



SFT TRENCH RESCUE TECHNICIAN – Instructor Qualifications

TRENCH RESCUE TECHNICIAN INSTRUCTOR LEVELS

(A) PRIMARY INSTRUCTOR TRAINEE

- (1) The Primary Instructor Trainee is the entry level for becoming a Primary Instructor for the Trench Rescue Technician course.
 - (a) This position is valid for two (2) years after beginning the Instructor Trainee Task Book process.
- (2) Primary Instructor Trainees are not registered with SFT.

(B) PRIMARY INSTRUCTOR

- (1) A Trench Rescue Technician Primary Instructor is qualified to teach a squad (up to 12 students) in a Trench Rescue Technician class with two squads.

(C) SENIOR INSTRUCTOR TRAINEE

- (1) The Senior Instructor Trainee is entry level for becoming a Trench Rescue Senior Instructor.
 - (a) This position is valid for two (2) years after beginning the Senior Instructor Trainee Task Book process.

(D) SENIOR INSTRUCTOR

- (1) A Trench Rescue Technician Senior Instructor is required for any delivery of a Trench Rescue Technician course.
- (2) A Trench Rescue Senior Instructor may also function as the Primary Instructor for a squad.



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TRENCH RESCUE TECHNICIAN PRIMARY INSTRUCTOR TRAINEE

(A) QUALIFICATIONS

- (1) Course work.
 - (a) Have attended and passed a SFT Rescue Systems 1 course
 - (b) Have attended and passed a SFT Trench Rescue Technician course.
- (2) Instructor requirements [one (1) of the following five (5) options]:
 - (a) Have attended and passed Fire Training Instructor 1A, 1B and 1C.
 - (b) Have a valid community college teaching credential.
 - (c) Completed the UC/CSU 60-hour Techniques of Teaching course.
 - (d) Completed the NFA's Fire Service Instructional Methodology course.
 - (e) Completed four semester units of upper division credit in educational materials, methods, and curriculum development.
- (3) Teaching experience.
 - (a) None.
- (4) Rank and experience.

(Performing in an "acting" capacity does not qualify.)

 - (a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.
 1. For example, being a member of an identifiable rescue team.

(B) APPLICATION

Submit the following to the Trench Rescue Senior Instructor who will be evaluating you:

- (1) Resume.
 - (a) A current resume of education, position/rank, and experience.
- (2) Course work.
 - (a) Copies of your SFT course completion certificates.
- (3) Instructor requirements.
 - (a) Instructor training.
 1. Copies of your SFT Fire Training Instructor 1A, 1B and 1C certificates or qualifying equivalents.
- (4) Rank and experience *(performing in an "acting" capacity does not qualify)*.
 - (a) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).

(C) RESPONSIBILITIES

Under direct supervision of a registered Trench Rescue Technician Senior Instructor, the Primary Instructor Trainee will:



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- (1) Assist in classroom and field exercise setup.
- (2) Support the logistics of the component(s) being trained in.
- (3) Teach no more than 50% of a single course delivery.
 - (a) Completing a Primary Instructor Trainee Task Book requires participating in at least two (2) Trench Rescue Technician courses.
- (4) Carry out all other related tasks as assigned by the Senior Instructor.
- (5) Satisfactorily complete and have signed by a Trench Rescue Technician Senior Instructor the Primary Instructor Trainee Instructor Task Book within two (2) years of beginning the Primary Instructor Trainee process.
- (6) The orientation module in the task book is not required to be complete to become a primary Trench Rescue Technician instructor



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TRENCH RESCUE TECHNICIAN PRIMARY INSTRUCTOR

(A) QUALIFICATIONS

- (1) Course work.
 - (a) Have attended and passed a SFT Rescue Systems 1 courses.
 - (b) Have attended and passed a SFT Trench Rescue Technician course.
- (2) Instructor requirements (all of the following):
 - (a) Regional Instructor Orientation.
 1. Have attended and passed the SFT Regional Instructor Orientation or be a currently registered SFT instructor in good standing who has previously attended a Regional Instructor Orientation.
 - (b) Ethical Leadership in the Classroom.
 1. Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.
 - (c) Instructor Training [one (1) of the following five (5) options]:
 1. Have attended and passed Fire Training Instructor 1A, 1B and 1C.
 2. Have a valid community college teaching credential.
 3. Completed the UC/CSU 60-hour Techniques of Teaching course.
 4. Completed the NFA's Fire Service Instructional Methodology course.
 5. Completed four semester units of upper division credit in educational materials, methods, and curriculum development.
 - (d) Primary Instructor Task Book
 1. Completed the Trench Rescue Technician Primary Instructor Trainee Task Book.
 - a. Signed off by at least one (1) Trench Rescue Senior Instructor within two (2) years of beginning the Primary Instructor Trainee process.
 - b. The orientation module in the task book is not required to be complete to become a Primary Trench Rescue Technician instructor.
- (3) Teaching experience.
 - (a) Taught a minimum of 80 hours within a fire service related program.
- (4) Rank and experience
(*Performing in an "acting" capacity does not qualify.*)
 - (a) Have a minimum of three (3) years experience within a California fire department in the field of rescue.
 1. For example, being a member of an identifiable rescue team.

