



VIRTUAL LEAVE NO TRACE LEVEL 1
INSTRUCTOR COURSE GUIDELINES

Table of Contents

INTRODUCTION	3
TRAINING ORGANIZATIONS AND INDIVIDUAL INSTRUCTORS	5
Organizations Offering Virtual Level 1 Instructor Courses	5
Individual Level 2 Instructors Offering Virtual Level 1 Instructor Courses	5
LEAVE NO TRACE LEVEL 1 VIRTUAL INSTRUCTOR COURSE	7
Level 1 Virtual: Curriculum Content	7
Core Components for Virtual Leave No Trace Level 1 Instructor Course Curriculum	7
Level 1 Virtual: Lead Instructor	8
Level 1 Virtual: Co-instructors	9
Level 1 Virtual: Enrollment	9
Level 1 Virtual: Insurance	10
Level 1 Virtual: Cost	10
Level 1 Virtual: Completion	10
Level 1 Virtual: Recertification	11
Required Components for the Virtual Level 1 Instructor Course	11
Course components to consider:	12
ADDITIONAL RESOURCES	13
General	13
Principles of Education	13
Principle 1	13
Principle 2	13
	1

Principle 3	13
Principle 4	14
Principle 5	14
Principle 6	14
Principle 7	14

INTRODUCTION

The national Leave No Trace training program includes over 75,000 instructors. As the number of institutions, organizations, and agencies interested in offering Leave No Trace training programs increases, the need to provide and maintain appropriate guidelines for those conducting Leave No Trace Level 1 Instructor Courses exists.

The goals for the Leave No Trace Level 1 Instructor Course Guidelines are five-fold:

1. To strive for consistent, quality training for all Leave No Trace Level 1 Instructor Course participants.
2. To provide an easily implemented training structure that encourages training efforts.
3. Establish a structure allowing Leave No Trace to track and quantify training efforts.
4. To clarify the role of the Leave No Trace organization regarding training institutions' instructors.
5. To identify (for courses taught in outdoor settings) that there are inherent risks in outdoor activities and to discuss warnings and other information about Leave No Trace courses.

Leave No Trace Level 1 Instructor Courses emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. A [Leave No Trace Level 1 Instructor Course](#) is a modified version of a Leave No Trace Level 2 Instructor Course. Sample Level 1 Instructor Course curricula and other resources are available on the [Leave No Trace website](#). Additional links to resources are below.

Chapter 11 of the Master Educator Handbook is devoted to the mechanics and curriculum for the Leave No Trace Level 1 Instructor Course. Instructors are highly encouraged to use this valuable resource to ensure that the required Level 1 Instructor Course curriculum is adequately covered and to ensure course quality. The Level 1 Instructor Course Step-by-Step Guide and Level 1 Instructor Course Flow Chart can also be helpful resources.

Notice: The Leave No Trace Instructor curriculum focuses on techniques for learning and teaching minimum-impact outdoor skills and ethics. Leave No Trace courses do not teach specific outdoor skills such as mountain climbing, river crossings, camping, etc. However, due to the nature of the Leave No Trace program, many courses are taught in outdoor settings. Engaging in outdoor activities involves inherent or other risks and dangers that can lead to injury, property damage, or even death. In addition, Leave No Trace outdoor ethics and principles are only effective if they are accurately relayed

and taught to course participants. For these reasons, Leave No Trace requires organizations and individuals interested in conducting Leave No Trace courses to enter into a [Training Agreement](#) with the Leave No Trace organization and to review and follow the guidelines listed here before, during, and after conducting courses. These Guidelines and the Training Agreement are not intended to control the details of how the organization/individual conducts the Leave No Trace course. The Leave No Trace organization does not control, teach or conduct the course but provides organizations and individuals with nationally approved materials to assist in teaching Leave No Trace courses. All organizations and individuals conducting Leave No Trace courses act as independent contractors and are solely responsible for conducting the courses.

Individuals interested in participating in an Instructor Course should have basic outdoor travel and camping skills and be in reasonably good physical condition before attending a course. Participants should understand that they are responsible for their safety and assume responsibility for injuries resulting from the inherent risks of recreational activities.

