



# ADVENTURE EXPERIENCES, Inc.



Dear Challenge Course Client

Adventure Experiences, Inc is excited to announce that we have been approved to offer Challenge Course Certification in accordance with the new ACCT Practitioner Certification Standards (published June 2007). The three levels of certification to be offered by AEI are Level 1, Level 2, and Challenge Course Manager. Each level can be further categorized into four tracks; Full, Spotted Activities only, High Activities only, and a Site/System Specific. This update is to inform you about what will be involved in seeking certification in accordance with the new standards.

Most of you may have already received an AEI certification, so at the time of your next recertification you will need to “Challenge In” to the new Certification system. When “Challenging in” to the new system you will first need to decide which level of certification fits you or your staff the best. Currently Adventure Experience is trying to get current certification holders into the new system with a Level 1 certification. When you arrive at the “Challenge In” testing day (what would have been your recertification) you will be asked to fill out an information form, and present your portfolio that documents your challenge course experience including the trainings you have attended as well as facilitation hours on the course. Your Trainer will look over your portfolio and verify that your information form is valid. There may be some back logging necessary for your portfolio to be accurate. It is difficult for all of your backlogged information to be verified as accurate so we ask you to do the best you can to help us out. Once your information form and portfolio have been verified you will be eligible to take the written and practical skills tests. If you would like the portfolio provided by ACCT, you can find an excel spreadsheet on the Home Page of the Adventure Experience website ([www.advexp.com](http://www.advexp.com)) by clicking the red button on the right side of the screen that says “Facilitator Log”. This “Challenge In” process should be straight forward as long as you have your portfolio completed and you are prepared for your written and skills test **before** the “Challenge In” testing day. The rest of this letter explains the ACCT requirements for “Challenging-In” to the different levels as well as information for your new staff who will be seeking certification.

**Level 1-“Challenge In”** Facilitators with an existing AEI Certification should not need to take any additional training to become Level 1 certified. AEI believes you should have the necessary experience to “challenge-in” to this level of certification. In order to challenge-in you must attend a “Challenge In” testing day that will be offered around the time of what has been your recertification. When you arrive you will fill out an information form, present your portfolio documenting at least 100 hours of combined facilitation experience and trainings you have received. Once the form and portfolio have been verified by the trainer you must be able to pass a written and skills test. This certification will last for 1 year.

**Level 2-“Challenge In”** Facilitators with an existing AEI Certification and significant experience that have attended multiple trainings may not gain any additional information by participating in the 40 hour Level 2 training. You have the option to “Challenge-in” to this more advanced Level 2 Certification. In order to challenge-in you must attend a “Challenge In” testing day that will be offered around the time of what has been your recertification. When you arrive you will fill out an information form, present your portfolio documenting at least 400 hours of experience and 80 hours of trainings you have attended. If you are seeking the low or high only track the minimum number of training hours is 44, and the site specific minimum is 24. (See attached chart) Once the form and portfolio have been verified by the trainer you must be able to pass a written and skills test. This certification will last for 3 years.

One major difference in the training is that testing can no longer occur on the same day. What this means to you is that during an initial certification training there must be a minimum number of curriculum hours and an additional day of testing. This may require your training to be one day longer.

**Level 1 Certification** People who are new to the industry and are seeking a Level 1 Certification must be at least 18 years or older to participate in the training. They will complete 40 hours of training for a full certification track, 20 hours minimum for Low or High only, and a minimum of 8 hours for Site/System Specific. This certification is designed as an entry level training giving the client the option to grow as they gain more experience. Passing requires a score of at least 80% on the written exam and the passing of a skills test. The certification will last for 1 year.

**Level 2 Certification** Anyone seeking this advanced level of certification must be 18 years or older and must have a Level 1 Certification plus 200 hours of facilitation experience as Level 1. They will complete 40 hours of training for a full certification track, 24 hours for Low or High only, and a minimum of 16 hours for Site/System Specific. Passing requires a score of at least 80% on the written exam and the passing of a skills test. The certification will last for 3 years. This certification reflects the clients experience and training which will provide leadership to other staff; it is not the intention or the design of this level to prepare the client to train other staff.

**Challenge Course Manager (CCM)** This certification is designed to give a currently certified facilitator management training in order to supervise others, write Local Operating Procedures, perform internal inspections and maintenance, mentor staff, and develop plans for in-house trainings. Every challenge course must have a Challenge Course Manager BUT please understand that it is not necessary that a company has a “Certified” Challenge Course Manager and that this training is seen as an addition to the Level 2 Certification. You must be 21 years or older, possess current Level 2 certification, and have 500 hours of documented experience in order to certify at this level. This is a 30 hour training of which 16 will be specific to challenge course management. Passing requires a score of 80% on the written exam and the passing of a skills test which is based

on Chapter 3, Section A of the ACCT Operations Standards. This certification lasts for 5 years requiring the client to recertify.

Thank you for your time and input regarding these new certification standards. We realize that it will take some time to get everyone in place and that some may need additional information specific to their organization. Please contact us before your scheduled certification or recertification to make sure that you have the information needed to be prepared.

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Enclosed:  
Challenge Course Practitioner Certification Chart