the following tools:
 - Facebook page « RECHERCHÉS : Évaluateurs et moniteurs en sauvetage »
 - Search engine (button “Find a monitor”) in the Dashboard toolbox
- Follow the withdrawal procedure, if necessary

UNAVAILABLE INFORMATION ABOUT AN INSTRUCTOR

Some instructors do not wish to be contacted for that kind of offer and have refused the Member networking terms and conditions. This is why the information about some instructors may be unavailable.

The instructor must:

- Refer to the [Group transfer for an exam](#) document if a candidate cannot attempt the final exam
- Be present for the total duration of the exam even if not evaluating any candidates
- Refuse to the exam any candidate more than 15 minutes late
- Follow the withdrawal procedure, if necessary
- Act with fairness and objectivity while evaluating candidates
- Discuss the final result of each candidate with the evaluator
- Complete failure reports after the discussion with the evaluator, if necessary, and have them signed by concerned candidates
- Complete and sign exam sheets
- Have exam sheets signed by the evaluator, if applicable
- Give a copy of their failure report to concerned candidates.

The evaluator (if applicable) must:

- Act with fairness and objectivity while evaluating candidates
- Discuss the final result of each candidate with the instructor
- Sign exam sheets

An instructor or an evaluator can make a candidate fail the exam on the only base of a “Must See” item to be evaluated accordingly to the appropriate Award Guide. For example, a Bronze Cross candidate cannot fail the exam because of his or her bad attitude. The Lifesaving Society can reverse any instructor or evaluator failure decision that is not based on a “Must See” item.

REFUSAL TO SIGN

If the instructor or candidate refuses to sign the failure or failure situation report, the evaluator must write “Refusal to sign”.

FAILURE AFTER A NATIONAL LIFEGUARD COURSE

There is no exam retake possible for the National Lifeguard course (all options). In case of failure, the candidate must redo the course.

WITHDRAWAL DURING AN EXAM

A candidate who decides to withdraw from the examination is given the mention “Withdrawal” only if he or she **did not already fail any item**.

Award fees are not charged to candidates in withdrawal situation.

CANDIDATE UNABLE TO ATTEND A FINAL EXAM

If the candidate has a valid reason, it may be possible to move the date of his or her exam. To do so, the candidate must complete and submit the form [Group transfer for an exam](#) in order to get the prior approval of the reason of his absence by the Lifesaving Society. The procedure outlined in the form must be carefully followed, otherwise the transfer will be refused.

Valid reason can be a medical reason, a school outing, the death of a loved one or the participation in **high-level** sporting competitions. The candidates must provide an official document justifying their absence at the exam (such as a doctor’s note or an official letter).

AFTER THE EXAM

The affiliate member must:

- Ensure candidates' results are transmitted to the Lifesaving Society within the 14 days following the exam (results can be transmitted by the instructor or the affiliate member)
- Keep copies of exam sheets and failure reports during 5 years
- Pay the award fees to the Lifesaving Society within the 30 days following the invoice reception.

LATENESS FEES FOR THE TRANSMISSION OF RESULTS

Monthly lateness fees (according to the effective price list) will be charged to the affiliate member for each exam file transmitted after the required delay.

The instructor must:

- Make sure all required personal information for each candidate appears on exam sheets
- Transmit candidates' results to the Lifesaving Society within the 14 days following the exam, if this task is assigned to him or her by the affiliate member
- Keep copies of exam sheets and failure reports during 5 years
- Give a copy of exam sheets and failure reports to the affiliate member and the evaluator, if applicable

The evaluator must:

- Keep copies of exam sheets and failure reports during 5 years

ONLINE TRANSMISSION OF RESULTS

The affiliate member must add the instructor on the Web exam sheet in order to allow the instructor to transmit exam results online.

Procedure to add candidates and their respective result to the Web exam sheet

- From your Dashboard, click on the "My exams" button
- Choose the appropriate exam
- To add a candidate on the Web exam sheet, click on the "New registration" button.
- To find a candidate in the data base, enter three information of the following: first name, last name, date of birth and member number.
 - o If the candidate is already included in the data base, his or her name will be displayed and you only have to select it
 - o If the candidate is not included in the data base, you must create his or her file by entering the information written on the exam sheet: first name, last name, date of birth, gender, address, email and phone number.
- Choose the appropriate result for the candidate: "*réussite*" (pass), "*réussite en attente de validation*" (pass, pending validation – for example if the candidate passed the exam, but an error message appear when trying to enter the result), "*en attente de résultat*" (pending result – for example if the candidate is transferred to another exam date), "*échec*" (failure) or "*abandon*" (withdrawal).
- Click on "Save".
- Follow this procedure for each candidate

Procedure to transmit the Web exam sheet

- Add comments to the Web exam sheet, if necessary (e.g. group transfer, victim for an exam challenge, Bronze Medallion-Cross combined course, problem with the transmission of results, etc.)
- Once all fields are completed, click on the button "Submit results". The affiliate member will then receive by email a confirmation of receipt of the Web exam sheet

After the processing of the exam sheet by the Lifesaving Society

- A confirmation email is sent to the affiliate member.
- An invoice for the cost of awards is sent by email. The payment must be done within 30 days.

The Lifesaving Society reserves a maximum delay of 2 weeks to transmit their award to candidates. During peak periods, the delay can be of 15 working days.

GOOD TO KNOW

Web exam sheets will be given priority over paper exam sheets.

EXAM CHALLENGE

The exam challenge without having done the training is permitted in the Bronze Medals program (Star, Medallion and Cross awards). In that case, the candidate is assessed on **all items** of the award at stake.

In addition to allowing autodidact candidates who gained some experience to obtain an award without following the training, the exam challenge also serves as an examination retake for candidates who failed the course. Except for the award's usual prerequisites, there are no other admissibility criteria and no restriction on the number of times these exam challenges can be taken.

BEFORE AND DURING THE EXAM CHALLENGE

The affiliate member must:

- Provide facilities and required material
- Meet all exam challenge technical requirements (instructor qualification, prerequisites, recommended durations and ratios, etc.)
- [Create the exam sheet](#) and, by doing so, the course display on the Dashboard from the Lifesaving Society Website
- Manage the registration by checking prerequisites of each candidate
- Collect registration payments : training fees, award fees (according to the effective [price list](#)) and material fees
- Give the instructor the required number of exam sheets and failure reports

All details on the management and the conduct of an exam challenge are available for instructors in the [Guide du moniteur – Challenges – Niveaux de bronze \(in French only\)](#).

AFTER THE EXAM CHALLENGE

Tasks of the affiliate member and instructor are the same as at the end of an exam closing a training (p.12).

TIP

It is possible to organize an exam challenge and an exam closing a training at the same time.

RECERTIFICATION

To maintain current a Lifesaving Society award with an expiration date, a recertification needs to be passed, or the initial training should be redone if there is no recertification for that particular award.

A recertification is done by an examination aiming to evaluate an award holder's knowledge, skills and physical fitness. Its purpose is to ensure that award holders are still able to properly perform their duties without doing an entire training again.

It is possible to recertify some awards at any time, for example the National Lifeguard, even if the award is expired since many years. However, some conditions can apply:

- The Lifesaving Instructor award must be recertified within the two years following the expiration date of the award; otherwise, the holder needs to follow the process of prior learning recognition.
- Some first aid awards can only be recertified within the year following the expiration date. After that, the holder needs to redo the initial training.

There is no recertification for teaching awards, except for the Lifesaving Instructor award and the Emergency First Aid/AED Instructor award (centralized recertification). However, to maintain current teaching awards for which there is no particular recertification, the instructor needs to recertify some basic awards.

WORK PERMITS AND AWARDS

According to a number of regulations, some awards are recognized as work permits only if they are recertified after a specific period of time.

AWARDS REQUIRED TO TEACH

The instructor is responsible for making sure his or her awards are current. Required awards for the instructor to teach must be valid at the exam date of the certificate the instructor is teaching.

Candidates should plan ahead their recertification (two or three months before the award's expiration date).

The expiration date cannot be postponed, even for one day.

TEACHING AWARDS	AWARDS TO RECERTIFY
National Lifeguard – Pool Instructor	Lifesaving Instructor AND National Lifeguard – Pool
National Lifeguard – Waterfront Instructor	Lifesaving Instructor AND National Lifeguard – Waterfront
National Lifeguard – Waterpark Instructor	Lifesaving Instructor AND National Lifeguard – Waterpark
National Lifeguard – Surf Instructor	Lifesaving Instructor AND National Lifeguard – Surf
Aquatic Emergency Care/AED Instructor	Emergency First Aid/AED Instructor or Lifesaving Instructor; AND National Lifeguard – Pool
Emergency First Aid/AED Instructor	Emergency First Aid/AED Instructor or Lifesaving Instructor
Instructor Trainer	Lifesaving Instructor

Recertifications that can be offered by affiliate members:

- Bronze Medallion
- Bronze Cross
- National Lifeguard (all options)
- Aquatic Emergency Care/AED
- Emergency Care/AED – Early Childhood
- Standard First Aid/AED (minimum award required : Bronze Medallion)
- Lifesaving Instructor

The Lifesaving Instructor award can be recertified by a recertification or by the credit system (p. 17).

MANDATORY CENTRALIZED RECERTIFICATION

The content of some programs can be revised at the national level. When a program is launch after a national revision, instructors must do the centralized recertification of the Lifesaving Society in order to learn about the new content. Neither the credit system nor a decentralized recertification can replace the mandatory centralized recertification.

Recertification content is available for candidates at www.sauvetage.qc.ca, in the “Recertification” section under “Lifeguarding” or “First Aid”, depending of the recertification category.

There are 3 guides available for affiliate members and instructors who may offer recertifications:

- National Lifeguard Award Recertification Guide
- Lifesaving Instructor Award Recertification Guide
- Emergency Care Awards Recertification Guide

BRONZE MEDALLION AND BRONZE CROSS RECERTIFICATIONS

There is no recertification guide for the Bronze Medallion and Bronze Cross awards. The recertification content is the same as for an exam ending a training, as well as physical items of the training.

