



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. If you completed your Master Educator Course over two years ago you will need to take the [Online Master Educator Refresher Course](#). This free online course must be taken two years after completing a Master Educator Course and every two years after that in order to remain eligible to run Trainer Courses.

Step 2: Review the **Trainer Course Guidelines**. These guidelines are located within our [National Training Guidelines](#).

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 must be either individual members of Leave No Trace or part of an organization that is a current partner of the organization. More information about membership/partnership can be found [here](#).

Step 5: Sign and submit a **Leave No Trace Training Agreement** to Leave No Trace. 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 Leave No Trace 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 office to confirm prior to running any Trainer Courses. This form can be found [here](#).

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. You may obtain this insurance coverage through your own carrier or seek out a carrier that can provide one. Entities running Trainer Courses are required to submit a certificate of insurance outlining their insurance coverage and naming Leave No Trace as additionally insured.

Step 7: Ensure you have a co-instructor. Co-instructors are required to have completed either a Leave No Trace Master Educator Course or a Leave No Trace Trainer Course. If you are having trouble locating a qualified co-instructor, contact your State Advocate to see if they or another educator they work with may be able to support your efforts. If there is no State Advocate in your state, contact our office at info@lnt.org to see if Leave No Trace can provide a list of educators in your area.

Step 8: Post the course to the Leave No Trace website if it is open to the public by sending course details to info@lnt.org.

Step 9: Obtain the **Disclaimer of Liability/Course Participant Acknowledgment and Assumption of Risk (Course Release)** document from the Leave No Trace website [here](#). Have all participants read and sign this document. The most updated form has multiple signature fields so you only need to print one copy. Submit the signed form after the course by emailing it to training@lnt.org.

Step 10: 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 11: Submit a complete **Trainer Course Roster** via the online system [here](#). This is how course information for each participant will be imported into our database. Once you have submitted the course roster you will be automatically emailed PDF certificates for each of your participants.

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