



**REVALIDATION OF INSTRUCTOR CERTIFICATION:  
RYA SAILING, WINDSURFING AND POWER SCHEMES**

**PLEASE COMPLETE ONE FORM PER INSTRUCTOR REVALIDATION**

RYA Ref No:
Name
Address
Tel (day):
Tel (eve):
Tel (mobile):

**When you return this form, the following items must be enclosed:**

- ✓ Instructor certificate
- ✓ RYA Membership number entered in the box provided OR
- ✓ A completed membership form\* if you are not already a member, should you wish to pay for your membership by Credit Card, please complete the box below.
- ✓ Current and acceptable First Aid certificate

**If any of the details above are incorrect or missing, please enter them below.**

Address:
Tel (day):
Tel (eve):
Tel (mobile):
E-mail:

**Note for non-RYA members:**

\*It is a requirement for all revalidating instructors to be members of the RYA. If you are not currently a member, please complete and enclose your RYA Membership Application.

**NOTE:** Membership of the RYA (or evidence of membership of the National Governing Body for your boating activity in your country of residence) is required in order for you to qualify as an RYA instructor.

**Fast Track Service** - for an additional charge of £20 for Standard RYA members or £10 for Gold RYA members we can guarantee a 2 working day turnaround from the date we receive the application. If you require this service, please clearly mark your application with "**FAST TRACK**" and enclose the appropriate fee.

**Please complete the following information.**

Your date of birth	
RYA Membership Number	
<b>Please ensure you enclose a copy of your current acceptable First Aid certificate (see RYA web site for current list).</b>	

Credit card number (Visa/Mastercard/Switch):
Start date: <u>  </u> / <u>  </u> / <u>  </u> Expiry date: <u>  </u> / <u>  </u> / <u>  </u>
Security Number: (3 digit number on the back of your card)
Switch Issue Number:
Cardholder's name:
Cardholder's address:

**Qualification to be revalidated, please tick ONE discipline only:**

Dinghy (Inc: endorsements and SI )	
Windsurfing (Inc: endorsements and SI)	
Power (inc: Advanced)	
PWC	
Inland Waterways	

**Please return this form and required enclosures to:**

**Royal Yachting Association, Certification Department Instructor Revalidations,  
RYA House, Ensign Way, Hamble, Southampton, SO31 4YA**

**REMEMBER TO COMPLETE YOUR LOG INFORMATION OVERLEAF  
AND ENSURE THAT YOU SIGN SECTION 3**

**Section 1**

Please use this section to summarise instructing experience gained within the relevant RYA training scheme, at an RYA Recognised Training Centre within the last 5 years. Experience logged in other RYA Schemes cannot count toward your revalidation.

Note:

- If your qualification is more than one year out of date, it is mandatory to complete section 2 in addition to section 1.
- It must also be within the training scheme relevant to the instructor certificate that you are revalidating.
- A minimum of 30 hours instructional experience must have been gained within the last five years at a RYA Recognised Training Centre. If you have not done this, please complete Section 2 below.

Year	No. of hours instructing	Type of course and level ( <i>please specify craft</i> )	Name of recognised teaching Centre(s)

I declare that the above information is correct to the best of my knowledge:

Signed:

Date:

**Section 2**

This section applies to instructors who have not gained a minimum of 30 hours RYA instructional experience during the last five years or whose qualification is more than one year out of date.

You must obtain an endorsement from an appropriately qualified Principal (or Chief Instructor) of an RYA Training Centre, or RYA Trainer/Coach Assessor appropriate to the qualification (i.e. RYA Dinghy Coach Assessor for Dinghy), who will observe you assisting on an RYA Course relevant to your revalidation. They should then complete the following information.

**Please note: All RYA Power Scheme Instructor Qualifications, who are 2 years or more out of date will need to re-do the Instructor Course. All other RYA Instructors whose qualification is out of date by more than five years will be asked to undergo an assessment with an RYA Trainer/Coach.**

**Declaration**

I have observed the person named below instructing on the following course and he/she has demonstrated the skills and up to date knowledge required. I recommend revalidation of his/her instructor certificate:

Name of Instructor \_\_\_\_\_ Date of observation \_\_\_\_\_

Type and level of course \_\_\_\_\_

Name of Principal/Trainer \_\_\_\_\_ Signature of Principal/Trainer \_\_\_\_\_

Name of recognised training centre \_\_\_\_\_

**Section 3**

**Code of Conduct:** I have read and agree to abide by the RYA Instructor Code of Conduct. I acknowledge that failing to abide by the RYA Instructor Code of Conduct, or otherwise engaging in behaviour that falls below the standard expected of an RYA instructor or risks bringing the RYA into disrepute, may result in the withdrawal of my RYA instructor qualifications."

Signed ..... Date ...../...../.....

**Health Declaration:** I declare that I am not suffering from any physical or mental impairment which has an adverse effect on my ability to properly discharge my duty of care as an instructor. I undertake to inform the RYA if this changes and agree to submit to a medical examination if requested by the RYA.

Signed ..... Date ...../...../.....

**DON'T FORGET THE ENCLOSURES LISTED OVERLEAF**