(B) APPLICATION



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Submit a complete application package for a State Fire Training (SFT) review that includes all of the following:

- (1) Application form.
 - (a) A current instructor application signed by the applicant (available online).
- (2) Resume.
 - (a) A current resume of education, position/rank, and experience.
- (3) Course work.
 - (a) Copies of your SFT course completion certificates.
- (4) Instructor requirements.
 - (a) Regional Instructor Orientation.
 1. A copy of your SFT course certificate.
 - (b) Ethical Leadership in the Classroom.
 1. A copy of your SFT course certificate.
 - (c) Instructor training.
 1. Copies of your SFT Fire Training Instructor 1A, 1B and 1C certificates or qualifying equivalents.
 - (d) Primary Instructor Task Book.
 1. Copy of your Primary Instructor Task Book signed off by at least one (1) Trench Rescue Technician Senior Instructor within two (2) years of beginning the Primary Instructor Trainee process.
- (5) Teaching experience.
 - (a) A current, original letter written on department letterhead and signed by the Fire Chief, College Administrator, or his/her authorized representative, describing your specific background as it relates to your teaching experience.
 1. May be combined in one letter with the rank and experience verification.
- (6) Rank and experience (*performing in an "acting" capacity does not qualify*).
 - (a) A current, original letter written on department letterhead and signed by the Fire Chief, or his/her authorized representative, describing your specific background as it relates to the rank and experience requirement(s).
 1. May be combined in one letter with the teaching verification.

(C) RESPONSIBILITIES

Under supervision of a registered Trench Rescue Technician Senior Instructor, the Primary Instructor will:

- (1) Administration.
 - (a) Setup the classroom and field exercises.
- (2) Course.
 - (a) Teach the current curriculum as adopted by SFT.
 1. Abiding by the information and requirements listed in the Course Plan manual for the course.



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- (b) Ensure all objectives of the course curriculum are met.
 - (c) Teach at least 50% of the course.
 - 1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and teach at least 50% of that shift's course schedule.
 - 2. A Primary Instructor may be assigned to more than one (1) shift.
 - (d) Administer any skills exams.
 - (e) Ensure the safety of all students and adjunct instructors.
 - (3) Student task books.
 - (a) Evaluate student/team performance and sign each student's task books.
 - (4) Recordkeeping.
 - (a) Record and maintain:
 - 1. Daily attendance records.
 - 2. Student progress chart.
 - 3. Student assignment records.
 - 4. Calendar of events identifying the topics taught.
 - (b) Turn over all class records to the Senior Instructor upon completion of the class.
 - (5) Supervision.
 - (a) Verify the qualifications for a Guest Lecturer and directly supervise by attending and monitoring the presentation.
- (D) MAINTAINING PRIMARY INSTRUCTOR STATUS
- (1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
 - (2) Be a Trench Rescue Technician Primary Instructor for at least one (1) SFT Trench Rescue Technician courses every two (2) years.
 - (3) Submit any change of address or phone number.
 - (a) Department.
 - (b) Home.
 - (c) Cell.
 - (d) Email.
 - (4) Attend an update course delivered by SFT when required.



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TRENCH RESCUE TECHNICIAN SENIOR INSTRUCTOR TRAINEE

(A) QUALIFICATIONS

- (1) Course work.
 - (a) No additional course work required.
- (2) Instructor requirements (all of the following):
 - (a) Currently registered as a SFT Trench Rescue Technician Primary Instructor in good standing.
- (3) Teaching experience.
 - (a) No additional experience required.
- (4) Rank and experience.
 - (a) No additional experience required.