The Leave No Trace organization does not warrant or guarantee the quality or expertise of any individual or organization providing a Leave No Trace course. Those interested in a Leave No Trace course are advised to independently review and examine the qualifications of individuals or organizations planning to conduct Leave No Trace courses.

Leave No Trace accepts no responsibility, legal or otherwise, for any course, workshop, event, or session.

TRAINING ORGANIZATIONS AND INDIVIDUAL INSTRUCTORS

Organizations Offering Virtual Level 1 Instructor Courses

Organizations offering Leave No Trace Level 1 Instructor Courses must comply with the Leave No Trace [Training Agreement](#) and follow the Guidelines included below:

1. The organization must be a current [Community Partner](#).
2. If the Virtual Course is completely virtual or online, proof of insurance is not required. If any portion of the course meets in person, a Certificate of Insurance is required.
3. Assuring that instructors are current certified Level 2 Instructors.
4. Assuring staff, including any proposed Leave No Trace lead instructors and/or co-instructors, are appropriately trained in outdoor leadership/instruction skills and maintain appropriate levels of emergency medical certification if any portion of the course occurs in person.
5. Distributing the Leave No Trace introduction and discussion of the [Course Participant Acknowledgement, Assumption of Risks, Release, and Indemnity Agreement](#) if any portion of the course will meet in person.
6. Following the "Core Components for Virtual Leave No Trace Level 1 Instructor Course Curriculum" and additional Guidelines for courses outlined below in any Level 1 Instructor Course.

Individual Level 2 Instructors Offering Virtual Level 1 Instructor Courses

Those who have completed the Leave No Trace Level 2 Instructor Course can conduct both in-person and virtual Level 1 Instructor Courses with an appropriate co-instructor as required (see below). Although Level 2 Instructors do not need to be affiliated with an organization to offer in-person or virtual Level 1 Instructor Courses, Level 2 Instructors who are not affiliated with a current partner of Leave No Trace must be a current [individual member](#) of Leave No Trace, comply with the Leave No Trace [Training Agreement](#), and follow the Guidelines included below:

1. Possessing appropriate levels of insurance (federal tort claim coverage is acceptable) as required by these guidelines if any portion of the virtual course meets in person.
2. Maintaining appropriate levels of emergency medical certification as required by these guidelines if any portion of the course meets in person.

3. Distributing the Leave No Trace introduction and discussion of the [Course Participant Acknowledgement, Assumption of Risks, Release, and Indemnity Agreement](#) if any portion of the course will meet in person.
4. Following the "Core Components for Virtual Leave No Trace Level 1 Instructor Course Curriculum" and additional Guidelines for courses outlined below in any Level 1 Instructor Course.

Liability insurance for individual Leave No Trace Level 2 Instructors may be obtained via a private insurer. See the Leave No Trace [Training Agreement](#) for specifics regarding required liability coverage levels for different course types.

LEAVE NO TRACE LEVEL 1 VIRTUAL INSTRUCTOR COURSE

Level 1 Virtual: Curriculum Content

A Virtual Leave No Trace Level 1 Instructor Course is a modified version of a Leave No Trace Level 2 Instructor Course. The Virtual Level 1 Course is shorter, less comprehensive, and less expensive to conduct than a Level 2 Course. Like Level 2 Courses, Virtual Level 1 Courses emphasize skills and techniques essential to Leave No Trace minimum impact outdoor ethics and education. Sample Virtual Level 1 Course curricula and other resources are available through Leave No Trace.