Bronze Medallion: items 5, 6, 11, 13, 14 and 15

Bronze Cross: items 2, 3, 10, 12, 13 and 15

Affiliate members or authorized instructors can obtain these guides by sending a written request to alerte@sauvetage.qc.ca.

To teach a National Lifeguard or a Lifesaving Instructor recertification, the instructor must have done the recertification he or she will teach. The recertification content of these two awards changes every two years.

ORGANIZING A RECERTIFICATION

The affiliate member must assume the same responsibilities as for the organization of a training and exam. The affiliate member must also assume the following responsibilities:

- Meet the Program Guide and the current recertification guide conditions
- [Find a qualified instructor](#) whose certification is current to give the recertification:
 - o For the National Lifeguard (all options) and the Lifesaving Instructor recertifications, make sure that the chosen instructor’s name is displayed on the [Instructor List](#) available on the Dashboard of the Society’s Website. It lists all instructors who have participated to the current requalification, and who are therefore allowed to offer it.
- Give the instructor copies of the [Certification Statement form](#)
- Follow the recertification withdrawal procedure

The instructor must assume the same responsibilities as for the organization of a training and exam. The instructor must also assume the following responsibilities:

- Having passed (as a candidate) the current recertification he or she will teach (applicable for National Lifeguard – Pool and Lifesaving Instructor recertification)
- Follow the recertification withdrawal procedure
- Verify candidate prerequisites. It is mandatory for every recertification candidate who is not able to present a proof of prerequisites to complete the [Certification Statement form](#). If the candidate refuses to complete this form, access to recertification will be denied.
- Meet the current recertification guide conditions, if applicable. Disciplinary procedures will be applied if an instructor does not respect the appropriate guide.

RECERTIFICATION WITHDRAWAL

As long as a candidate has not failed an item, he or she can withdraw from the recertification without having it considered as failed.

FAILING A RECERTIFICATION AFTER AN AWARD EXPIRATION

1st failure

A candidate who fails a recertification must receive additional training from an instructor before taking another recertification.

2nd failure

If the candidate fails the recertification examination a second time, the award will be revoked, as well as all other awards which have the revoked award as prerequisite.

For example, if a candidate fails the recertification for a Lifesaving Instructor award, he or she will need to try to pass the recertification a second time. If the candidate fails again, all his or her awards having the Lifesaving Instructor as prerequisite will also be cancelled. The candidate will have to retake the full course for each award.

REVOKED AWARD	AWARDS AUTOMATICALLY REVOKED
National Lifeguard – Pool	National Lifeguard – Pool Instructor
National Lifeguard – Waterfront	National Lifeguard – Waterfront Instructor
National Lifeguard – Waterpark	National Lifeguard – Waterpark Instructor
National Lifeguard – Surf	National Lifeguard – Surf Instructor
Lifesaving Instructor	National Lifeguard Instructor (all options) Instructor Trainer
Emergency First Aid/AED Instructor	Emergency First Aid/AED Instructor

FAILING A RECERTIFICATION BEFORE A CURRENT AWARD EXPIRATION

After a first failure to a National Lifeguard, Bronze Cross or Bronze Medallion recertification, the current award is not revoked.

However, the Quebec branch of the Lifesaving Society considers that a candidate who does not meet the award requirements is not able anymore to assume the lifeguard responsibilities described in the Regulation respecting safety in public baths until the expiration date of the award and until he/she completes successfully a second recertification or a new qualification.

The Lifesaving Society will inform the person concerned and will ask him/her not to work as a lifeguard until he/she regains the required award.

After a first failure to a Lifesaving Instructor or Emergency First Aid/AED Instructor recertification, the current award is not revoked.

However, the Quebec branch of the Lifesaving Society considers that a candidate who does not meet the award requirements is not able anymore to assume the Lifesaving Instructor or Emergency First Aid/AED Instructor responsibilities until the expiration date of the award and until he/she complete successfully a second recertification or a new qualification.

The Lifesaving Society will inform the person concerned and will ask him/her to make sure that an additional supervision is provided when he/she teaches until the expiration date of the award and until he/she regains the required award.

RECERTIFICATION BY THE CREDIT SYSTEM

The Training Instructor Program credit system is intended for instructors who wish to have their Lifesaving Instructor award recertified without having to attend a recertification. It has been created to recognize the instructors' particular needs and interests by encouraging them to be involved, and to learn and to develop themselves through continuous training.

The credit system sets a certain value to some roles that the instructor has taken on while the award that must be recertified was still valid. These roles must have been assumed within activities that have been predetermined by the Lifesaving Society. Points are attributed to the instructor; these points are then used to recertify the Lifesaving Instructor award.

PREREQUISITES – CREDIT SYSTEM

- Hold the Lifesaving Instructor award. The award should not be expired since more than 2 years*
- Have already passed a first recertification in person for the Lifesaving Instructor
- Hold a current National Lifeguard or Bronze Cross award

TO PARTICIPATE IN THE PROGRAM

- 1) Refer to appendix 1 to know what activities are recognized as well as the number of points assigned to each activity.
- 2) Download your point card (Carte de pointage – in French only) from your Dashboard at www.sauvetage.qc.ca/en.
- 3) The Lifesaving Instructor award is valid for two years. During these 2 years, collect the 6 points required for recertification.
- 4) Send your completed pointing card, the registration form and payment for the related recertification fees to the Lifesaving Society.

SPECIFIC CONDITIONS

Banking points is not allowed. The pointing card will be reset to zero at each recertification.

The Lifesaving Society will verify the pointing card to ensure each activity meets the credit system criteria.

*The Lifesaving Instructor whose award is expired since more than two years is not allowed to participate to a recertification. He/she must communicate with the Lifesaving Society in order to follow the prior learning recognition process.

EQUIVALENCY RECOGNITION

The Lifesaving Society recognizes some awards issued by other organizations with or without fees. To make an equivalency recognition request, you only have to fill and transmit online the [Formulaire de reconnaissance d'équivalence form \(in French only\)](#).

In the case of an award prerequisite to a training, the equivalency recognition request must be done **before the beginning of the training**.

EQUIVALENCY RECOGNITION WITHOUT FEES

The equivalency recognition without fees allows a candidate to obtain the Standard First Aid/AED prerequisite for some trainings without doing again the training with the Lifesaving Society. The candidate will not get any new equivalent award from the Lifesaving Society.

The following awards are recognized without fees as equivalent or higher to the Lifesaving Society Quebec branch Standard First Aid/AED course (16 h):

- Standard First Aid, other branch of the Lifesaving Society
- Emergency First Aid/AED Instructor, Lifesaving Society
- Standard First Aid (16 h), Canadian Red Cross
- First Responder, Canadian Red Cross
- Wilderness & Remote First Aid, advanced and CPR/AED C, Canadian Red Cross
- First Aid in the Workplace, CNESST
- First Responder, recognize by a Regional Health Authority
- Active ambulance technician

EQUIVALENCY RECOGNITION WITH FEES

For any other certificate issued by a recognized organization, a verification of the training will be performed and fees will be charged if the recognition is given. In that case, the Lifesaving Society's equivalent award will be issued, with the same expiration date as the recognized one. If the certificate is not recognized, the candidate must follow the recognized training.

If a candidate holds an award that is automatically recognized without fees, he/she can also choose to pay the fees to obtain the Lifesaving Society's equivalent award with the same expiration date as the certificate issued by the other organization.

PRIOR LEARNING RECOGNITION

The process of prior learning recognition is intended for candidates who wish to obtain the Emergency First Aid/AED Instructor award or reobtain the Lifesaving Instructor award without redoing the entire training.

PREREQUISITES

Lifesaving Instructor

- Hold a Lifesaving Instructor award expired for more than two years

Emergency First Aid/AED Instructor

- Be a first aid instructor or trainer for a recognized organization

To make sure the candidate possesses the competencies required to obtain the award without doing or redoing the training, the Lifesaving Society may require the successful completion of written or practical exams before issuing the award.

The process to obtain a prior learning recognition for these two awards is explained at www.sauvetage.qc.ca/en under the "Lifeguarding" or "First aid" tab, depending on the award needed.

DECENTRALIZED COURSES

SWIM PATROL

The Swim Patrol is intended for youth aged between 8 to 12 years old who wish to develop their leadership, self-confidence, judgment, team spirit and physical fitness, and who are ready to go beyond learn-to-swim. This program includes three learning levels: Rookie, Ranger and Star. Each level is based on three modules: Water proficiency, First Aid, and Recognition and rescue.

ROOKIE LEVEL

This course's approach is focused on making efforts while having fun, and helps develop the candidate's endurance and the efficiency of swimming technique. The candidate will learn, among other things, to perform a primary assessment of a conscious victim, to efficiently communicate with emergency medical services, to scan an aquatic facility and to throw a buoyant aid during an emergency situation.

Prerequisites

- Be able to swim without a buoyant aid
- Be at least 8 years old

RANGER LEVEL

By taking this course, the candidate will not only improve his swimming technique, but will also learn to perform a primary assessment of an unconscious victim, to treat a victim in shock and a conscious victim who is suffocating, and to perform a non-contact rescue using a buoyant aid.

Prerequisites

- Be able to swim without a buoyant aid
- Be at least 8 years old

STAR LEVEL

The candidate can now refine his swimming technique and develop his lifesaving and first aid skills. By the end of this course, the candidate will know how to rescue a weak swimmer and a non-swimmer, to treat a bone or joint injury, and to provide care to a victim who has trouble breathing because of an asthma attack or a severe allergic reaction.

