



Welcome New Master Educator!

In addition to the Trainer Course Guidelines, this Step-by-Step Guide will help you successfully organize and conduct Leave No Trace Trainer Courses. If you have any questions or concerns, please contact the Education Department at: info@LNT.org

Steps to running Leave No Trace Trainer Courses:

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

Step 2: Read the **Trainer Course Guidelines**. These can be found under Educational and Training Resources on <http://www.LNT.org>

Step 3: You must be **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 are up-to-date with your membership and/or partnership. Master Educators running Trainer Courses need to be either individual members of the Leave No Trace Center for Outdoor Ethics or part of an organization that is a current partner of the Center. More information about membership/partnership can be found under the Support tab on <http://www.LNT.org>

Step 5: Sign and submit a **Leave No Trace Training Agreement** to the Center. This form needs to be filed either under your name—if you are conducting courses independently—or under your organization's name—if the course is being run through the organization (an organizational agreement will cover any Master Educators offering Trainer Courses for an organization). The submission of this important document needs to occur only once. It will remain on file with the Center and has no expiration unless specified by the individual Master Educator or organization. If you think you or your organization may have an agreement on

file already, please contact the Center to confirm prior to running any Trainer Courses. This form can be found under Educational and Training Resources on <http://www.LNT.org>

Step 6: Ensure you have adequate **liability insurance**. As required by the Trainer Course Guidelines, and referenced in the Training Agreement (Step 5), 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. Note: the liability insurance requirement does **not** apply to federal agency employees offering courses within their agency job capacity.

Step 7: Obtain the **Disclaimer of Liability/Course Participant Acknowledgment and Assumption of Risk (Course Release)** document from the Leave No Trace website or from the Center. Have all participants read and sign this document. The most updated form has multiple signature fields so you only need to print on copy. Submit the signed form after the course either via mail, fax or by scanning and emailing it.

Step 8: Run course. Cover **Core Components for Trainer Course Curriculum** from the Training Guidelines. Refer to Chapter 11 of the *Master Educator Handbook* for more information on running Trainer Courses or visit <http://www.LNT.org>

Step 9: Submit a complete **Trainer Course Roster** via the online system on <http://www.LNT.org> with addresses, phone numbers and emails. The roster submission will remind you about Training Agreements, Membership and Course Releases. Don't forget to send in the Course Releases. The Course Roster is routed to the Education Department so that we may send out certificates. If you need certificates to be sent to one place, please send a follow up email to: courseroster@LNT.org. Certificates go out at the end of each month. If rosters are not submitted via the online system, a fee of \$1.00 per participant will be assessed for processing the Trainer certificates.

If you have additional questions or need more assistance, please contact info@LNT.org or call 1.800.332.4100.