Core Components for Virtual Leave No Trace Level 1 Instructor Course Curriculum

1. Sixteen (16) total hours of experiential instruction: the course must include a minimum of ten (10) hours of synchronous instruction (all course participants together via an online platform such as Zoom or Microsoft Teams) and no more than six (6) hours of asynchronous instruction (self-directed learning offline). This will help ensure a meaningful and effective Virtual Level 1 Course experience for all participants. While having a co-instructor for Virtual Level 1 Courses is best, it is not a requirement.
2. The role and function of a Level 1 Leave No Trace Instructor: Instructors should use the [National Training Guidelines](#) to provide this information to course participants. While the PDF version of the Guidelines could be disseminated to course participants, we highly encourage instructors to offer this content as a stand-alone lesson for course participants using available technology.
3. The Principles and Ethics of Leave No Trace: This is the core of the Level 1 Instructor Course and should be covered by both the instructor/s and through the student teaching topics. The Master Educator Handbook, www.LNT.org, and the Leave No Trace organization's various social channels, such as YouTube, are excellent resources for this information. Additionally, there are a variety of supplemental resources for each principle linked below.
4. Teaching skills and techniques, and methods: Chapter 2 in the Master Educator Handbook is devoted to the *Principles of Education* and provides excellent information on teaching techniques and teaching methods.
5. At least one student-led teaching exercise by each participant: **Each course participant should present a 10 to 15-minute teaching topic.** All course participants should create and submit a teaching outline for their topic to the course instructor(s) before the course. Outlines are then shared with all course

participants. Instructor(s) and other participants should provide feedback for each lesson in real-time or via other electronic means (email, Word document, Google doc, etc.). The student-led sessions can be accomplished in a variety of ways:

- a. Participants could teach live via Zoom, Skype, Google Hangouts, Microsoft Teams, or other video conference services to all other participants.
 - b. Participants could record their teaching topic and submit it before the course to be shared with all course participants via YouTube, Zoom, etc.
 - c. Participants could video themselves demonstrating the skill or putting the Principle they are assigned into action outdoors (backyard, local park, open space, etc.).
6. Overview of the National Leave No Trace program: This information is contained in the [Leave No Trace standard PowerPoint Presentation](#). Each slide contains presenter notes to help guide you as you facilitate this section. It is highly encouraged that this PowerPoint is shared live with participants using a video conference service.
7. The role and function of the Leave No Trace organization: This information is contained in the [Leave No Trace standard PowerPoint Presentation](#).

Level 1 Virtual: Lead Instructor

The lead instructor for a Virtual Level 1 Course must be a Leave No Trace Level 2 Instructor. The lead instructor should have training and experience in outdoor leadership/instruction of outdoor skills. Additional qualifications:

- Maintain appropriate levels of emergency medical certification. At a minimum, the lead instructor should maintain current Standard First Aid and CPR certification. **Note: this requirement will be waived provided that no portion of the Virtual Level 1 Course is taught in person.**
- Level 2 Instructors wishing to offer Virtual Level 1 Courses must maintain their certification by taking the Leave No Trace Recertification Course every two (2) years to remain certified.
- Additionally, any Level 2 Instructor offering Level 1 Courses must be a current [Member of Leave No Trace](#), or the organization sponsoring the course must be a [Partner](#).

Level 1 Virtual: Co-instructors

A co-instructor is not required for the Virtual Level 1 Course but is strongly recommended for course quality. Co-instructors can be either Level 2 or Level 1 Instructors. Additional qualifications:

- Co-instructors should have experience as teachers/trainers within their respective organizations.
- While the Virtual Level 1 Course has no overnight component, co-instructors should have knowledge that includes events that may occur on an overnight experience, like Leave No Trace campsite selection, campfire management, food storage consistent with overnight experience, and more.
- Co-instructors should also have training and experience in outdoor leadership/instruction of outdoor skills.
- At a minimum, co-instructors should maintain current Standard First Aid and CPR certification. **Note: this requirement will be waived provided no portion of the Virtual Level 1 Course is taught in person.**
- Level 1 and Level 2 co-Instructors wishing to offer Virtual Level 1 Courses must maintain their certification by taking the Leave No Trace Recertification Course every two (2) years to remain certified.
- Any Level 1 or Level 2 Instructor co-instructing Level 1 Courses must be a current [Member of Leave No Trace](#), or the organization sponsoring the course must be a [Partner](#).

Level 1 Virtual: Enrollment

Virtual Level 1 Courses must have a minimum of four (4) course participants as this better ensures a quality experiential learning opportunity for all participants. If meeting the minimum number of participants is not possible, Leave No Trace may grant an exception on a case-by-case basis. Leave No Trace must be contacted before offering any Level 1 Course with fewer than four (4) participants. The maximum number of Virtual Level 1 Courses participants is twelve (12). Leave No Trace strongly recommends that organizations and individuals offering Virtual Level 1 Courses strive to keep the instructor-to-student ratio low to enhance learning opportunities.