Prerequisites

- Be able to swim without a buoyant aid
- Be at least 8 years old

PROGRAMMING TIPS

The Swim Patrol courses are the perfect initiation to lifesaving for candidates who already know how to swim. It is a fun sport activity useful in daily life! Candidates showing a lack of interest for their regular swimming class can love the Swim patrol courses. Do not hesitate to **offer these courses before children finish all their swimming courses.**

It is possible to combine Swim Patrol courses with swimming courses (e.g. Rookie and Swim Kids 7, Ranger and Swim Kids 8, Star and Swim Kids 9, or the equivalent). You only have to add few hours to the swimming course in order to teach the content of the Swim Patrol program.

It is also possible to offer a multi-level course. In other words, a Swim Patrol course can be organized with Rookie, Ranger and Star candidates in the same group.

SWIM PATROL

● : mandatory ◆ : optional

LI: Lifesaving Instructor
SPI: Swim patrol Instructor

COURSE AND EXAM CHARACTERISTICS	ROOKIE	RANGER	STAR
	Recommended course duration*	10 h	10 h
Exam duration	No exam – Progressive evaluation		
Minimum number of candidates	2	2	2
Recommended ratio (candidates by instructor)*	1 : 12	1 : 12	1 : 12
Person who teaches and evaluates	LI or SPI with current certification		

COURSE VENUE (recommended durations)

	ROOKIE	RANGER	STAR
Pool or swimming beach	10 h	10 h	10 h

QUALIFICATION RECOGNITION

	ROOKIE	RANGER	STAR
Award (issued by the Lifesaving Society)	None	None	None
Training validity period	For life	For life	For life
Souvenir accessory (given to candidates by the affiliate member)	Progress Report booklet 3 sticker seals and 1 badge**	Progress Report booklet 3 sticker seals and 1 badge**	Progress Report booklet 3 sticker seals and 1 badge**

MANUALS AND EQUIPMENT FOR THE CANDIDATE

	ROOKIE	RANGER	STAR
Pocket mask and gloves	●	●	●
Pants and long sleeves shirt or sweater	●		
Swim Patrol kit**	●	●	●

*The course and the exam duration is based on a group of 12 candidates for 1 instructor. We recommend to add 30 minutes for each additional candidate (starting from the 13th candidate).

**Accessories bought from the Lifesaving Society by the affiliate member who gives them to each candidate that passes the course. The Progress Report booklet includes the three Swim Patrol levels; the candidate needs only one Progress Report booklet for the whole Swim Patrol program.

SWIM PATROL (continued)

	ROOKIE	RANGER	STAR
MANUALS AND EQUIPMENT FOR THE INSTRUCTOR			
Exam sheet	●	●	●
Canadian Lifesaving Manual	●	●	●
Canadian First Aid Manual	●	●	●
Award Guide: Swim Patrol	●	●	●
<i>Guide du Moniteur en sauvetage</i> (in French only)	●	●	●
Instructor notes	●	●	●
Timer	●	●	●
Weights	2,3 kg (5 lb)	2,3 kg (5 lb)	4,5 kg (10 lb)
Various buoyant aids		●	●
Buoyant aids with rope	●		●
Floating target	●		
Personal flotation devices (PFD)			●
Obstacles (floating mats, swimming lanes, etc.)	●		

LIFESAVING – BRONZE MEDALS

BRONZE STAR

The Bronze Star is the first certificate in the bronze award levels. Participants are introduced to lifesaving while learning to find solutions to various problems and to make decisions on an individual basis and as members of a team. They learn cardiopulmonary resuscitation (CPR) and the lifesaving skills required to perform self-rescue.

Prerequisites

- Be able to swim 100 m
- Be at least 11 years old (recommended)

BRONZE MEDALLION

The Bronze Medallion award allows the candidates to acquire an understanding of the four basic components of lifesaving: judgment, knowledge, skills and fitness. They learn tow, carry, defense and release techniques in order to be prepared to perform rescue of conscious and unconscious victims with an increasing level of risk. Candidates develop a better swimming technique and improve their endurance.

Prerequisites

- Be at least 13 years old at final exam or have a Bronze Star award
- Demonstrate skills and knowledge equivalent to the Canadian Red Cross' Swim Kids 10 level*

BRONZE CROSS

The Bronze Cross award is designed for candidates who seek more advanced training and who wish to acquire basic notions of aquatic facility supervision. They will discover the differences between lifesaving and lifeguarding, the basic principles of emergency procedures, and teamwork. The candidates will also learn how to respond to a spinal-injured victim and a victim in cardiopulmonary arrest.

Prerequisite

- Hold a Bronze Medallion award

PROGRAMMING TIPS

The three Bronze Medals courses can be challenged. In that case, only the final exam covering all items of the training must follow the requirements of the Lifesaving Society.

The Bronze Medals courses can be offered in pool as well as in beach. For example, it is possible for a day camps to offer Bronze Medals trainings to their participants during summer.

It is also possible to offer the Bronze Star course combined with a swimming course (e.g. Swim Kids 10 or equivalent) by adding few hours to the swimming course.

It is also possible to combine Bronze Medallion and Bronze Cross courses. This combined course is perfect for candidates with lifesaving, first aid or aquatic sports experience. Candidates with good aquatic skills will appreciate this shorter formula since they are often able to demonstrate many items from the beginning of the training.

*If the candidate is a good swimmer and if he/she can demonstrate all swimming strokes and techniques taught in the Canadian Red Cross' Swim Kids 10 level, then he/she can participate to the Bronze Medallion course. An evaluation will be done during the first session.

LIFESAVING – BRONZE MEDALS

● : mandatory ◇ : optional

LI: Lifesaving Instructor

	BRONZE STAR	BRONZE MEDALLION	BRONZE CROSS
COURSE AND EXAM CHARACTERISTICS			
Recommended course duration *	10 h	20 h	20 h
Recommended exam duration*	Progressive evaluation	2.5 h	2.5 h
Minimum number of candidates **	2	2	2
Recommended ratio (candidates by instructor) *	1 : 12	1 : 12	1 : 12
Teacher	LI (current)	LI (current)	LI (current)
Evaluator	-	LI (current)	LI (current)
Challenge possible refer to the <i>Guide des challenges - Niveaux de bronze</i> (in French only)	Yes	Yes	Yes

COURSE VENUE (recommended durations)

Classroom	-	4 h	4 h
Pool or swimming beach	10 h	16 h	16 h

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●
Award validity period	For life	2 years	2 years
Process to keep current the award	-	Recertification	Recertification
Souvenir accessory (given with the award)	Medal and Crest	Medal and Crest	Medal and Crest

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Canadian Lifesaving Manual		●	●
Canadian First Aid Manual		◇	◇
Pocket mask and gloves	●	●	●
Sweater and pants	●	●	

*The course and the exam duration is based on a group of 12 candidates for 1 instructor. We recommend to add 30 minutes for each additional candidate (starting from the 13th candidate).

**It is possible to offer the training to only one candidate. In such situation, a victim who holds at least a Bronze Medallion award must be present during the training. The name of this person must be written on the exam sheet for the victim role.

LIFESAVING – BRONZE MEDALS (continued)

	BRONZE STAR	BRONZE MEDALLION	BRONZE CROSS
MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR			
Exam sheet, course outlines and failure/failure situation reports	●	●	●
Canadian Lifesaving Manual	●	●	●
Canadian First Aid Manual	●	●	●
Award Guide: Bronze Medal Awards	●	●	●
<i>Guide du Moniteur en sauvetage</i> (in French only)	●	●	●
Instructor notes	●	●	●
Timer	●	●	●
Weights	4,5 kg (10 lb)		
Buoyant aids (with and without rope)	●	●	●
Floating throwing ropes from 10 to 15 m	●	●	
Lifesaving sport manikins			◇
Personal flotation devices (P.F.D.)		●	
Resuscitation manikins – adult (ratio 1 : 3)	●	●	●
Resuscitation manikins – infant (ratio 1 : 3)			●
Objects of various size, colour and density	●		

LIFESAVING – OTHER COURSES

LIFESAVING FITNESS

This course teaches candidates the importance of physical fitness in lifesaving. They will learn how to measure, improve and maintain personal fitness in order to be ready to respond to any aquatic emergency situation. This award includes three levels of increasing difficulty: bronze, silver and gold.

Prerequisite

- Be less than 30 years old or have a medical approval

DISTINCTION

This award gives candidates the opportunity to acquire a more mature response towards aquatic emergency situations, to develop advanced skills and knowledge in lifesaving, and to deepen their understanding of the fitness training principles. As the award's name suggests, the candidates must perform every item with distinction.

Prerequisite

- Hold a Bronze Cross award

PROGRAMMING TIPS

The Lifesaving Fitness course enables anyone, with or without lifesaving experience, to practice a physical activity as well as developing aquatic and lifesaving skills. It is possible to take the course more than once since there are different levels of achievement. This is the perfect course for candidates looking for a lifesaving activity to do between mandatory trainings to become lifeguard.

The Distinction course is perfect for candidates holding a Bronze Cross award but who are too young to take the National Lifeguard course.

LIFESAVING - OTHER COURSES

● : mandatory ◇ : optional

LI: Lifesaving Instructor

COURSE AND EXAM CHARACTERISTICS	LIFESAVING FITNESS	DISTINCTION
	Gold, Silver and Bronze	
Recommended course duration*	10 h	20 h
Recommended exam duration*	-	3 h
Minimum number of candidates	2	2
Recommended ratio (candidates by instructor)*	1 : 12	1 : 12
Teacher	LI (current)	LI (current)
Evaluator	-	LI (current)
Challenge possible	No	No

COURSE VENUE (recommended durations)

Classroom	-	4 h
Pool or swimming beach	10 h	16 h

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●
Award validity period	For life	For life
Process to keep current the award	-	-
Souvenir accessory (given with the award)	Crests (Bronze, Silver or Gold)	Medallion

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●
Shirt and pants		●
Shoes		●

*The course and the exam duration is based on a group of 12 candidates for 1 instructor. We recommend to add 30 minutes for each additional candidate (starting from the 13th candidate).

