



**Welcome to
PSIA – Rocky Mountain – AASI
Membership Handbook**



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**PSIA-Rocky Mountain-AASI
P.O. Box 775143
Steamboat Springs, CO 80477
Phone (970)879-8335; Fax (970)879-6760**

Web Site: <http://www.psia-rm.org>

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Welcome to PSIA – Rocky Mountain – AASI

The Mission Statement of PSIA – Rocky Mountain – AASI is to provide excellence in education and membership services while maintaining fiscal responsibility and promoting professionalism to the public and the ski and snowboard industry.

Board of Directors

As a 501(c) 6 non-profit organization, we are governed by a Board of Directors elected by the membership. There are a maximum of three directors from each of the three districts and three directors-at-large making a board of twelve members.

Four board members are elected each year and serve for three-year terms. The Board Members are elected positions voted on by the membership. The Directors for your region are your representatives so share your thoughts and ideas with them.

The Board elects its President, Vice President and Secretary for one-year terms. The President presides over the Board and serves as its Executive Officer. There are currently seven committee positions which hold reporting seats to the Board of Directors. These are Alpine, Snowboard, Adaptive, Nordic, Member School Management, Marketing, and Children's.

The Rocky Mountain Division includes the following states:

- Colorado
- Arizona
- New Mexico
- Nebraska
- Kansas
- Oklahoma
- Texas
- Southern Wyoming

The other PSIA regions include the following states:

- **Central** – Minnesota, Iowa, Wisconsin, Michigan, Illinois, Ohio, Indiana, Kentucky, Tennessee, Arkansas, Alabama Mississippi, Louisiana
- **East** – New York, Connecticut, Vermont, New Hampshire, Maine, Rhode Island, Massachusetts
- **West** – California, Nevada
- **Northwest** – Oregon, Washington
- **Intermountain** – Utah, Western Wyoming, Eastern Nevada, Southeast Idaho
- **Northern Intermountain** - Idaho
- **Northern Rocky Mountain** – Montana, North Dakota, South Dakota, Northern Wyoming
- **Alaska**

Educational Foundation

On July 28, 1988, the Rocky Mountain Ski Instructors Educational Foundation received recognition from the Internal Revenue Service as a 501 (c) 3 non-profit corporation. The formation of an educational foundation had long been a dream of the Board of Directors and leaders of the organization. The foundation is currently funded from contributions, receipts derived from special educational programs, sponsorship/product fees, grants, and gifts. Work is being done in areas of on-snow safety and risk awareness, adaptive sports, production of videos and publications for training and certification, and scholarships for instructors and their families.

Membership Classifications

Registered Instructor:

- First level of membership in PSIA-Rocky Mountain-AASI.
- Requires membership application including name of member school, if any.
 - Requires appropriate dues for Rocky Mountain and PSIA/AASI.
 - Membership cycle is July 1st to June 30th of each year.
- Entitles member to attend Level 1 clinics and other clinics as noted on the events pages of the RM website.
- Maintain active status by paying annual dues.

MEMBERSHIP STATUS

Active Status:

- Instructor is teaching full or part-time during a season.
- Annual membership dues are required and are due on or before June 30 of every year.
- 12 hours of educational credits are required every other season for certified instructors. Each clinic day constitutes 6 hours credit. May also take a one-day clinic every season, for 6 hours credit each season.

Inactive Status:

- Instructor is not teaching at all for an entire season or more.
- Annual membership dues are required and are due on or before June 30 of every year.
- Must submit written request for status change (educational credits must be current at the time of request).
- 12 hours of educational credits are required every 4 seasons for certified instructors. Each clinic day constitutes 6 hours credit.

Alumni Status:

- Instructor is not teaching and not planning to return to teaching.
- Must submit a written request for status change (educational credits must be current at the time of the request).
- Must have at least 10 years of membership in PSIA-RM.
- Must be at least forty (40) years of age.
- Annual membership dues are required and are due on or before June 30 of every year.
- Alumni members are not required to meet the educational credit requirement so are not maintaining certification therefore certification levels will not be printed on ID cards.

Special Status:

- 25-year members of Rocky Mountain have five years to accumulate their required educational credits.
- 35-year members and members 70 years of age or older are no longer required to accumulate educational credits in order to keep membership current.

Honorary Lifetime Status:

This status is bestowed upon members who have made significant contributions to PSIA-RM-AASI. It requires nomination of a candidate on a divisional level, and ratification of both the PSIA/AASI and PSIA-Rocky Mountain-AASI Boards of Directors. Honorary Lifetime members do not pay dues.

Student CEU Waivers:

This is offered to full time students that are pursuing degrees/certifications at institutions of higher education. Must submit the Student CEU Waiver Form with a copy of your current transcript to receive the waiver. 12 CEU's will be awarded once verified.

