

ISPA Standards for Sailing School

Requirements

1. Place of business

There must be a permanent, physical address where a member of the general public on the ISPA can go and meet the school management. ISPA may wish to view the school's records or vessels. Regular business hours must be maintained.

2. Business License

An ISPA school is required to hold a valid business license in the each jurisdiction in which it maintains an office. The business license/s must be posted at the business address. ISPA will be provided with a business license on request.

3. School Liability Insurance

The ISPA School must provide liability insurance, which provides a minimum of \$1,000,000 (one million dollars) insurance coverage for personal injury claims.

ISPA Teaching Standards and Certification

1. ISPA schools can be monitored regularly and must uphold, and be seen to uphold the ISPA standards
2. All schools on application to become or after being officially designated as a "Recommended School" grant ISPA the right, upon 21 days written notice, to inspect the school for the purpose of assessing the school's ability to fulfill its' role as an ISPA recommended school.
3. ISPA schools guarantee the delivery of the complete syllabus.
4. ISPA schools acknowledge that if the standards are not achieved for certification, the instructor cannot certify the candidate.
5. All ISPA instructors teaching and/or certifying to ISPA standards must be ISPA certified and trained.
6. ISPA schools are required to:-
 - Participate in the program of continual improvement as members of the Association by seeking to make recommendations for the betterment of the syllabus, methods of delivery and certification standards.
 - Maintain Candidate records for three years
 - Require instructors to produce their current ISPA annual wallet card as proof of certification prior to teaching an ISPA course.

Legal Requirements

1. ISPA schools are required to meet all the requirements of the regulatory bodies having jurisdiction within the area in which the school operates.

2. All regulatory agency safety equipment requirements must be met.
3. All additional ISPA equipment must be met.

Other requirements

1. On designation as a new ISPA school and IE is permitted to meet with the school to review the whole program and clarify any questions related to the standards or delivery of the syllabus.
2. Any school that abuses the trust placed in them as an ISPA recommended school through the misuse of any seal will automatically be disqualified from the certification renewal.
3. ISPA schools must keep abreast of ISPA policy.
4. Complaints directed at an ISPA school, or its instructors, should be resolved between the school, the instructor and the complainant whenever possible.
5. Unresolved complaints will be handled by ISPA via the 'Complaints Procedure'.