



INTERNATIONAL TECHNICAL
RESCUE ASSOCIATION

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Evaluator Qualification Guidance

Version 1.0

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1. Preface

The International Technical Rescue Association (ITRA) recognizes Evaluators as key guardians of assessment integrity and instructional quality across all ITRA disciplines. This Evaluator Qualification Guidance provides definitive direction for individuals seeking to attain and maintain evaluator status, ensuring that those entrusted with this role meet the highest standards of competence, impartiality, and professionalism.

Evaluators play a critical role in upholding ITRA's mission by:

- Conducting instructor evaluations
- Hosting instructor workshops
- Performing audits of instructors and their courses
- Delivering courses aligned with the ITRA syllabus
- Assessing both instructor candidates and technician-level candidates following established standards

An Evaluator is expected to demonstrate exceptional technical expertise in their discipline, combined with the ability to provide mentorship, constructive feedback, and guidance to instructor candidates. This includes a deep understanding of the syllabus, discipline-specific sub-charter, discrepancy classifications, safety standards, terms and definitions, the ITRA Code of Conduct, and other relevant organizational policies.

The content of this guidance has been developed and reviewed by discipline-specific Working Groups and the ITRA Executive Committee to reflect best practices in assessment and instructional oversight. It is the responsibility of each Evaluator to remain current with these standards and apply them consistently in all evaluation activities.

We acknowledge and appreciate the global network of ITRA Evaluators whose dedication, integrity, and expertise ensure the credibility of ITRA qualifications worldwide. This document is intended to support your continued growth as an Evaluator and to reinforce ITRA's commitment to advancing technical rescue excellence.

2. Application Process

2.1. Application Process Overview

2.2. Nomination Period

Each year, the Discipline Working Group will assess and submit to the Board a proposal outlining the need for evaluators by region, including a justification for the identified requirements. Upon approval by the Board, the Discipline Working Group will publicly open nominations for evaluators in accordance with the organization's needs. Nominations may be open to all regions or restricted by specific regions and/or limited to a set number of evaluators, depending on the approved requirements.

Information will be sent by email, posted on social media, and listed on the ITRA website. The nomination period will be open for 14 days.

The application form is available on the form section of the ITRA website.

2.3. Candidate Eligibility

An applicant must:

- Hold a current Professional membership.
- Hold a current instructor qualification within the discipline.
- Have taught a minimum of 10 ITRA courses in the discipline.
- Support or nominated by a minimum of 2 ITRA evaluators.

Exceptions and special circumstances may be examined and decided by the working group and submitted to the board for final approval.

2.4. Documentation of Eligibility

- Application form (check the application form)
- The candidate must present a logbook with the course details, including dates, number of students, and the course assessor's name and number.

2.5. Application Submission

- It is mandatory to submit all information in English.
- The discipline working group will review each evaluator application. Contact information can be found under the relevant discipline section of the website.

2.6. Qualification Approval By The Working Group

The eligibility of the candidate shall be based on:

- Needs of the discipline
- Needs of the organization
- Needs of a region
- Documented experience

Contributions to the organization and discipline shall be taken into account.

The discipline working group will have ultimate approval authority for any nominations.

3. Candidate Evaluation

3.1. Evaluation Process Overview

- The evaluator must disclose any relationships with the candidate if one exists.
- If the candidate does not present existing relationships and if they discover no future, the qualification will be revoked.

3.2. Opportunities

Evaluators will be evaluated primarily on their ability to convey the documents put forth by the working group. They will also be tested on their ability to evaluate, mentor, and provide feedback to instructor candidates.

Evaluations may take place in conjunction with an ITRA instructor workshop.

Candidates shall be evaluated on the topics outlined in the ITRA Evaluator Candidate Assessment document:

- Preparation and understanding
- Observation and Objectivity
- Feedback and Professional Conduct
- Documentation

If an alternative arrangement is needed for candidate evaluation, it must be submitted for prior authorization by the discipline working group.

3.3. Results

3.3.1. Pass or Fail

Evaluator candidates will be evaluated on a **Pass** or **Fail** criterion.

If the candidate passes the evaluation, the candidate shall be awarded evaluator status in the discipline.

If the candidate fails the evaluation, the reason shall be explained to the candidate. The evaluator shall notify the discipline working group by sending the evaluation form detailing the reasons for the candidate's failure to the working group.

After the candidate has reviewed and corrected the reasons for the failure, the candidate may apply again for evaluator status during the next applicable nomination period.

All information about the evaluation process must be registered in the form: **ITRA Evaluator Candidate Assessment Form**

3.3.2. Appeals

Candidates who wish to appeal the outcome of their evaluation should initially discuss their concerns with the Evaluator who carried out their evaluation. If the matter is not resolved, the candidate may initiate an appeal using the Appeals and Complaint Form available on the ITRA form section of the website.

The appeals and complaint form is available on the form section of the ITRA website.

4. Maintaining Qualification

All evaluators must meet the following criteria to maintain evaluator qualifications.

- Hold current ITRA professional membership.
- Maintain instructor status in the discipline.

Evaluators who fall out of compliance with the requirements shall be given a 3-month grace period. During this grace period, the evaluator shall not perform any ITRA evaluations in the discipline.

Failure to rectify this within the grace period shall result in the evaluator qualification being removed and a new submission and evaluation being required.

If an evaluator has two or more appeals from student candidates or instructors within a calendar year, they may be subject to an audit by another evaluator. This determination will be reviewed and voted on by the working group.

All assessments are open to being audited by a working group member or an evaluator at any time.

5. Cross-Discipline Evaluator Recognition

An active Evaluator who already holds evaluator status in one ITRA discipline and meets the eligibility requirements to become an evaluator in another discipline is not required to attend a new evaluator workshop for the additional discipline.

Instead, the process is as follows:

- **Eligibility Verification** – The candidate must meet all evaluator prerequisites for the new discipline.
- **Application Submission** – The candidate applies to the relevant discipline Working Group, including evidence of meeting all requirements.
- **Working Group Review** – The Working Group reviews the application, verifies credentials, and confirms the applicant's standing as an active evaluator in another discipline.
- **Approval & Record Update** – Upon approval, the evaluator's status is updated in the ITRA database to include the new discipline.

The **Working Group** reserves the right to **request a technical interview, practical demonstration, or additional documentation** if there are concerns about the applicant's competency or familiarity with the new discipline's specific assessment requirements, even if no workshop is required.

This streamlined process recognizes prior evaluator training and experience within ITRA, avoids unnecessary duplication of workshops, and maintains consistency in evaluation standards across disciplines.

When an active evaluator in one discipline meets the requirements to be an evaluator in another, they only need to apply to the working group for approval. Attending a new evaluator workshop is not required.

6. Effective Date

This Evaluator Qualification Guidance shall take effect on **January 1, 2026**.

All evaluator applications, evaluations, and related processes conducted on or after the approval date of this document must comply with the guidance set forth herein.