



INTERNATIONAL TECHNICAL
RESCUE ASSOCIATION

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Instructor Qualification Guidance

Version 1.0

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1. Preface

The International Technical Rescue Association (ITRA) is dedicated to setting and maintaining high standards in technical rescue instruction globally. This Instructor Qualification Guidance provides definitive guidance for individuals seeking to attain and maintain instructor status within ITRA disciplines.

This publication outlines the application process, evaluation criteria, instructor responsibilities, and ongoing requirements for currency. It is intended to ensure that all ITRA instructors meet consistent, internationally recognized benchmarks for competency, professionalism, and instructional quality.

The content of this handbook has been developed and reviewed by discipline-specific Working Groups and the ITRA Executive Committee to reflect best practices in technical rescue training. It is the responsibility of each instructor to stay informed of the standards set forth herein and to apply them in their instructional work.

We acknowledge and appreciate the global community of ITRA instructors and evaluators whose commitment and feedback have shaped this handbook. We hope that this document supports your continued growth as an instructor and reinforces ITRA's mission to advance technical rescue education worldwide.

2. Application Process

2.1. Application Process Overview

1. Candidate Eligibility
2. Documentation of experience
3. Submit application form
4. Qualification approval by working group
5. Instructor candidate evaluation
6. Wait for final approval

2.2. Candidate Eligibility

An applicant must:

- Hold a current Professional membership at the time of the application.
- Hold the highest qualification within the discipline at the time of application or have planned to attain the qualification prior to the instructor workshop.
- Have a minimum of 2 years of documented instructor experience in the discipline or similar.
- Submit evidence regarding continuing professional development, training, and operations.

2.3. Documentation of Experience

- Instructor experience may be demonstrated through evidence of courses taught or internal records including but not limited to:
 - In-house instructor courses.
 - College or university-based programs.
 - Fire department or search and rescue teams.
 - Mentorship and co-instructor experience.
 - Military qualifications that demonstrate a history of the candidate in an instructor role.
 - Instructor training courses and certification.
- Documented hours, students present, and course descriptions listed on the application form.

2.4. Application Submission

- Application form is available on the website under the forms section (form name: **Rescue Instructor Application Form**).
- Submission of English translations of documents are preferred if possible in order to streamline the application process.
- The working group will review each application to the discipline:
 - rope@technicalrescue.org
 - cswg@technicalrescue.org
 - swiftwater@technicalrescue.org
- Three professional references are recommended by the applicant. Examples may include:
 - From a current ITRA instructor or evaluator.
 - Other professionals in the industry or similar with names and contacts.

2.5. Qualification Approval By The Working Group

- The submitted application will be reviewed by the discipline Working Group.
- If the application is denied, a cause will be given, and the applicant can appeal the decision to the Working Group.
- The Working Group will have ultimate approval authority to approve an application.
- Application eligibility and approval by the working group do not guarantee instructor status.

3. Candidate Evaluation

3.1. Evaluation Process Overview

- Instructor evaluations focus on the candidates demonstrating their ability to teach.
- The evaluation includes knowledge-based topics and skills listed in the discipline syllabus.
- Instructor candidates must be evaluated by at least one current evaluator.
- The evaluator must disclose any relationships with the candidate if one exists.
- A minimum of at least 3 students or candidates (or stand-in candidates) must be present while the instructor candidate is being evaluated.

3.2. Opportunities

Instructor candidates can be evaluated either during an instructor workshop or during a course self-hosted by the candidate.

3.2.1. Instructor Workshop

The evaluator shall determine and communicate a pool of syllabus learning objectives to be taught before the workshop.

Candidates will be expected to conduct a minimum of two knowledge-based lessons and two skill-based lessons. At least one knowledge and one skill-based lesson must be learning objectives from the highest level in the discipline.

The skill and knowledge topics presented at the workshop shall be picked on the day before delivery from the previously chosen syllabus learning objectives.

Candidates will be allocated between 20 and 30 minutes for each learning objective to be taught. For time management reasons, it is allowed to partially teach learning objectives even if it means the content is not complete.

3.2.2. Self-Hosted Course

Evaluation during a course, following an ITRA syllabus or otherwise, taught by an instructor candidate is allowed, but must obtain prior authorization by the discipline working group.

The course shall meet the following minimum qualifications:

- Minimum of 3 days.
- Minimum 6 instructional hours per day.

- Minimum 3 students present.

The course syllabus and lesson plans being taught by the instructor candidate shall be sent to the evaluator in advance of the course.

The evaluator candidate shall pick the day to attend that most closely aligns with the ITRA learning objectives. Preferably, topics should be covered from the highest level in the discipline.

If the evaluator determines the course syllabus is not appropriate for an evaluation, the evaluator may make recommendations on modifying the candidate's syllabus. If an agreement cannot be made between the candidate and evaluator, the evaluation will be postponed to a later date.

3.3. Results

3.3.1. Pass or Fail

Instructor candidates will be evaluated on a **Pass** or **Fail** criteria.

If the candidate **passes** the evaluation, the candidate shall be awarded instructor 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 schedule to be re-evaluated at a future date.

If the Evaluator feels that the failed candidate's instructor application should no longer be valid, the evaluator must report this to the working group. If the working group invalidates the candidate's application, the working group must notify the candidate and evaluator of the decision.

All information about the evaluation process must be registered in the form: **ITRA Instructor 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.

4. Maintaining Qualification

All Instructors must meet the following criteria to maintain instructor qualifications.

- Hold a current qualification at the highest level in the discipline (must be re-qualified every 3 years).
- Hold current ITRA professional membership.
- Instruct an ITRA course or attend an ITRA workshop at least once every year.
- Attend a minimum of one in-person/online ITRA instructor meeting per year.

Instructors who fall out of compliance with the requirements shall be given a 3-month grace period. If the instructor still holds a professional membership and active qualification in the discipline, the instructor may still teach ITRA courses in the discipline during this grace period.

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

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

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

5. Effective Date

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

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