LIFESAVING - OTHER COURSES (continued)

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	LIFESAVING FITNESS	DISTINCTION
	Gold, Silver and Bronze	
Exam sheet, course outlines and failure/failure situation reports	●	●
Canadian Lifesaving Manual	●	●
Canadian First Aid Manual	●	●
Award Guide: Lifesaving Fitness (downloadable)	●	
Award Guide: Distinction (downloadable)		●
Timer	●	●
Weights	4,5 and 9 kg (10 and 20 lb)	
Buoyant aids (with and without rope)	●	●
Resuscitation manikins (ratio 1 : 3)		●
Lifesaving sport manikins	◇	

NATIONAL LIFEGUARD

The National Lifeguard award is the only one to be recognized everywhere in Canada. It is a performance standard that ensure holders of National Lifeguard award to be able to work in Canada from coast to coast. This course is designed to develop a sound understanding of lifeguarding principles, good judgment and a responsible attitude toward the lifeguard's role in an aquatic facility.

NATIONAL LIFEGUARD – POOL

National Lifeguard – Pool award holders are able to work autonomously as a single lifeguard when supervising a facility. This means they will have a lot more choice when choosing where to work.

Prerequisites

- Be at least 16 years old at the final exam date
- Hold the Bronze Cross award
- Having passed the Standard First Aid/AED course* or Aquatic Emergency Care/AED course

NATIONAL LIFEGUARD – WATERFRONT

National Lifeguard – Waterfront award holders can work on the beach of a lake or a river which are environments greatly affected by nature. They learn how to deal with specific issues such as currents, sand, unsteady depths and water opacity in an emergency situation, and the use of specialized lifesaving tools like rescue tubes and rescue boards.

Prerequisites

- Be at least 16 years old at the final exam date
- Hold the Bronze Cross award
- Having passed the Standard First Aid/AED course* or Aquatic Emergency Care/AED course
- Hold the National Lifeguard – Pool award or having completed the 20 hours core curriculum

NATIONAL LIFEGUARD – WATERPARK

Waterparks are extremely diversified environments where lifeguards must work with each attraction's distinctive features, as well as general characteristics such as slippery surfaces, crowded structures and water flow. All these elements need to be taken into account during supervision, since they considerably increase risks; the number of rescues performed in waterparks is significantly higher than in other aquatic environments.

Prerequisites

- Be at least 16 years old at the final exam date
- Hold the Bronze Cross award
- Having passed the Standard First Aid/AED course* or Aquatic Emergency Care/AED course
- Hold the National Lifeguard – Pool award

NATIONAL LIFEGUARD – SURF

National Lifeguard – Surf award holders will be able to assess issues that arise from the presence of specific elements such as strong currents, tides, waves, unsteady depths, sand and underwater obstacles. This environment's distinctive features also mean that physical fitness requirements are higher.

Prerequisites

- Be at least 16 years old at the final exam date
- Hold the Bronze Cross award
- Having passed the Standard First Aid/AED course* or Aquatic Emergency Care/AED course
- Hold the National Lifeguard – Waterfront award

*Or an equivalent training. Refer to the [Equivalency Recognition](#) section of this Guide for more details.

COURSE AND EXAM CHARACTERISTICS	POOL	WATERPARK	WATERFRONT	SURF
	Minimum course duration	40 h	20 h	20 h*
Recommended exam duration*	4 h	4 h	4 h	4 h
Minimum number of candidates	4	4	4	4
Maximum ratio (candidates by instructor)	1 : 12 to 15**	1 : 12 to 15**	1 : 12	1 : 9
Teacher	NLI - Pool (current)	NLI - Waterpark (current)	NLI - Waterfront (current)	NLI - Surf (current)
Evaluator	NLI - Pool (current)	-	-	-
Challenge possible	No	No	No	No

COURSE VENUE (recommended durations)

Classroom	16 h	8 h	-	-
Body of water (swimming facility)	24 h Pool Minimum depth of 1.5 m	12 h Waterpark	20 h Waterfront	20 h Ocean beach

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●	●
Award validity period	2 years	2 years	2 years	2 years
Process to keep current the award	Recertification	Recertification	Recertification	Recertification
Souvenir accessory (given with the award)	Crest	-	-	-

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Alert: Lifeguarding in Action	●	●	●	●
Canadian Lifesaving Manual	●	●	●	●
Canadian First Aid Manual	●	●	●	●
Regulations B-1.1, r.11 and Q-2, r.39	●	●	●	●
Pocket mask, gloves and whistle	●	●	●	●
Fins, mask and snorkel			●	●

*Minimum course duration of 40 h for candidates who do not hold a National Lifeguard – Pool award.

**An instructor with experience (that have already taught at least 2 courses) can have up to 15 candidates by adding to the course at least 1 hour by additional candidate, starting from the 13th candidate (e.g.: 15 candidates = minimum of 43 hours).

NATIONAL LIFEGUARD (continued)

	POOL	WATERPARK	WATERFRONT	SURF
MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR				
Exam sheet, course outlines and failure/failure situation reports	●	●	●	●
Canadian Lifesaving Manual	●	●	●	●
Canadian First Aid Manual	●	●	●	●
Award Guide: National Lifeguard	●	●	●	●
<i>Guide du moniteur Sauveteur national - Piscine</i> (in French only)	●			
Timer	●	●	●	●
Weights	9 kg (20 lb)			
Spineboard	●	●		
Buoyant aids that are appropriate for the option	●	●	●	●
Paddle board or rescue board			●	●
Lifesaving sport manikins	◇			
Resuscitation manikins – adult (ratio 1 : 3)	●	●	●	●

LIFESAVING AND LIFEGUARDING RECERTIFICATIONS

BRONZE MEDALLION RECERTIFICATION

The successful completion of this recertification allows a Bronze Medallion award holder to keep his/her award current. Physical fitness items as well as lifesaving situations of the Bronze Medallion course are reassessed.

Prerequisite

- Hold a Bronze Medallion award

BRONZE CROSS RECERTIFICATION

The successful completion of this recertification allows a Bronze Cross award holder to keep his/her award current. Physical fitness items as well as lifesaving situations of the Bronze Cross course are reassessed.

Prerequisite

- Hold a Bronze Cross award

NATIONAL LIFEGUARD – POOL RECERTIFICATION

The successful completion of this recertification allows a National Lifeguard – Pool award holder to keep his/her award current. Physical fitness and resuscitation items as well as lifesaving situations of the National Lifeguard course are reassessed. The candidate must also participate to the ongoing training workshops.

Prerequisite

- Hold a National Lifeguard – Pool award

NATIONAL LIFEGUARD – WATERPARK RECERTIFICATION

The successful completion of this recertification allows a National Lifeguard – Waterpark award holder to keep his/her award current. Physical fitness and resuscitation items as well as lifesaving situations of the National Lifeguard course are reassessed. The candidate must also participate to the ongoing training workshops.

Prerequisite

- Hold a National Lifeguard – Waterpark award

NATIONAL LIFEGUARD – WATERFRONT RECERTIFICATION

The successful completion of this recertification allows a National Lifeguard – Waterfront award holder to keep his/her award current. Physical fitness and resuscitation items as well as lifesaving situations of the National Lifeguard course are reassessed. The candidate must also participate to the ongoing training workshops.

Prerequisite

- Hold a National Lifeguard – Waterfront award

NATIONAL LIFEGUARD – SURF RECERTIFICATION

The successful completion of this recertification allows a National Lifeguard – Surf award holder to keep his/her award current. Physical fitness and resuscitation items as well as lifesaving situations of the National Lifeguard course are reassessed. The candidate must also participate to the ongoing training workshops.

Prerequisite

- Hold a National Lifeguard – Surf award

LIFESAVING RECERTIFICATIONS

● : mandatory ◇ : optional
 LI: Lifesaving Instructor
 NLI: National Lifeguard Instructor

EXAM CHARACTERISTICS	BRONZE MEDALLION	BRONZE CROSS	NL – POOL	NL – WATERPARK	NL – WATERFRONT	NL – SURF
Minimum exam duration	2 h 30*	2 h 30*	4 h	4 h	4 h	4 h
Minimum number of candidates	2**	2**	4	4	4	4
Maximum ratio (candidates by instructor)	1 : 12*	1 : 12*	1 : 12 to 15 [†]	1 : 12 to 15 [†]	1 : 12	1 : 9
Evaluator	LI (current)	LI (current)	NLI – Pool ^{††} (current)	NLI – Waterpark (current)	NLI – Waterfront ^{††} (current)	NLI – Surf (current)

EXAM VENUE

Body of water (swimming facility)	Pool or beach	Pool Minimum depth of 1.5 m	Waterpark	Beach	Beach
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QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●	●	●	●
Award validity period	2 years					
Process to keep current the award	Recertification	Recertification	Recertification	Recertification	Recertification	Recertification

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●	●	●	●	●
Whistle			●	●	●	●
Fins					●	●

* The course and the exam duration is based on a group of 12 candidates for 1 instructor. We recommend to add 30 minutes for each additional candidate (starting from the 13th candidate).

** If there is only one candidate, someone holding the minimum award of Bronze Medallion must play the victim role and his/her name must be written on the exam sheet as victim.

[†]An instructor with experience (who have already offered at least 2 recertifications) can have up to 15 candidates.

^{††}The instructor must be authorized to offer the recertification. See page 16 for more details.

LIFESAVING RECERTIFICATIONS (continued)

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	BRONZE MEDALLION	BRONZE CROSS	NL – POOL	NL – WATERPARK	NL – WATERFRONT	NL – SURF
Exam sheet, failure reports and Certification Statement forms	●	●	●	●	●	●
Canadian Lifesaving Manual	●	●	●	●	●	●
Canadian First Aid Manual	●	●	●	●	●	●
Award Guides: Bronze Medals	●	●				
<i>Guide du Moniteur en sauvetage</i> (in French only)	●	●				
National Lifeguard Recertification Guide (current edition)			●	●	●	●
Award Guide: National Lifeguard			●	●	●	●
<i>Guide du moniteur Sauveteur national - Piscine</i> (in French only)			●			
Timer	●	●	●	●	●	●
Weights			9 kg (20 lb)			
Spineboard			●	●		
Buoyant aids that are appropriate for the option	●	●	●	●	●	●
Paddle board or rescue board					●	●
Resuscitation manikins – adult (ratio 1 : 3)	●	●	●	●	●	●
Resuscitation manikins – infant (ratio 1 : 3)			◇	◇	◇	◇

LIFESAVING TEACHING

LIFESAVING INSTRUCTOR COURSE

A lifesaving instructor teaches future lifeguards first aid, cardiopulmonary resuscitation and the different lifesaving techniques and skills. The Lifesaving Instructor can teach the following awards: Swim Patrol, Bronze Star, Bronze Medallion, Bronze Cross, Lifesaving Fitness and Distinction.

