

ADMINISTRATIVES DOCUMENTS

Valid for the following trainings:

- Lifesaving Instructor (LSI)
- Swim Instructor (SI)
- First Aid Instructor (FAI)
- National Lifeguard Instructor (NLI)
- Trainer (T)

And recertification:

- Lifesaving Instructor
- Swim Instructor
- First Aid Instructor

DOCUMENTS TO FILL OUT:

1. Leadership exam sheet
2. Leadership assessment summary (1/candidate)
 - On the back, write comments and justifications regarding the candidate's result.
3. Leadership development plan (1/candidate)
 - The candidate must make their own development plan and the trainer must support and confirm their choices. The candidate and the trainer must agree on its content.
4. For candidates with the "fail" or "waiting for final result" result:
 - Leadership competency assessment form – level X (level corresponding to the training, ex. LSI = level 1).

DOCUMENTS TO BE SENT TO THE LIFESAVING SOCIETY:

1. **Exam sheet** (uploaded online)
 - Uploaded online, add names of candidates with development plan as a comment.
2. For candidates with the “Fail” or “Waiting for final result” result:
 - **Leadership development plan and Leadership competency assessment form - level X** (send via email to alerte@sauvetage.qc.ca, mentioning the exam # and the candidate #).

IMPORTANT REMINDER

The affiliated member must keep a paper copy of the exam sheet for 5 years.

RESULT CHANGE “Waiting for final result”

When a development plan is completed by the candidate, it must be proven by the latter to the Trainer who will send the modification request to the Lifesaving Society.