(B) APPLICATION

Submit the following to the Trench Rescue Technician Senior Instructor who will be evaluating you:

- (1) Resume.
 - (a) A current resume of education, position/rank, and experience.
- (2) Instructor requirements.
 - (a) Verification of your Primary Instructor status.
- (3) Trench Competent Person requirement
 - (a) Verification of Trench Competent Person certification

(C) RESPONSIBILITIES

Under direct supervision of a registered Trench Rescue Technician Senior Instructor, the Senior Instructor Trainee will:

- (1) Administration.
 - (a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:
 1. Submitting a "Request for Course Scheduling."
 2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.
 3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.
- (2) Course.
 - (a) Ensure all objectives of the course curriculum are met.
 - (b) Ensure the maximum student limit is not exceeded for the class.
 - (c) Function as the Safety Officer to ensure the safety of all students and adjunct instructors.
 1. Coordinate and monitor all safety issues during the delivery of the course.



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- (3) Senior Instructor Trainee Task Book.
 - (a) Complete the Senior Instructor Trainee Task Book within two years.
- (4) Recordkeeping.
 - (a) Maintain class records under the supervision of the Senior Instructor in accordance with the State Fire Training Policy and Procedures Manual.
- (5) Supervision.
 - (a) Ensure that the student/instructor ratio is maintained.
 - (b) Supervise the Primary Instructor's presentation of the course.



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TRENCH RESCUE TECHNICIAN SENIOR INSTRUCTOR

(A) QUALIFICATIONS

- (1) Course work.
 - (a) None.
- (2) Instructor requirements (all of the following):
 - (a) Currently registered as a SFT Trench Rescue Technician Primary Instructor in good standing.
 - (b) Senior Instructor Trainee Task Book.
 1. Completed the Trench Rescue Technician Senior Instructor Task Book.
 - a. Signed off by at least two (2) Trench Rescue Technician Senior Instructors within two (2) years of beginning the Senior Instructor Trainee process.
- (3) Teaching experience.
 - (a) No additional experience required.
- (4) Rank and experience.
 - (a) No additional experience required.

(B) APPLICATION

Submit a complete application package to State Fire Training for review and include all of the following:

- (1) Application form.
 - (a) A current instructor application signed by the applicant (available online).
- (2) Resume.
 - (a) A current resume of education, position/rank, and experience.
- (3) Instructor requirements.
 - (a) Verification of your Trench Rescue Technician Primary Instructor status.
 - (b) Task book (when applicable).
 1. Copy of your Senior Instructor Task Book signed off by at least two (2) Trench Rescue Technician Senior Instructors within two (2) years of beginning the Senior Instructor Trainee process.

(C) RESPONSIBILITIES

- (1) Administration.
 - (a) Ensure all administrative requirements are completed in accordance with printed guidelines, including, but not limited to:
 1. Submitting a "Request for Course Scheduling."
 2. Qualifying each Assistant Instructor, Skills Evaluators, and Guest Lecturers.
 3. Returning, within fifteen (15) days of course completion, all required student and course materials, using a carrier that can track your shipment.



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4. Confirming complete course rosters.
 5. Confirming complete Scantrons
 6. Confirming complete course evaluations
- (b) Verify student eligibility.
- (2) Course.
 - (a) Ensure all objectives of the course curriculum are met.
 - (b) Ensure the maximum student limit is not exceeded for the class.
 - (c) Ensure the safety of all students and adjunct instructors.
 1. Coordinating and monitoring all safety issues during the delivery of the course.
 - (d) Completing a Daily Trench Inspection Worksheet for each day of class.
 - (e) Completing an Incident Action Plan for the course.
 - (3) Instructor Trainee Task Book.
 - (a) Evaluate a Primary Instructor Trainee's performance and sign the Primary Instructor Task book.
 - (b) Evaluate a Senior Instructor Trainee's performance and sign the Senior Instructor Task Book.
 - (4) Recordkeeping.
 - (a) Maintain all class records received from the Primary Instructor(s) for a minimum of four (5) years.
 1. SFT may request, at any time, the Senior Instructor to submit these records for review. Failure to comply shall result in disciplinary action.
 - (5) Supervision.
 - (a) Ensure that the student/instructor ratio is maintained.
 - (b) Supervise each Primary Instructor's presentation of the course.
- (D) MAINTAINING SENIOR INSTRUCTOR STATUS
- (1) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
 - (2) Be a Trench Rescue Technician Primary or Senior Instructor for at least one (1) SFT Trench Rescue Technician courses every two (2) years.
 - (3) Submit any change of address or phone number.
 - (a) Department.
 - (b) Home.
 - (c) Cell.
 - (d) Email.
- Attend an update course delivered by SFT when required.