Given the high level of interest in these courses, all courses open to the public should be shared with the Leave No Trace organization to post on the Upcoming Courses webpage. To post your course to the Leave No Trace website, please email a brief course description, including dates, times, costs, contact, and registration information to Training@LNT.org.

Level 1 Virtual: Insurance

While general liability insurance for Level 2 Instructors is a standard requirement for Leave No Trace in-person Level 1 Courses, this requirement will be waived provided no portion of the Virtual Level 1 Course is taught in-person.

Level 1 Virtual: Cost

Course costs for Virtual Leave No Trace Level 1 Instructor Courses are not set by the Leave No Trace organization, but a course cost between \$150 and \$250 per participant is recommended. Course leaders and/or organizations should set the cost of Virtual Level 1 Courses to cover material, staff, and other costs.

Level 1 Virtual: Completion

Upon completing a Virtual Leave No Trace Level 1 Instructor Course, each participant will become a Leave No Trace Level 1 Instructor and receive a certification from Leave No Trace. Virtual Level 1 Course instructors must submit the course roster to the Leave No Trace organization via the [online roster submission form](#). The roster may not be submitted prior to the course being run. Successful course completion requires participation in all course activities and teaching exercises. Those who complete the Virtual Level 1 Course are equipped to:

- Understand, demonstrate, and teach state-of-the-art minimum impact techniques for friends, family, or community groups.
- Lead a discussion on outdoor ethics and help others explore their own personal outdoor ethic.
- Serve as a co-instructor for In-person Level 1 Courses with a qualified Level 2 Instructor.
- Offer and lead Leave No Trace Skills Courses and provide Certificates of Completion.
- Offer and lead Leave No Trace Workshops and provide Certificates of Completion.

The instructor(s) of a Virtual Level 1 Course reserves the right to deny certification if, in the eye(s) of the instructor(s), the participant has **not**:

1. Attended and participated in the entire course.
2. Displayed the skills necessary to conduct outreach programs or otherwise disseminate Leave No Trace skills and ethics in a productive way.

3. Exhibited behavior consistent with the Leave No Trace philosophy.

Should a course participant display or engage in any of the aforementioned, adequate documentation is required by the course instructor/s. It should be forwarded to Leave No Trace upon course completion.

Level 1 Virtual: Recertification

Level 1 Instructors must maintain their certification by taking the Leave No Trace Recertification Course every two (2) years. Additionally, any Level 1 Instructor wanting to provide Certificates of Completion when offering Leave No Trace Skills Courses and Leave No Trace Workshops must be a current [Member of Leave No Trace](#), or the organization sponsoring the course must be a [Partner](#).

Required Components for the Virtual Level 1 Instructor Course

1. Before running the course, Level 2 Instructors interested in running a Level 1 Instructor Course using this virtual format must email Training@LNT.org a detailed outline of their planned course. This outline must include information about how instructors will be meeting the requirements of the virtual Level 1 Instructor Course guidelines, including the technology being used, how students will be presenting their teaching topics, and additional resources that will be used to support student learning.
2. Lead instructor must be a Leave No Trace Level 2 Instructor.
3. Co-instructor must be a Level 2 or a Level 1 Instructor.
4. Instructor(s) must have access to the necessary technology to conduct a course of this type (Zoom, Skype, Google Hangout, GoToWebinar, etc.)
5. Instructor(s) must distribute the [Course Participant Acknowledgement, Assumption of Risks, Release, and Indemnity Agreement](#) if any portion of the course will meet in person. Participants must sign (e-signatures acceptable) and copies must be submitted electronically to Leave No Trace.
6. Instructor(s) must submit copies (electronic) of course evaluations from participants to Training@LNT.org upon course completion.
7. Instructors must submit Level 1 Instructor Course rosters [online](#) upon course completion.
8. Instructor(s) must take Leave No Trace's online Virtual Level 1 Instructor Course – Post Course Evaluation, designed to provide Instructor feedback on how the virtual course format worked, its strengths, deficiencies, benefits, or drawbacks. This information is critical as Leave No Trace evaluates the applicability of this model for future courses.