Prerequisites

- Be at least 16 years old
- Hold a Bronze Cross (34 h) or National Lifeguard (28 h) award

LIFESAVING INSTRUCTOR RECERTIFICATION

It is possible to recertify this award by doing the regular recertification (see next page for details) or by using the credit system (see p.17 for details).

Prerequisite – regular recertification

- Hold the Lifesaving Instructor award. The award should not be expired since more than 2 years*

Prerequisites – credit system

- Hold the Lifesaving Instructor award. The award should not be expired since more than 2 years*
- Having already done a first Lifesaving Instructor recertification in person
- Hold a current National Lifeguard award

SWIM PATROL INSTRUCTOR WORKSHOP

This workshop gives the opportunity to swimming instructors holding the National Lifeguard award to teach Swim Patrol courses. This makes it easier to offer swimming and lifesaving combined courses! During this workshop, candidates will discover the Swim Patrol program content and will practice some aquatic skills.

Prerequisites

- Hold a recognized swimming teaching award
- Hold a current Bronze Cross or National Lifeguard award

PROGRAMMING TIPS

The Swim Patrol Instructor Workshop can be offered, for example, during a staff meeting.

*Lifesaving instructors holding an award expired since more than 2 years are not authorized to participate to a recertification. They must communicate with the Lifesaving Society in order to follow the process of prior learning recognition.

LIFESAVING TEACHING

Decentralized courses and recertifications

● : mandatory ◆ : optional

LIT: Lifesaving Instructor Trainer
LI: Lifesaving Instructor

COURSE AND RECERTIFICATION CHARACTERISTICS	LIFESAVING INSTRUCTOR COURSE	LIFESAVING INSTRUCTOR RECERTIFICATION	SWIM PATROL INSTRUCTOR WORKSHOP
	Minimum course duration	28 h* or 34 h**	-
Minimum exam duration	-	4 h	-
Minimum number of candidates	4	4	2
Maximum ratio (candidates by instructor)	1 : 12	1 : 12	1 : 12 (recommended)
Teaching and evaluating person	LIT (current)	LIT (current)	LI (current)
Challenge possible	No	No	No

COURSE OR RECERTIFICATION VENUE (recommended durations)

Classroom	14 h or 16 h	1 h 15	1 h 20
Body of water – swimming facility (e.g. pool, beach)	14 h or 16 h	2 h 45	1 h 40

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	
Award validity period	2 years	2 years	As long as a National Lifeguard or a Bronze Cross award is current
Process to keep current the award	Award expired since 2 years or less: recertification Award expired since more than 2 years: prior learning recognition		

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●	●
Award Guide: Bronze Medals	●	●	
Award Guide: Swim Patrol	●	●	●
Canadian Lifesaving Manual	●	●	●
Canadian First Aid Manual	●	●	●
<i>Guide du Moniteur en sauvetage</i> (in French only)	●		
Instructor Notes	●		
<i>Guide du Moniteur Jeune sauveteur</i> (In French only)			●
Swim Patrol Instructor Workshop slideshow			●
Sweater and pants to go in the water			●

*For candidates holding a National Lifeguard award

**For candidates holding a Bronze Cross award

LIFESAVING TEACHING (continued)

Decentralized courses and recertifications

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	LIFESAVING INSTRUCTOR COURSE	LIFESAVING INSTRUCTOR RECERTIFICATION	SWIM PATROL INSTRUCTOR WORKSHOP
Exam sheet, course outlines, failure/failure situation reports and Certification Statement forms	●	●	●
Recertification Guide – Lifesaving Instructor (current edition)		●	
<i>Guide à l'usage du formateur de moniteurs</i> (in French only)	●	●	
Instructor Notes	●	●	
Canadian Lifesaving Manual	●	●	●
Canadian First Aid Manual	●	●	●
Award Guide: Bronze Medals	●	●	
Award Guide: Swim Patrol	●	●	●
<i>Guide du moniteur Jeune sauveteur</i> (in French only)			●
Swim Patrol Instructor Workshop course outlines			●
Swim Patrol Instructor Workshop slideshow			●
Timer	●	●	
Weights	4,5 and 9 kg (10 and 20 lb)		
Buoyant aids (with and without rope)	●	●	
Resuscitation manikins (ratio 1 : 3)	●	●	
Lifesaving sport manikins and floating ropes from 10 to 15 m	●	●	

FIRST AID – 5 H OR LESS

CARDIOPULMONARY RESUSCITATION/AED – A

The CPR/AED – A course allows candidates to gain the individual skills required for an efficient intervention directed at a victim (adult) in cardiopulmonary arrest and/or whose airways are blocked.

This course also teaches candidates to use an automated external defibrillator in any situation described in the *Regulation respecting the professional activities that may be engaged in within the framework of pre-hospital emergency services and care*.

Prerequisites

- None

CARDIOPULMONARY RESUSCITATION/AED – B

The CPR/AED – B course allows candidates to gain the individual skills required for an efficient intervention directed at a victim (adult or child) in cardiopulmonary arrest and/or whose airways are blocked.

This course also teaches candidates to use an automated external defibrillator in any situation described in the *Regulation respecting the professional activities that may be engaged in within the framework of pre-hospital emergency services and care*.

Prerequisites

- None

CARDIOPULMONARY RESUSCITATION/AED – C

The CPR/AED – C course allows candidates to gain the individual skills required for an efficient intervention directed at a victim (adult, child or infant) in cardiopulmonary arrest and/or whose airways are blocked.

This course also teaches candidates to use an automated external defibrillator in any situation described in the *Regulation respecting the professional activities that may be engaged in within the framework of pre-hospital emergency services and care*.

Prerequisites

- None

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

This course allows candidates to gain the skills required for re-establishing the cardiac rhythm of a victim with no pulse by combining an automated external defibrillator and cardiopulmonary resuscitation.

Prerequisites

- Hold a current CPR/AED award
or
- Hold a current Standard First Aid award
or
- Hold a current Bronze Medallion or higher award

ANAPHYLAXIS RESCUERS

This course prepares candidates to recognize anaphylactic reactions and rapidly administer epinephrine by using an auto-injector. This training is recognized by the *Regulation respecting the professional activities that may be engaged in within the framework of pre-hospital emergency services and care*. Candidates will learn, through practical situation scenarios, to identify anaphylaxis triggering factors and to recognize signs and symptoms of a severe allergic reaction in order to properly apply the decision-making process and administer epinephrine.

Prerequisite

- Hold a CPR/AED – A or Bronze Medallion or equivalent award

The Anaphylaxis Rescuers training of 1.5 h is automatically included in all first aid courses of 8 h and more. However, it is possible to offer this training alone.

FIRST AID

Trainings of 5 h or less

● : mandatory ◇ : optional

EFAI: Emergency First Aid/AED Instructor

TRAINING CHARACTERISTICS	CPR/AED - A	CPR/AED - B	CPR/AED - C	AED	ANAPHYLAXIS RESCUERS
Minimum course duration	3 h	4 h	5 h	3 h	1 h 30 or 4 h
Minimum number of candidates	1	1	1	1	2
Maximum ratio (candidates by instructor)	1 : 12 to 18*	1 : 12			
Teaching and evaluating person	EFAI (current) with Anaphylaxis Rescuers Instructor Workshop				

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●	●	●
Award validity period	3 years	3 years	3 years	3 years	3 years
Process to keep current the award	Training retake				

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●	●	●	●
First Aid Booklet	●	●	●	●	●
Pre-test – Anaphylaxis Rescuers					●
Slideshow – Anaphylaxis Rescuers (paper version)					●
<i>Guide du candidat – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)					◇

*Ratio of manikins of 1 : 2 if there is more than 12 candidates by instructor.

FIRST AID (continued)

Trainings of 5 h or less

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	CPR/AED - A	CPR/AED - B	CPR/AED - C	AED	ANAPHYLAXIS RESCUERS
Exam sheet, course outlines and failure reports	●	●	●	●	●
Canadian First Aid Manual	●	●	●	●	●
First Aid Booklet	●	●	●	●	●
<i>Guide des certificats Soins d'urgence</i> (in French only)	●	●	●	●	●
<i>Guide du moniteur Soins d'urgence/DEA</i> (in French only)	●	●	●	●	●
<i>Cartable Moniteur Anaphylaxie-secouristes</i> (in French only)					●
<i>Guide du formateur – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)					●
Slideshow – Anaphylaxis Rescuers					●
Pocket mask and gloves	●	●	●	●	●
Resuscitation manikins – adult (ratio 1 : 3)*	●	●	●	●	
Resuscitation manikins – infant (ratio 1 : 3)*			●		
AED training devices (ratio 1 : 3)*	●	●	●	●	
Epinephrine auto-injector simulators					●

*Ratio of manikins of 1 : 2 if there is more than 12 candidates by instructor.

FIRST AID – 8 H OR MORE

EMERGENCY FIRST AID/AED*

This award prepares candidates to act as first responder in an emergency situation requiring first aid notions. Candidates will have to administer basic treatments in order to immobilize an injured victim while waiting for medical emergency services. They will also learn to use an automated external defibrillator and to administer adrenalin by using an auto-injector.

The course also prepares candidates to play a preventive role by quickly recognizing abnormal signs and symptoms and applying the necessary measures. It can be adapted to the clientele's specific needs.

