

If, after reading the Trainer Course Guidelines, you are still confused as to what exactly is involved in offering a Trainer course, the following information should help:

Step 1: Successfully complete the Leave No Trace Master Educator course.

Step 2: Read the Trainer Course Guidelines.

Step 3: Make sure that you are **currently certified in Standard First Aid and CPR**. If you are current with your first responder, emergency medical technician or nurse practitioner certification and CPR, no further medical training is necessary to instruct a Trainer course.

Step 4: Make sure you have adequate **liability insurance**. As required by the Trainer Course Guidelines, individuals offering Trainer course must have policy in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, for bodily injuries and property damage. You may obtain this insurance coverage through your own carrier or through the Leave No Trace Center for Outdoor Ethics (the Center). The coverage through Leave No Trace, Inc. costs \$65 for a one-year period (from April of any given year to the following April) and places the individual under the Center's policy as an additionally insured. An unlimited number of Trainer courses may be offered during the coverage year. (The liability insurance requirement does **not** apply to federal agency employees offering courses within their agency job capacity.)

Step 5: Determine whether you are offering a Trainer course as an individual or as an organization. If you are offering a Trainer course as an individual, sign and submit the **Leave No Trace Training Agreement** to the Center. If you are offering a Trainer course with an organization, sign and submit **the Leave No Trace/ Organization Training Agreement** to the Center. The submission of either document needs to occur only once. It will remain on file with the Center.

Step 6: Obtain the **Disclaimer of Liability/Course Participant Acknowledgment and Assumption of Risk** document from the Leave No Trace website or from the Center. Print or copy enough so that every course participant reads a copy of the document.

Step 7: Run course. Follow **Core Components for Trainer Course Curriculum** from the Training Guidelines for curricular directions.

Step 8: Submit a **complete student roster with addresses, phone numbers and emails**. Include statement that, "Every course participant has read the Center's Disclaimer of Liability and Course Participant Acknowledgment and Assumption of Risks and has met my expectations as a Trainer."

Upon receipt of a student list, the Center will issue Trainer certificates to the Trainers. If you have further questions or concerns, please contact Leave No Trace, Inc. at **800-332.4100** or **ben@LNT.org**