Certifications

Certified Level 1:

- First level of Certification
- Requires 'Registered Instructor' status
- Requires successful completion of the Certified Level 1 process as stated in the Alpine Level 1 exam and Snowboard ITC outlines or online at the RM website
- Maintain active status and certification by paying annual dues and meeting educational credit requirement

Certified Level 2:

- Second level of certification
- Required to attend prerequisite clinics and modules as outlined
- Requires successful completion of all sections of the Certified Level 2 exam. If unsuccessful at a section of the exam, that section may be retaken until successful
- Maintain active status and certification by paying annual dues and meeting educational credit requirement

Certified Level 3:

- Highest level of certification
- Requires successful completion of all sections of the Certified Level 3 exam. If unsuccessful at a section of the exam, that section may be retaken until successful
- Maintain active status and certification by paying annual dues and meeting educational credit requirement
- Entitled to apply for International Ski Instructors Association (ISIA) credentials

Educational Credit Requirement for Active Certified Instructors:

- Active Certified instructors are required to attain 12 hours of educational credit every other season.
- The Certification Update course is required at least once every 4 seasons as part of the educational credit requirement unless member is proceeding to further certification in primary or other disciplines.

Reciprocity:

- PSIA and AASI are national organizations with 9 divisions
- Rocky Mountain credits & certifications can be transferred and are recognized in all divisions
- Exam "partial passes" do not transfer between divisions
- Education Staff transferring to Rocky Mountain from other divisions should contact RM's Director of Education for procedure.

Foreign Certifications:

- Foreign certified instructors join RM as registered instructors
- Must submit (in English) written verification of Level 1 certification to attend Level 2 prerequisite clinics and Level 2 Certification exam. The same applies for Level 2 foreign certified instructors wishing to attend Level 3 prerequisite clinics and Level 3 Certification exam
- Level 3 foreign certified instructors must also submit written verification (in English) of Level 3 status to be eligible to attend Level 3 prerequisite clinics and Level 3 Certification exam
- If unsuccessful at any attempted level, the instructor remains a registered instructor with no PSIA/AASI certification and may retake the exam at the appropriate level per submitted credentials
- Foreign Examiners wishing to join RM - please contact the RM office

Certificate Awards

Children's Specialist 1

- Applicant must be at least Certified I in any discipline

Children's Specialist 2

- Applicant must be at least Certified II in any discipline

Rocky Mountain Trainer

- Alpine RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/alpine-rmt-pathway>
- Adaptive RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/adaptive-alpine-rmt-pathway>
- Children's RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/childrens-rmt-pathway>
- Cross-Country RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/cross-country-rmt-pathway>
- Snowboard RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/snowboard-rmt-pathway>
- Telemark RM Trainer please reference the Certification Pathway page of the RM website at <http://www.psia-rm.org/education/rocky-mountain-trainer-rmt/telemark-rmt-pathway>

Divisional Educator Opportunities for Certified III Instructors

Alpine Education Staff

- Must be employed by an RM recognized ski school for a minimum of thirty (30) days each season
- Must be RM Alpine Trainer and have attended fall training
- Must have Children's Specialist 2
- Must have any level Freestyle
- Must have audited at least one Level 1 exam (two are recommended)
- Successful completion of an interview process

CETT- Children's Educational Training Team

- Applicant must be at least RM Trainer
- Applicant must be Children's Specialist 2
- Successful participation in the CETT selection process

Nordic Education Staff

Instructors, who are members in good standing in PSIA-RM after attaining full cross country or telemark certification, may choose to continue on the path to Cross-Country or Telemark Examiner by:

1. Attending a Trainer's Workshop prerequisite clinic
2. Passing the Nordic RM Trainer exam
3. To become an Apprentice Examiner - successful interview process with the appropriate Nordic Education staff members
4. To become an Examiner, you must audit a minimum of one Level 1 ITC, one level 2/3 clinic and exam and lead a clinic group with an examiner as a mentor
5. Approval of an Apprentice as Examiner is confirmed by a vote of the Nordic Advanced Educators using completed evaluation forms from your apprenticing experiences
6. Placement in the active Examiner pool is determined by scheduling needs, your amount of involvement and commitment to the Nordic community and physical location of events

Nordic Examiners transferring to the Rocky Mountain division from another division would follow steps 2 through 5 or attend the fall verification training and follow steps 3 through 5.

Snowboard Education Staff

- Attend a Snowboard RM Trainer's clinic
- Successfully complete Snowboard RM Trainer exam
- Successful completion of interview process

Adaptive Education Staff

Adaptive Examiner 1

- Must be RM Adaptive Trainer
- Must be actively involved in the adaptive snow sports industry
- Submit application, letter of intent, and resume to the Adaptive Selection Committee
- Successful completion of interview process/required audits as determined by selection committee

The division will hire Examiner positions as needed.