Prerequisites

- None

EMERGENCY FIRST AID/AED – S&R*

The Emergency First Aid/AED – Sports & Recreation award prepares candidates to act as first responder in an emergency situation that is related to recreational and sports activities, and where first aid notions are needed.

This course can be adapted to a specific sport to meet the candidates' needs.

Prerequisites

- None

EMERGENCY FIRST AID/AED – EARLY CHILDHOOD*

This award aims to prepare child care workers to endorse a first responder role in an emergency situation requiring specific notions of first aid for children.

This course has been specifically designed for people working with children meets the requirements of the *Educational Childcare Regulation*.

Prerequisites

- None

STANDARD FIRST AID/AED*

This award prepares candidates to endorse a prehospital responder role during an emergency situation that requires specific first aid notions. Candidates will, amongst other things, provide specific treatments in order to stabilize an injury while waiting for medical emergency services. They also learn to use an automated external defibrillator and to administer adrenalin by using an auto-injector.

This course also prepares candidates to play a preventive role by teaching them how to quickly recognize abnormal signs and symptoms and to apply the required measures. It can be adapted to the clientele's specific needs.

Prerequisites

- None

STANDARD FIRST AID/AED – S&R*

The Standard First Aid/AED – Sports & Recreation award prepares candidates to endorse a prehospital responder role during an emergency situation that is related to recreational and sports activities, and that requires specific first aid notions.

This course can be adapted to the type of sport or recreational activity in which the clientele works.

Prerequisites

- None

*The content of the MSSS course Anaphylaxis Rescuers (1.5 h) must be included in this course.

FIRST AID

Trainings of 8 h or more

● : mandatory ◇ : optional

EFAI: Emergency First Aid/AED Instructor

	EMERGENCY FIRST AID/AED	EMERGENCY FIRST AID/AED – S&R	EMERGENCY FIRST AID/AED – Early Childhood	STANDARD FIRST AID/AED	STANDARD FIRST AID/AED – S&R
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TRAINING CHARACTERISTICS

Minimum course duration	8 h	8 h	8 h	16 h	16 h
Minimum number of candidates	2	2	2	2	2
Maximum ratio (candidates by instructor)	1 : 12 to 18*	1 : 12 to 18*	1 : 12 to 18*	1 : 12 to 18*	1 : 12 to 18*
Teaching and evaluating person	EFAI (current)	EFAI (current) with S&R Responder Workshop	EFAI (current)	EFAI (current)	EFAI (current) with S&R Responder Workshop

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●	●	●
Award validity period	3 years	3 years	3 years	3 years	3 years
Process to keep current the award	Training retake	Training retake	Award expired since one year or less: recertification Award expired since more than one year: training retake	Award expired since one year or less: recertification** Award expired since more than one year: training retake	Training retake

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●	●	●	●
Canadian First Aid Manual	●	●	●	●	●
<i>Guide du candidat Premiers secours/DEA-IRS</i> (in French only)		●			●
<i>Guide du candidat – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)	◇	◇	◇	◇	◇
Pre-test – Anaphylaxis Rescuers	●	●	●	●	●
Slideshow – Anaphylaxis Rescuers (paper version)	●	●	●	●	●
Specialised equipment (e. g. hockey helmet)		●			●

* From 13 to 18 candidates for one single instructor:x ratio of manikins of 1 : 2.

**The candidate must also hold a Bronze Medallion or higher award in order to take the Standard First Aid/AED recertification

FIRST AID (continued)

Trainings of 8 h or more

	EMERGENCY FIRST AID/AED	EMERGENCY FIRST AID/AED – S&R	EMERGENCY FIRST AID/AED – Early Childhood	STANDARD FIRST AID/AED	STANDARD FIRST AID/AED – S&R
MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR					
Exam sheet, course outlines and failure/failure situation reports	●	●	●	●	●
Canadian First Aid Manual (in French only)	●	●	●	●	●
<i>Guide des certificats Soins d'urgence</i> (in French only)	●	●	●	●	●
<i>Guide du moniteur Soins d'urgence/DEA</i> (in French only)	●	●	●	●	●
<i>Cartable Moniteur Anaphylaxie-secouristes</i> (in French only)	●	●	●	●	●
<i>Guide du formateur – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)	●	●	●	●	●
Slideshow – Anaphylaxis Rescuers	●	●	●	●	●
Pocket mask and gloves	●	●	●	●	●
Resuscitation manikins – adult (ratio 1 : 3)*	●	●	●	●	●
Resuscitation manikins – infant (ratio 1 : 3)*	●	●	●	●	●
AED training devices (ratio 1 : 3)*	●	●	●	●	●
First aid kit	●	●	●	●	●
Epinephrine auto-injector simulators	●	●	●	●	●
Sports & Recreation Video IRS (In French only)		●			●

*From 13 to 18 candidates for one single instructor: ratio of 1 : 2.

AQUATIC EMERGENCY CARE

The Aquatic Emergency Care/AED course* leads to the Aquatic Emergency Care/AED award required by the Regulation respecting safety in public baths stating that owners of aquatic facilities of less than 100 m², including hotel and campground pools, must ensure that someone holding this award is present on-site.

During this course, the candidate will learn the various care principles for injuries that most frequently occur in swimming pools or aquatic facilities, and the treatment that must be administered to cardiopulmonary arrest victims. The candidates will also learn basic lifesaving techniques, victim removals, water entries, spinal injury management in aquatic settings, as well as the rescue of a non-swimmer or unconscious victim.

Furthermore, the candidate will learn how to provide basic treatments in order to stabilize an injury, how to use an automated external defibrillator and to administer adrenalin by using an auto-injector. At the end of the course, the candidate will be able to quickly recognize abnormal signs and symptoms and apply the necessary measures.

This course can be adapted to the clientele's specific needs.

Prerequisites

- Be at least 14 years old
- Be able to swim**

*Content of the MSSS Anaphylaxis Rescuers course (1.5 h) must be taught in this course.

**Being able to swim means being able to achieve the Swim to Survive standard: rolling into deep water, treading water for one minute, then swimming 50 meters without any buoyant aid.

AQUATIC EMERGENCY CARE

● : mandatory ◇ : optional

AECI: Aquatic Emergency Care/AED Instructor

AQUATIC EMERGENCY CARE/AED

TRAINING CHARACTERISTICS

Minimum course duration	20 h
Minimum number of candidates	4
Maximum ratio (candidates by instructor)	1 : 12
Teaching and evaluating person	AECI (current)

COURSE OR RECERTIFICATION VENUE (recommended durations)

Pool	about 5 h
Classroom	about 15 h

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●
Award validity period	2 years
Process to keep current the award	Award expired since two years or less: recertification Award expired since more than two years: training retake

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●
Canadian First Aid Manual	●
Pre-test – Anaphylaxis Rescuers	●
Slideshow – Anaphylaxis Rescuers (paper version)	●
<i>Guide du candidat – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)	◇

AQUATIC EMERGENCY CARE (continued)

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	AQUATIC EMERGENCY CARE/AED
Exam sheet, course outlines and failure/failure situation reports	●
Canadian First Aid Manual	●
Canadian Lifesaving Manual	●
<i>Guide des certificats Soins d'urgence</i> (in French only)	●
<i>Guide du moniteur Soins d'urgence/DEA</i> (in French only)	●
Regulations B-1.1, r.11 and Q-2, r.39	●
<i>Cartable Moniteur Anaphylaxie-secouristes</i> (in French only)	●
Buoyant aids (with and without rope)	●
<i>Guide du formateur – Intervention auprès des victimes de réaction allergique sévère de type anaphylactique</i> (in French only)	●
Slideshow – Anaphylaxis Rescuers	●
Pocket mask and gloves	●
Resuscitation manikins – adult (ratio 1 : 3)	●
Resuscitation manikins – infant (ratio 1 : 3)	●
AED training devices (ratio 1 : 3)	●
First aid kit	●
Epinephrine auto-injector simulators	●
Spineboard	●
Appropriate buoyant aids	●

EMERGENCY CARE RECERTIFICATIONS

EMERGENCY FIRST AID/AED – EARLY CHILDHOOD RECERTIFICATION

The successful completion of this recertification allows candidates to keep current their Emergency First Aid/AED – Early Childhood award. First aid items included in the Emergency First Aid/AED – Early Childhood training are reassessed.

Prerequisite

- Hold an Emergency First Aid/AED – Early Childhood award expired since less than 1 year

STANDARD FIRST AID/AED RECERTIFICATION

The successful completion of this recertification allows candidates to keep current their Standard First Aid/AED award. First aid items included in the Standard First Aid/AED training are reassessed.

Prerequisites

- Hold a Standard First Aid/AED award expired since less than 1 year
- Hold a current Bronze Medallion or higher award

AQUATIC EMERGENCY CARE/AED RECERTIFICATION

The successful completion of this recertification allows candidates to keep current their Aquatic Emergency Care/AED award. First aid and lifesaving items included in the Aquatic Emergency Care/AED training are reassessed.

