Level	Requirements	Authorizations
Coach Advisor (CA)	• Be SI for four years and registered WATSU 3 Instructor • Mentor, co-teach, and evaluate five Instructors- in-Training, with demonstration of excellence • Demonstrate professional excellence as SI, with effective communication skills, and impeccable ethical record • Submit Application to ESAC and receive BD approval	• To coach, evaluate, and recommend approval of Instructors-In-Training for certification

CA Application Package: *WABA Instructor Application Guidelines*, *CA Application Forms*, and *Student Evaluation Summary* spreadsheet downloadable from https://www.waba.pro/esac_docs/. CA candidate submits a complete application package to ESAC:

a) Application Overview Form (list teaching and experience that meets requirements).

b) Transcripts (from WABA Registry, courses co-taught and taught).
c) Written Evaluation and Recommendation from Mentor.
d) Student Evaluations for each course co-taught and taught and Student Evaluation Summary.

Applicants and Mentors must prepare applications using WABA Guidelines for Instructor Certification Applications, CA Application Forms, and Evaluation Summary spreadsheet (downloadable from https://www.waba.pro/esac_docs/). Applicants are responsible for keeping copies of their own Evaluations, in conjunction with their TIs, Mentors, SIs, and CAs.

CA Certification Considerations and Clarifications:

- **Class Size Requirement:** Classes must have a minimum of four students, with at least two non-auditors.
- **Dues, Registry, WATSU® Trademark:** SIs and CAs must consistently pay annual Instructor Dues, as well as pay Posting Fees to register each student in every class.
- **"Grandfathered" Certification:** For each major revision of SI or CA Standards, certification is "grandfathered in" under the rules in effect for original certification, as long as they teach the current form of WATSU®, unless otherwise approved by WABA BD.
- **Professional Excellence:** with respect to logistics (scheduling, listing, advertising, registering...); diversity of venues, backgrounds, teaching styles, and cultures; objective and effective feedback/evaluation; timely communication via email, telephone, etc.; supportive and non-judgmental communication skills; prepare evaluations and review in person; coordination between TI, SI, CA, Co-Instructors, and Instructors-In-Training; impeccable ethical standards; understanding and support of WABA certification standards; timely and complete preparation of application packages.
- **Requirement Changes:** in cases where SI or CA Certification requirements change, applicant may follow either new requirements or older requirements as follows:

- **Date Certified W3 Instructor:** requirements for SI certification in effect on that date apply for five years.
- **Date Certified SI:** requirements for CA certification in effect on that date apply for five years.
- **Date of Intent Request:** requirements for SI or CA certification apply for five years after a letter of intent to apply for certification is submitted to ESAC and approved by BD.

Filenames for Coach Advisor (CA) Certification

- *01_name_level_overview.pdf* – signed Application Overview Form (e.g., *01_smith_ca_overview.pdf*)
- *02_name_level_transcript.pdf* – Transcript(s) of course taken and taught (e.g., *02_smith_ca_transcript.pdf*)
- *03_name_level_recommendation.pdf* – recommendation/evaluation from Mentor or other SI (e.g., *04_smith_ca_recommendation.pdf*)
- *04_name_level_feedback.pdf/04_name_level_feedback.xlsx* – Student Feedback and Student Feedback Summary (e.g., *04_smith_ca_feedback.pdf*, *04_smith_ca_feedback.xlsx*)