Instructions for Completing
Challenge Course Experience Portfolio

The Challenge Course Experience Portfolio consists of eight (8) separate EXCEL worksheets. Each worksheet covers a different aspect of challenge course experience and individuals will not necessarily have experience in each of these areas.

Each Experience Portfolio must be accompanied by a resume and copies of syllabi for all relevant training courses

Formatting
1. Save the file using the SAVE AS function. Replace "Blank" with your first and last name.
2. To add rows so that they will self total, insert them between the first row and the last row.
3. If possible, fill in the information in reverse chronological order so that your most recent experiences appear first.
4. There is a sample entry, in italics, on many of the worksheets. It does not sum into the totals and may be removed.

Front Page
1. Complete the contact information section at the top of the page.
2. The totals from the worksheets will automatically appear in the experience summary section. Do not adjust them.

Site Descriptions
1. Fill in the name and location of every course where you have worked.
2. Include a list of elements that share a common operating system as described on page 1 of this sheet. If the site has multiple operating systems (e.g. low ropes, high ropes, climbing wall) you will need to complete a listing for each type of operating system.
3. Select an operating system from the drop down menu.
4. Select a belay device from the drop down menu. LEAVE THIS COLUMN BLANK FOR GIANT SWING, LOW, AND PORTABLE OPERATING SYSTEMS.
5. Fill in the name of the challenge course building company, not the actual builder, if known.

Training Attended   – refers to theory and technical instruction you attended to become or remain a practitioner (individual who provides a program to participants)
1. Fill in the date of the training.
2. Insert name of the training company. For in-house training insert the name of your employer.
3. Insert the name of the training.
4. Briefly describe the course content.
5. Insert the name of the site. Use the name that appears in the Site Descriptions worksheet.
6. Insert the first and last name of the trainer(s) – the actual person who taught the course.
7. Indicate the duration of training. Do not include time associated with travel or sleep.
8. Repeat this process with trainings that focus on management and other related skills.

Program Delivery -- refers to challenge course experiences you provided to participants
1. Fill in the date of the program.
2. Insert the name of the site. Use the name that appears in the Site Descriptions worksheet.
3. Insert the name of your employer for the program. This may be the same as the site name.
4. Insert your role using the drop down menu. Descriptions appear on page one of the worksheet.
5. Insert the type of group using the drop down menu.
6. Insert the type of program using the drop down menu.
7. Insert the type of activities using the drop down menu.
8. Indicate the duration of the program. Do not include time associated with travel or sleep.

Training Delivered – refers only to theory and skills instruction you provided to other practitioners (individuals who deliver programs to participants)
1. Fill in the date of the training.
2. Insert the name of the training.
3. Insert your role using the drop down menu.
4. Indicate group size.
5. Insert the name of the client (i.e. who the training was for).
6. Insert the name of the site. Use the name that appears in the Site Descriptions worksheet.
7. Indicate the duration of the training. Do not include time associated with travel or sleep.

Building, Repairs, and Inspections – refers only to element construction, performing professional inspections, or accompanying a professional inspector on annual inspections. Do not log daily pre-use checks or monthly inspections in this section.
1. Fill in the date of the event.
2. Insert the type of event using the drop down menu.
3. Describe the work performed.
4. Insert your role using the drop down menu.
5. Insert the name of the site. Use the name that appears in the Site Descriptions worksheet.
6. Insert the name of your employer for performing the installation, repair, or inspection.
7. Indicate the duration of the event. Do not include time associated with travel or sleep.

Other Professional Development
1. Complete this worksheet in as much detail as possible.

Related Personal Experience
1. Complete this worksheet in as much detail as possible.

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