Prerequisite

- Hold an Aquatic Emergency Care/AED award expired since less than 2 years

EMERGENCY CARE RECERTIFICATION

● : mandatory ◆ : optional

EFAI: Emergency First Aid/AED Instructor
AECI: Aquatic Emergency Care/AED Instructor

RECERTIFICATION CHARACTERISTICS	EMERGENCY FIRST AID/AED – EARLY CHILDHOOD	STANDARD FIRST AID/AED	AQUATIC EMERGENCY CARE/AED
Minimum exam duration	6 h	4 h	5 h
Minimum number of candidates	2	2	4
Maximum ratio (candidates by instructor)	1 : 12 to 18*	1 : 12 to 18*	1 : 12
Evaluator	EFAI (current)	EFAI (current)	EFAI (current)
Exam venue	Classroom	Classroom	Pool Minimum depth of 1.5 m

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●
Award validity period	3 years	3 years	2 years
Process to keep current the award	Award expired since one year or less: recertification Award expired since more than one year: training retake	Award expired since one year or less: recertification Award expired since more than one year: training retake	Award expired since two years or less: recertification Award expired since more than two years: training retake

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Pocket mask and gloves	●	●	●
Canadian First Aid Manual	●	●	●

EMERGENCY CARE RECERTIFICATION (continued)

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR	EMERGENCY FIRST AID/AED – EARLY CHILDHOOD	STANDARD FIRST AID/AED	AQUATIC EMERGENCY CARE/AED
Exam sheet, failure reports and Certification Statement forms	•	•	•
Canadian Lifesaving Manual			•
Canadian First Aid Manual	•	•	•
<i>Guide de requalification en Soins d'urgence</i> (in French only)	•	•	•
<i>Guide des certificats Soins d'urgence</i> (in French only)	•	•	•
<i>Guide du moniteur Soins d'urgence/DEA</i> (in French only)	•	•	•
Regulations B-1.1, r.11 and Q-2, r.39			•
First aid kit	•	•	•
Appropriate buoyant aids			•
Spineboard			•
AED training devices*	•	•	•
Resuscitation manikins – adult (ratio 1 : 3)*	•	•	•
Resuscitation manikins – infant (ratio 1 : 3)*	•	•	•

*From 13 to 18 candidates by instructor: ratio of 1 : 2.

NAUTICAL RESCUE

PREVENTIONNIST IN WATERFRONT AREAS

This training is intended for workers and aims at developing, on the one hand, an understanding of the dangers related to works nearby water and, on the other hand, safe behaviours to adopt in order to prevent any accidental fall in water. This training comply with the requirements *Safety Code for the construction industry* and more specifically with the regulation concerning work above or near water (Bylaw 513-2015; division XI, section 11.2).

Prerequisites

- None

BOAT INTERVENTION

This training is intended for workers and aims at developing skills and knowledge regarding the use of a craft and basic lifesaving techniques such as the victim approach and retrieving. This training comply with the requirements *Safety Code for the construction industry* and more specifically with the regulation concerning work above or near water (Bylaw 513-2015; division XI, section 11.4, paragraph 2).

Prerequisites

- Hold a Pleasure Craft Operator Card (PCOC) or an equivalent
- Have prior experience in the operation of a motorized watercraft
- Hold the Preventionnist in Waterfront Areas award (strongly recommended)

BOAT RESCUE

This training is intended for people practicing nautical activities and aims at developing basic non-motorized watercraft rescue knowledge and skills.

Prerequisite

- Know how to swim

BOAT RESCUE FOR FIRST RESPONDERS (BRFR)

This course prepares first responders to effectively react during a boat rescue. Its numerous practical exercises allow candidates to gain the skills, knowledge and attitudes required to not only perform rescues, but also act in the matter of prevention. The course can be adapted to meet the clientele's needs.

Prerequisites

- Be at least 18 years old
- Have prior experience in boating
- Hold a Pleasure Craft Operator Card (PCOC) or an equivalent
- Hold a current Standard First Aid/AED or equivalent award

NAUTICAL RESCUE

● : mandatory ◇ : optional

PWAI: Preventionnist in Waterfront Areas Instructor
BRI: Boat Rescue Instructor

BRFRI: Boat Rescue for First Responders Instructor

	PREVENTIONNIST IN WATERFRONT AREAS	BOAT INTERVENTION	BOAT RESCUE	BOAT RESCUE FOR FIRST RESPONDERS
TRAINING CHARACTERISTICS				
Minimum course duration	7 h	7 h	7 h	24 h - 40 h**
Exam duration	-	-	-	-
Minimum number of candidates	1	2	2	3
Maximum ratio (candidates by instructor)	1 : 12	1 : 6*	1 : 12	1 : 10*
Teaching and evaluating person	PWAI (membership dues up to date)	BRI (membership dues up to date)	BRI (membership dues up to date)	BRFRI (membership dues up to date)

TRAINING VENUE (recommended durations)

Classroom	7 h	-	-	5 h**
Navigable body of water	-	7 h	7 h	19 h**

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●	●
Award validity period	3 years	3 years	2 years	3 years
Process to keep current the award	Training retake	Training retake	Training retake	Training retake

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Boat Rescue for First Responders (candidate manual)	●	●	●	●
Personal flotation device (PFD)		●	●	●
Adequate clothing according to weather		●	●	●
Whistle		●	●	●

*Or according to the craft capacity

**According to the candidates' profile

NAUTICAL RESCUE (continued)

	PREVENTIONNIST IN WATERFRONT AREAS	BOAT INTERVENTION	BOAT RESCUE	BOAT RESCUE FOR FIRST RESPONDERS
MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR				
Exam sheet and course outlines	•	•	•	•
Canadian Lifesaving Manual	•	•	•	•
Canadian First Aid Manual		•	•	•
<i>Guide du certificat Sauvetage en embarcation</i> (in French only)		•	•	•
Boat Rescue for First Responders (instructor manual)	•	•	•	•
Motorized watercraft adequate to perform a victim retrieving		•		•
Pleasure craft		•	•	•
Safety equipment, according to the watercraft		•	•	•
Boat rescue equipment		•	•	•
Personal flotation device (PFD)		•	•	•

SWIFTWATER RESCUE

SWIFTWATER RESCUE – LEVEL 1

This course is an initiation to swiftwater rescue; prevention, self-rescue, and intervention techniques will be taught.

Prerequisite

- Hold a current Standard First Aid/AED or equivalent award (recommended)

SWIFTWATER RESCUE – LEVEL 2

This training is intended to those practicing swiftwater activities. It includes the level 1 course content and give candidates the opportunity to learn how to rescue a victim, retrieve a craft, take the lead in an emergency situation, use advance rope techniques and apply intervention techniques.

Prerequisites

- Be at least 16 years old at the exam date
- Hold a current Standard First Aid/AED or equivalent award (recommended)

SWIFTWATER RESCUE – LEVEL 3

Taking the form of a practical exam on a river, the Swiftwater Rescue – Level 3 is intended for swiftwater activities guides or instructors. It allows candidates to develop the required skills and dexterity to perform an effective and quick rescue, and to learn to assess various emergency situations in order to act as the designated first responder.

Prerequisite

- Hold a current Swiftwater Rescue – Level 2 award

SWIFTWATER RESCUE

● : mandatory ◇ : optional

SRI: Swiftwater Rescue Instructor
SRT: Swiftwater Rescue Trainer

TRAINING CHARACTERISTICS	SWIFTWATER RESCUE – LEVEL 1	SWIFTWATER RESCUE – LEVEL 2	SWIFTWATER RESCUE – LEVEL 3
Minimum course duration	8 h	24 h	8 h
Minimum number of candidates	4	4	4
Maximum ratio (candidates by instructor)	1 : 8	1 : 8	1 : 8
Teaching and evaluating person	SRI (membership dues up to date)	SRI (membership dues up to date)	SRT (membership dues up to date)

TRAINING VENUE (recommended durations)

Classroom	-	-	-
River	8 h	24 h	8 h

QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	●	●	●
Award validity period	For life	3 years	3 years
Process to keep current the award	-	Training retake	Training retake

MANUALS AND EQUIPMENT FOR THE CANDIDATE

Personal flotation device (PFD)	●	●	●
Carabiners	●	●	●
Throw bag	●	●	●
Swiftwater Rescue manual	●	●	●

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR

Exam sheet and course outlines	●	●	●
<i>Guide du certificat Sauvetage en eau vive</i> (in French only)	●	●	●
Swiftwater Rescue manual	●	●	●
Swiftwater rescue equipment	●	●	●
Swiftwater craft	◇	●	●

SWIM TO SURVIVE

SWIM TO SURVIVE

The Swim to Survive program has been created by the Lifesaving Society to prevent drowning. It has been designed as an educative and active field trip. In addition to playing a key role in drowning prevention, the program gets the kids to move and gain self-confidence, and encourages them to visit aquatic facilities on a more regular basis.

The program has been designed to be offered to child during school hours. However, it is possible to include Swim to Survive to a swimming class or to offer the program to customers at any time. The program content includes a theoretical part covering at least 3 aquatic safety themes as well as a practical part on basic skills needed to survive an unexpected fall into deep water.

Prerequisite

- Be at least 8 years old at during the training (grade 3 or older)

SWIM TO SURVIVE +

Information to come

SWIM TO SURVIVE

● : mandatory ◇ : optional

NL: National Lifeguard

	SWIM TO SURVIVE	SWIM TO SURVIVE+
COURESE AND EXAM CHARATERISTICS		
Minimum course and exam duration	3 h 45*	Information to come
Minimum number of candidates	1	
Recommended ratio (candidates by instructor)*	1 : 8 to 10	
Teaching and evaluating person	NL (current), Swimming instructor or physical education teacher	

TRAINING VENUE (recommended durations)

Classroom	45 min	Information to come
Body of water (swimming facility)	3 h	

QUALIFICATION RECOGNITION

Souvenir accessory (given to candidates by the organizer)	Certificate	Information to come
Award validity period	For life	

MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR

Swim to Survive Award Guide (downloadable)	●	Information to come
Additional information for instructors (downloadable)	●	
Information sheets 1 to 4 (downloadable)	●	
Exam sheets and certificates (1 by candidate)	●	
Timer	●	
Personal flotation devices (PFD)	●	
Floating mat	◇	

NOTE : To get Swim to Survive certificates and other material, you only have to fill the online [Participation Form](#) and the [Financial help request form](#) before the beginning of the program.

*Minimum of 3 h for aquatic skills (pool) and minimum of 45 min for aquatic safety theoretical notions

PLEASURE BOATING

BOAT OPERATOR ACCREDITED TRAINING (BOAT)

The Boat Operator Accredited Training (BOAT) Program's objective is to teach recreational boaters essential theory (terminology, rules and regulations, buoy markings, planning safe excursions, safety and emergency situations) for safely using a motorised pleasure craft. Successful completion of this award allows the candidate to obtain a Pleasure Craft Operator card (PCOC) that meets Transport Canada's standards. This card is mandatory for operating any motorized boat.

