

Personal Qualification Standard (PQS)
Recreation Kayak/Stand-Up Paddleboard Guide

Guide Candidate: _____

This PQS is designed to be completed under the guidance of a mentor. Any mentor signing off on a task needs to be qualified personnel designated by the Department of Wellness and Recreation. The purpose of the PQS is to allow crew members to gain experience and knowledge working under a qualified mentor, while working as crew during normal operations. This allows for specific “on the job” training with the vessels being used, and the operational area being worked in. Mentors should only sign off on tasks once the trainee is competent in performing the task independently. Once all sections are complete, the Mentor should notify the Department and schedule a checkoff.

Initial Certifications

Completed

- _____ Obtain state of Florida Boating Safety Education Card. A copy should be submitted with this completed PQS.
- _____ Current First Aid certification. A copy should be submitted with completed PQS.
- _____ Current CPR certification. A copy should be submitted with completed PQS.
- _____ Complete Level 2 American Canoe Association (ACA) “Essentials of Kayak Touring” and/or “Essentials of Stand Up Paddleboarding”.
- _____ Perform as helper on 3 jonboat, kayak or paddleboard excursions.
- _____ Perform as helper on 2 nighttime jonboat, kayak or paddleboard excursions (applicable only to those who wish to operate kayaks at night). N/A.
- _____ Participate in one in-service training in which possible emergencies are practiced.
- _____ Discuss the emergency action plan with a mentor.

Accomplished:

Applicant Signature _____	Date _____
Trainer Signature _____	Date _____
PI Signature _____	Date _____

Pre-Trip Preparation and Departure

Completed

- _____ Organize proper amount of paddling equipment for number of participants.
- _____ For night excursions, organize and test all lights.
(applicable only to those who wish to operate kayaks at night). N/A.
- _____ Organize proper safety gear for excursion.
- _____ Give safety briefing.
- _____ Give orientation to equipment and basic paddling techniques.
- _____ Get participants safety onto jonboats, kayaks or paddleboards.
- _____ Demonstrate proficiency in safely leaving launching area.
- _____ Organize participants.
- _____ Follow radio protocol.

Accomplished:

Applicant Signature _____	Date _____
Trainer Signature _____	Date _____
PI Signature _____	Date _____

Underway

Completed

- _____ Demonstrate proficiency in safely maneuvering vessel underway.
- _____ Demonstrate ability to keep all participants within visual and audible range.
- _____ Demonstrate proficiency in safely returning to launching area, and boat retrieval.
- _____ Demonstrate knowledge of communications equipment, use, limitations, and frequency. Hand radio, cell phone; as applicable to operating area.
- _____ Demonstrate knowledge of emergency signaling devices: whistles, lights at night.
- _____ Tie the following knots and state their use. Bowline and sheet bend.
- _____ Perform self-rescue by “falling” off/out of jonboat, kayak and paddleboard and be able to mount by oneself.
- _____ Perform rescue by aiding a fellow paddler and towing them to shore.
- _____ Demonstrate ability to navigate the common route.
- _____ Demonstrate ability to troubleshoot problems while underway.

Accomplished:

Applicant Signature _____	Date _____
Trainer Signature _____	Date _____
PI Signature _____	Date _____

Post Trip Tasks

Completed

- _____ Safely extract all equipment from the water.
- _____ Remove and return all gear that does not remain stored aboard.
- _____ Rinse jonboats, kayaks, paddleboards, and paddles.
- _____ Close out float plan.

Accomplished:

Applicant Signature_____ **Date**_____

Trainer Signature_____ **Date**_____

PI Signature_____ **Date**_____