



STEP-BY-STEP GUIDE TO INSTRUCTING A LEAVE NO TRACE LEVEL 1 INSTRUCTOR COURSE

In addition to the Level 1 Instructor Course Guidelines, this Step-by-Step Guide will help you organize and conduct Leave No Trace Level 1 Instructor Courses. If you have any questions or concerns, please contact the Education Department at Training@LNT.org.

Steps to running Leave No Trace Level 1 Instructor Courses:

Step 1: Complete the Leave No Trace Level 2 Instructor Course. If you completed your Level 2 Course two years ago, you must take the Online Recertification Course. This online recertification course must be taken two years after completing a Level 2 Instructor Course and every two years following to remain eligible to instruct Level 1 Courses.

Step 2: Review the **Level 1 Instructor Course Guidelines**. These guidelines are located within our [National Training Guidelines](#).

Step 3: You must be **certified in at least Standard First Aid and CPR**.

Step 4: Ensure you are up-to-date with your membership and/or partnership. Level 2 Instructors teaching Level 1 Instructor Courses must be individual members of Leave No Trace or part of an organization that is a current partner. 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 Level 2 Instructor offering Level 1 Instructor 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 Level 2 Instructor or organization. If you think you or your organization may have an agreement on file already, please contact the office at Training@LNT.org to confirm before running any Level 1 Instructor Courses.

Step 6: Ensure you have adequate **liability insurance**. As required by the Level 1 Instructor Training Course Guidelines and referenced in the Training Agreement , individuals offering Level 1 Instructor Courses must have a policy of \$1,000,000 per occurrence, \$2,000,000 aggregate, for bodily injuries and property damage. You may obtain this insurance coverage through your carrier or seek a carrier to provide one. Entities offering Level 1 Instructor Courses must submit a certificate of insurance outlining their insurance coverage and naming Leave No Trace as additionally insured. Certificates of insurance can be emailed to Training@LNT.org.

Step 7: Ensure you have a co-instructor. Co-instructors must have completed either a Leave No Trace Level 2 Instructor Course or a Leave No Trace Level 1 Instructor 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 can support your efforts. If there is no State Advocate in your state, contact our office at Training@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 Training@LNT.org.

Step 9: Obtain the [Course Participant Acknowledgement, Assumption of Risks, Release, and Indemnity Agreement](#) document from the Leave No Trace website. Have all participants read and sign this document. The most updated form has a page with fields for multiple signatures, so you only need to print one copy. Submit the signed form after the course by emailing it to Training@LNT.org. If the course is fully virtual, the course release waivers do not need to be signed.

Step 10: Run the course. Cover **Core Components for Level 1 Instructor Course Curriculum** from the Training Guidelines. Refer to Chapter 11 of the *Master Educator Handbook* for more information on running Level 1 Instructor Courses or visit www.LNT.org.

Step 11: Submit a complete **Level 1 Instructor Course Roster** online [here](#). Once you have submitted the course roster, you will be automatically emailed PDF certificates for each participant.