Prerequisites

- None

BOAT OPERATOR ACCREDITED TRAINING (BOAT) EXAM

The successful completion of the BOAT exam allows the candidate to obtain a Pleasure Craft Operator card (PCOC) that meets Transport Canada's standards. This card is mandatory for operating any motorized boat.

Prerequisites

- None

Are you interested by pleasure boating? Visit the www.ecoledenavigation.com

PLEASURE BOATING

● : mandatory ◆ : optional

BOAT: Boat Operator Accredited Training
BOATI: Boat Operator Accredited Training Instructor

COURSE AND EXAM CHARACTERISTICS	BOAT TRAINING (Course and exam)	BOAT EXAM
	Recommended course duration	6 h
Recommended exam duration	1 h 30	1 h 30
Minimum number of candidates	1	1
Recommended ratio (candidates by instructor)	1 : 25	1 : 25
Teacher	BOATI	-
Person supervising the exam	BOATI or a BOAT exam supervisor accredited by the Lifesaving Society	

COURSE AND EXAM VENUE

Classroom	4 to 8 h	
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QUALIFICATION RECOGNITION

Award (issued by the Lifesaving Society)	Pleasure Craft Operator card	Pleasure Craft Operator card
Passing grade	38/50 (75 %)	38/50 (75 %)
Award validity period	For life	For life

MANUAL FOR THE CANDIDATE

BOAT Study Guide	●	
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MANUALS AND EQUIPEMENT FOR THE INSTRUCTOR

<i>Guide des politiques et des procédures administratives du B.O.N.</i> (in French only)	●	
BOAT Study Guide	●	
<i>B.O.N.</i> CD (in French only)	●	
Anchor	●	
Rope	●	
Boat model	●	
Registration forms and BOAT exam correction grid	●	
Examination supervision procedure	●	●
Exam sheets	●	●

LIFESAVING SPORT

Lifesaving sport is a comprehensive sport that allows athletes to develop four elements that are inherent to water rescue: judgment, fitness, skills and knowledge. These elements are assessed in competitions, which are divided into three distinct categories: emergency response in pool, physics in pool and physics in surf.

Lifesaving sport can be practiced at all competition levels. If you're a lifeguard, the best way to start is undeniably to contact the nearest lifesaving club. You can then train with fellow athletes and participate in regional and provincial competitions, and in the summer league.

After that, your progression can lead you to high level competitions, such as the provincial Championnats québécois de sauvetage, and the Canadian Lifesaving Championships. Ultimately, you could access world championships (Rescue or Commonwealth championships) by following a rigorous training with the National Team or the Development Team.

For more information and to see a list of lifesaving clubs in the province, visit the Lifesaving Society Website and click on the Sport tab.

TO BECOME A LIFESAVING SPORT ATHELETE

Anyone interested in lifesaving sport or wishing to develop lifesaving physical and technical skills can join a lifesaving club. There is two categories of lifesaving athletes:

- Junior athletes (15 years and younger)
- Senior athletes* (16 years and older)

TO BECOME A LIFESAVING SPORT COACH

Anyone with coaching and lifesaving knowledge and respecting prerequisites can become a coach.

Prerequisite

- To have completed the free online training *Making Head Way*

*Prerequisites for senior athletes for participating to provincial or national competitions:

- Emergency response (pool): hold a National Lifeguard – Pool award
- Surf: hold a Bronze Medal award

TO CREATE A LIFESAVING CLUB

An affiliate member or a Lifesaving Society member can create a lifesaving club.

To know where to start, visit the Create your lifesaving club section under the Sport tab at www.sauvetage.qc.ca/en.

LIFESAVING SOCIETY TRAININGS, CONFERENCES AND SERVICES

For more information about the following programs or products, visit the www.sauvetage.qc.ca/en, the www.societedesauvetage.org (in French only) and the coursdenavigation.com (in French only), or contact the Lifesaving Society.

To sign up for a training, contact the Lifesaving Society.

INSTRUCTOR TRAININGS AND TRAINEESHIPS

- National Lifeguard – Pool Instructor
- National Lifeguard – Waterfront Instructor
- National Lifeguard – Waterpark Instructor
- National Lifeguard – Surf Instructor
- Emergency First Aid/AED Instructor
- Aquatic Emergency Care/AED Instructor
- Sports & Recreation Responder Workshop for Emergency First Aid/AED Instructor
- Instructor Trainer
- Provincial Trainer
- Swiftwater Rescue Instructor
- Swiftwater Rescue Trainer
- Boat Rescue Instructor
- Preventionist in Waterfront Areas Instructor
- Boat Rescue for First Responders Trainer

DEVELOPMENT TRAININGS

- Aquatic Safety Inspector
- Supervision, Evaluation & Enhancement (SEE) Auditor
- Pool and Spa Operator
- Aquatic WHMIS 2015
- Aquatic Supervisor
- Water Quality

GENERAL PUBLIC TRAININGS

- Drowning Prevention at Home
- Supervision of Aquatic Activities for Group of Children (conference or online training)

CUSTOMIZED TRAININGS AND CONFERENCES

- Pre-season Aquatic Staff
- General Public

ÉCOLE DE NAVIGATION'S TRAININGS

- Pleasure Boating
- Marine Meteorology
- Engine Maintenance
- Atlantic Crossing
- And many more...

CONFERENCES

- Crisis management
- Civil liability
- Drowning prevention

AUDITS

- Supervision
- Facilities compliance

ASSISTANCE

- Emergency measures development
- Supervision plans development
- Aquatic facility building and renovation
- Incident follow-up

NATIONAL DROWNING PREVENTION WEEK

- Promotional kit
- Activity proposals

JOB OFFERS AND JOB SEARCHING

- Job offers posting
- Search engine to find a job

ADVERTISING

- *Alerte* magazine
- Websites

APPENDIX 1

THE CREDIT SYSTEM – LIFESAVING INSTRUCTOR RECERTIFICATION

TO BE NOTED: An instructor must obtain at least 2 points in the volunteering activities in order to cumulate the 6 points necessary to recertify his award. Even if the instructor taught several courses, he cannot obtain more than 4 points in the teaching activities.

TEACHING ACTIVITIES *

1 point	2 points	3 points
Teaching one of the following certificates: <ul style="list-style-type: none"> - Swim Patrol - Bronze Star, Medallion or Cross - Emergency First Aid/AED - Standard First Aid/AED - CPR/AED 	Teaching one of the following certificates: <ul style="list-style-type: none"> - National Lifeguard (all options) - Aquatic Emergency Care/AED - Distinction Award 	Teaching one of the following certificates: <ul style="list-style-type: none"> - Lifesaving Instructor - National Lifeguard – Pool Instructor - National Lifeguard – Waterfront Instructor - Emergency First Aid/AED Instructor - Instructor Trainer
Successfully complete one of the following courses: <ul style="list-style-type: none"> - National Lifeguard - Pool or Waterfront Instructor - Emergency First Aid/AED Instructor 	Successfully complete the following course: <ul style="list-style-type: none"> - Instructor Trainer 	
Teach a recertification: <ul style="list-style-type: none"> - Any Lifesaving Society award 		

VOLUNTEERING ACTIVITIES

1 point	2 points	3 points
**Evaluate: <ul style="list-style-type: none"> - 2 Bronze Medals courses - 1 National Lifeguard course 	**Evaluate: <ul style="list-style-type: none"> - 3 Bronze Medals courses - 2 National Lifeguard courses 	**Evaluate: <ul style="list-style-type: none"> - 4 Bronze Medals courses - 3 National Lifeguard courses
Participate as an official at: <ul style="list-style-type: none"> - 1 regional pool lifesaving championships throughout the whole event - 1 provincial pool lifesaving championships for a whole day 	Participate as an official at: <ul style="list-style-type: none"> - 1 provincial pool lifesaving championships throughout the whole event 	Participate as an official at: <ul style="list-style-type: none"> - 1 national pool lifesaving championships throughout the whole event

*Maximum of 4 points in the teaching activities

**Maximum of 3 points as an evaluator

APPENDIX 2

DECENTRALIZED COURSES LIST

Swim Patrol (Rookie, Ranger and Star).....	20	AED	38
Bronze Star	23	Anaphylaxis Rescuers	38
Bronze Medallion.....	23	Emergency First Aid/AED	41
Bronze Cross	23	Emergency First Aid/AED – S & R.....	41
Lifesaving Fitness.....	26	Emergency First Aid/AED – Early Childhood.....	41
Distinction.....	26	Standard First Aid/AED	41
National Lifeguard – Pool.....	29	Standard First Aid/AED – S & R.....	41
National Lifeguard – Waterpark	29	Aquatic Emergency Care/AED	44
National Lifeguard – Waterfront	29	Emergency First Aid/AED – Early Childhood Recertification	47
National Lifeguard – Surf	29	Standard First Aid/AED Recertification	47
Bronze Medallion Recertification	32	Aquatic Emergency Care/AED Recertification	47
Bronze Cross Recertification.....	32	Preventionist in waterfront areas.....	50
National Lifeguard – Pool Recertification	32	Boat Intervention.....	50
National Lifeguard – Waterpark Recertification	32	Boat Rescue	50
National Lifeguard – Waterfront Recertification.....	32	Boat Rescue for First Responders	50
National Lifeguard – Surf Recertification	32	Swifwater Rescue – Level 1	53
Lifesaving Instructor Course	35	Swifwater Rescue – Level 2.....	53
Lifesaving Instructor Recertification	35	Swifwater Rescue – Level 3.....	53
Swim Patrol Instructor Workshop	35	Swim to Survive	55
CPR/AED – A.....	38	Boat Operator Accredited Training (BOAT).....	57
RCR/DEA – B.....	38	Boat Operator Accredited Training (BOAT) Exam.....	57
CPR/AED – C.....	38		