Event Information

Programs:

PSIA-Rocky Mountain-AASI holds clinics and exams each season in support of our mission for the education and certification of our members. These clinics and exams include the most current techniques in teaching and promote professionalism in dealing with the public. Great emphasis is placed on skier/snowboarder education and safety. The clinics provide training and education for the new registered instructor and continuing education for the certified members and the RM Education Staff.

Three Ways to Register:

- Online through the RM web site: <http://www.psia-rm.org> or download application from RM website: <http://www.psia-rm.org>.
- Mail in completed application: PO Box 775143, Steamboat Springs, CO 80477
- Fax in completed application to 970-879-6760

Clinic and Exam Applications are available:

- On the web site: <http://www.psia-rm.org>
- At member schools
- By mail, e-mail or fax upon request

General Application Information:

- Please register by the registration deadline. The registration deadline is the date used to determine whether there is enough interest to hold or cancel an event
- Please, no phone reservations!
- Fees for on-time registration are less than those for late registrations. Register early and save some bucks!
- Mailed and faxed applications are processed on a first-come, first-served basis
- E-mail verification of receipt will be sent to all applicants with a valid e-mail address
- Application forms are checked for current dues, enclosed payment, appropriate signatures, clinic or exam choice, location choice, timeliness and space

- If everything is in order and there is space available, the applicant will be registered. Any applicants who are not able to get into an event will receive e-mail notification
- Confirmation letters are e-mailed 1 week *after the published registration deadline date*. This allows time for all applications to be processed and ensures there are enough applicants to hold the clinic or exam. Please check the RM website events page for your event details.
- If you have not received a confirmation notice one and one-half weeks before the scheduled event, please contact the office to make sure your application was received and processed

Application Deadline:

- PSIA-RM-AASI events have a limited number of spaces available
- On occasion, events can fill up before the published deadline date. Make sure you register as early as possible!!!!
- Published deadline dates will be adhered to, as this allows office personnel adequate time to make staffing, meeting space and lodging arrangements
- If an event lacks registrations by published deadline, RM reserves the right to cancel the event. All fees will be returned
- **PSIA-RM-AASI reserves the right to cancel an event at any time**

Payment Methods:

* Checks or Cash * VISA * Mastercard * Money Orders

Confirmations:

- Confirmation letters are e-mailed 2 to 3 working days after the registration deadline date. This allows time for applications to be processed and ensures there are enough applicants to hold the clinic or exam
- Confirmations include meeting place, time, parking information and pre-arranged lodging discounts for participants, if any. Please check the RM website events page for your event details any time after the confirmation letters have been sent
- Confirmations will be e-mailed to participants ***with a valid email address on file***. It is in your best interest to ***keep your contact information up-to-date***

Clinic and Exam Cancellations and Switches:

- There will be no additional fee if registration is cancelled or switched to a new location or clinic before the published deadline date
- 50% cancellation or switch fee is assessed if the registrant cancels or switches after the published deadline but before the event
- The 50% fee will be waived if the registrant provides a person, at least one week before the event, as a replacement for a cancellation or switch
- 100% cancellation fee is assessed if registrant cancels or is a “no show” on the day of the event

Medical Waivers:

- Medically verified cancellations will receive a 100% refund IF a written doctor’s certification and a request for a refund are received in the RM office within two weeks after the event.
- If you’ve been injured and can not take clinics during a season when you need clinic credits to meet the requirement, please provide the office with medical verification. Once verification is received stating your injury or illness, two credits for a medical waiver will be entered into your record.
- If you’ve been injured and are unable to ski for a prolonged or undetermined amount of time, please call of the office and your status can be switched from ‘active’ to ‘inactive’ if you meet all the requirements. See page 3 for a description of ‘inactive’ status.

- If you've been injured and are unable to instruct again, you may be able to switch to alumni status. See page 3 for a description of 'alumni' status.

Lodging Discounts:

- Lodging discounts are arranged at event locations throughout the season based on availability.
- Information on lodging discounts will be included in event confirmations.
- Lodging discounts are offered only during the time of the event, except for Choice Hotels. Choice Hotels offer year-round discounts to members. Please visit www.choicehotels.com for a list of hotels.

Meet your Rocky Mountain Staff!

PSIA-Rocky Mountain-AASI
P.O. Box 775143
Steamboat Springs, CO 80477
Phone (970)879-8335; Fax (970)879-6760; web site: <http://www.psia-rm.org>

Physical Address: 2300 Mt. Werner Circle, Units C2 & C3
Steamboat Springs, CO 80487

Year Round Staff:

Executive Director: Dana Forbes

Email: dana@psia-rm.org

- General manager of entire organization
- Works with Board of Directors, Director of Education and committees to develop new programs and policies.

