



**Returning Lifeguards & Lesson Instructors Checklist**

Step	Task	Notes
1	Apply on-line	<p><a href="http://www.columbiaassociation.com/aquatics">http://www.columbiaassociation.com/aquatics</a>                      Click: on "Hiring" tab.                      Click: on "Application" tab.                      Apply for Returning Lifeguard or Returning Lesson Instructor.                      Make sure you get a confirmation screen with an application number.                      Please only use Internet Explorer or Firefox.</p>
2 Good Standing	Receive an offer letter via e-mail	Lifeguards and Lesson Instructors in good standing will receive an offer letter within two weeks. Be sure to keep your e-mail address updated for this and all other communications.
2a Corrective Standing	Attend interview	<p>Lifeguards and Lesson Instructors in corrective standing, due to in-service attendance, corrective action document issues, or poor end of year evaluations will need to interview to return. The Aquatics office will contact you within two weeks to let you know you need to interview.</p> <p>Be sure to keep your e-mail address updated for this and all other communications.</p> <p>Interviews held at the Aquatics office:                      9540 Gerwig Lane, Columbia, MD 21044</p>
2b Corrective Standing	Receive an offer letter via e-mail	Do not expect an offer letter till mid to late March. Be sure to keep your e-mail address updated for this and all other communications.
3	Complete paperwork	All paperwork must be completed <u>and</u> turned into the aquatics office <b>BEFORE</b> you can schedule a certification class.
4	Attend a certification class	<p>Click: on "Training" tab.                      Click: on "Lifeguard Class Schedule"                      Must Contact office to register - 410.312.6332                      Must be absolutely sure of date, as no changes or absences will be allowed.</p>
5	Pass written & practical tests then sign license.	See next step below.
6	Attend one of three Aquatics Orientation Nights	<p>PLAN NOW. Clear your calendar.                      Must attend one date in May. May 1st, 2nd, 3rd @ 6p.m.                      No Need to Schedule. Just attend one night.</p>