Course components to consider:

- Consider having participants take the free [Online Leave No Trace 101 Workshop](#) before starting your Virtual Level 1 Instructor Course. This 30-45 minute course will help orient participants to Leave No Trace before your course begins.
- Consider having participants watch 1-3 videos on [Leave No Trace's YouTube channel](#) for additional learning opportunities. As the course instructor, make an effort to select videos that will be relevant to your participants. Suggested video resources are linked below.
- Have participants read and learn about [Leave No Trace's research efforts](#) and facilitate a discussion regarding the science that supports Leave No Trace.
- Ask participants to prepare a packed backpack as if they were going on a day hike with a group. Have each participant share the contents of their backpack on screen with the group to show how they have prepared for the course.
- Consider adding any of the following Leave No Trace topics into your course as additional teaching topics for participants:
 - [Leave No Trace and social media](#)
 - [Youth](#)
- If available, play the "Ethics Game" with participants via Zoom or another online platform using the "raise hand" function. Alternatively, each participant could have three cards (1, 2, 3 or A, B, C) that they could hold up on screen to indicate which item they have chosen.
- Outdoor Ethics should broadly be covered in the course. Chapter 9 of the Master Educator Handbook is devoted to this topic, including a lesson plan. Use this resource or tap into other resources found [here](#).
- All participants should complete a course evaluation - preferably electronically.

ADDITIONAL RESOURCES

General

- [Leave No Trace Master PowerPoint Presentation Deck](#)
- [Leave No Trace Basics Video](#)
- [Rules or Ethics - What is Leave No Trace? \(blog post\)](#)
- [Leave No Trace Research and Resources](#)
- [Leave No Trace Research Library](#)
- [Leave No Trace Research Bibliography](#)
- [Leave No Trace Video Library](#)

Principles of Education

- How to Effectively Communicate Leave No Trace [video](#)
- Teaching Methods and Learning Styles [video](#)

Principle 1

- [Plan Ahead and Prepare - Overview](#)
- How to Start Hiking the Leave No Trace Way [video](#)
- What's On My Pack [video](#)
- What's In My Pack [video](#)
- Repackage Food to Minimize Waste [video](#)
- Pack Light in Any Weather [video](#)

Principle 2

- [Travel and Camp on Durable Surfaces - Overview](#)
- How to Pick a Campsite [video](#)
- Wilderness Words: Crust [video](#)
- Traveling on Durable Surfaces [video](#)
- Outdoor Travel: Concentrate vs. Disperse [video](#)

Principle 3

- [Dispose of Waste Properly - Overview](#)
- Dog Doo Solutions [video](#)
- How Long Does It Last [video](#)
- How to Pee Outside [video](#)
- How to Poop Outdoors [video](#)
- How to use a WAG bag [video](#)
- How to Wash Dishes Frontcountry [video](#)

- How to Wash Dishes in Backcountry [video](#)

Principle 4

- [Leave What You Find - Overview](#)
- It's Better Here [video](#)
- Stop the Spread of Invasive Species [video](#)
- Food for Thought [video](#)
- Rock Cairns and Leave No Trace [video](#)

Principle 5

- [Minimize Campfire Impacts - Overview](#)
- Cook it on a Camp Stove! [video](#)
- Campfire Soup [video](#)
- Campfire Alternatives [video](#)
- How to Build a Mound Fire [video](#)
- How to Use a Fire Pan [video](#)

Principle 6

- [Respect Wildlife - Overview](#)
- Three Tips to Respect Wildlife [video](#)
- How to Use a Bear Canister [video](#)
- PCT Bear Hang [video](#)
- Do You Know the Thumb Trick? [video](#)

Principle 7

- [Be Considerate of Others - Overview](#)
- Sharing the Trail with Leave No Trace [video](#)
- How far is 200 Feet? [Video](#)
- Tips for Handling Crowds [blog post](#)