Director of Operations: Carolyn Krueger

Email: carolyn@psia-rm.org

- Membership Services Manager
- Office administration and training

Director of Education: Dave Gregory

Email: dgregory@psia-rm.org

- Administration of event details including meeting space, lodging, staffing and confirmations
- Works with Executive Director and Divisional Educators to create the event schedule, new clinics, and reviews and revises exam processes

Event and Membership Coordinator: Carissa Eggers

Email: carissa@psia-rm.org

- Administration of event details including meeting space, lodging, and confirmations
- Works with Executive Director and Director of Education to create the event schedule
- Manages wait-list, prepares and sends materials for events and verifies attendance

Event and Membership Coordinator: Tim Kenney

Email: tim@psia-rm.org

- Administration of event details including meeting space, lodging, and confirmations
- Works with Executive Director and Director of Education to create the event schedule
- Manages wait-list, prepares and sends materials for events and verifies attendance

Seasonal Staff: (December - April)

Receptionist

Email: receptionist@psia-rm.org

- Answers phones and assists with member questions.
- Sends membership packets and orders to new and renewing members

Registrar

Email: registrar@psia-rm.org

- Prepares and sends materials for clinic/exam managers and participants to use at events
- Verifies attendance for all events

Benefits of Membership

Benefits:

- Member of nationally recognized professional organization
- Quarterly online Newsletter
- Exclusive opportunities to improve your riding, skiing and teaching through clinics and exams
- Certification opportunities, which may mean higher wages
- Scholarship opportunities for RM members and their family members for continued education
- Ability to take clinics throughout the country at other divisions which will transfer to your Rocky Mountain member account

RM Division Discounts:

- Pro discounts with Smartwool Sock and Clothing Company (www.smartwoolpro.com)
- Pro discounts with Opedix and MySnowPro.com
- Discounts on lift tickets at many member schools (Bring your current membership card, a current pay stub or employee pass, and an ID to the lift ticket office for the school that you are visiting)
- Car rental discounts with Avis and Budget
- Discounts with www.choicehotels.com
- For additional member benefits and benefit information visit our web site:
<http://www.psia-rm.org>

National Discounts:

- PSIA/AASI has great discount programs set up with companies throughout the snow sports industry, such as:
 - Swany •Patagonia •Smith Optics
 - Dynastar •GoPro •Yakima
 - Leki •Rossignol
- For a complete list, log on to <http://www.thesnowpros.org>
- Access and availability to pro discounts is based on current membership and certification level
- Subscription to 32 DEGREES, The Journal of Professional Snowsports Instruction
- Accessories Catalog via US postal mail or online at <http://www.thesnowpros.org>

To take advantage of your National discounts and benefits, access the National website at <http://www.thesnowpros.org> or call toll-free 1-844-340-7669

History of PSIA- Rocky Mountain - AASI

On September 27, 1950, Certified Ski Instructors, Inc. was founded and incorporated in Colorado as a non-profit corporation by George Engel Jr., Merrill G. Hastings Jr., Willy Schaeffler, Rudi Schnackenberg, Trad Fortna, Gordon Wren, Sepp Olmi, Hans Wagner and Per Stoen. The original purpose of the organization was for "organizing into a working body the certified and approved ski instructors who teach skiing within the area under the jurisdiction of the Southern Rocky Mountain Ski Association; setting up minimum standards of qualified ski instruction; approving and certifying the qualifications of ski instructors".

On April 24, 1966, the Articles of Incorporation were amended to change the name of the organization to "Rocky Mountain Ski Instructors Association". The purpose was also amended to read: "The object for which our said Corporation is formed and incorporated is for the purpose of the advancement of the sport of skiing through an organization composed of certified ski instructors; to provide for the certification of ski instructors and for the establishment of standards of ski instruction."

In September, 1969, after a year of arduous work by Jim Riley, President of RMSIA, and Rudi and Dottie Schnackenberg, the IRS granted RMSIA a tax-exempt status under Section 501 (c) 6. RMSIA agreed to share the goals of the national organization and on October 7, 1983, the Articles of Incorporation were once again amended to change the name of the organization to "Professional Ski Instructors of America - Rocky Mountain".

Just as PSIA is to skiing, AASI is to snowboarding. The American Association of Snowboard Instructors (AASI) was formed during the summer of 1997 by PSIA as an affiliated organization. The growth of the snowboard industry over the preceding years warranted an organization of the snowboard community for recognition. By forming AASI, the snowboard instructors are now in charge of their future. The production of snowboard manuals, videos and other new educational materials is being handled by the snowboard committee. AASI is an organization for snowboard instructors, organized by snowboard instructors. All AASI events in the Rocky Mountain division are administered through the Rocky Mountain office.

Strategic Message

As a life-long commitment, PSIA-Rocky Mountain-AASI will provide opportunities to enhance your success and inspire your passion as a Snowsports professional by offering experiences that value people and are inclusive and supportive.