Note: Refer to the current SFT Procedures Manual for any updates or changes to this document.

**Rescue Systems 2**

**Rescue Systems 2 Instructor Levels**

(A) PRIMARY INSTRUCTOR TRAINEE

1. The Primary Instructor Trainee is the entry level for becoming a Primary Instructor for the Rescue Systems 2 course and may apply to become a registered Primary Instructor once the educational, course work, and experience criteria have been met.

2. Under direct supervision of a registered Rescue Systems 2 Primary or Senior Instructor, the Primary Instructor Trainee will:
   
   a. Support the logistics of the module(s) being trained in.
   
   b. May instruct the entire module(s) being trained in, under the direct supervision of a registered Primary Rescue Systems 2 Instructor.

   c. Satisfactorily complete and have signed by a Rescue Systems 2 Primary or Senior Instructor, the Primary Instructor Trainee Task Book for at least one module within two (2) years.

(B) PRIMARY INSTRUCTOR

1. The Rescue Systems 2 Primary Instructor is qualified to teach one or more of the modules in a Rescue Systems 2 course.

2. During a 1-Module or 2-Module course delivery, a Primary Instructor is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating any Instructor Trainee(s).

3. The Primary Instructor initiates a 1-Module or 2-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.

(C) SENIOR INSTRUCTOR

1. The Rescue Systems 2 Senior Instructor is qualified to teach all of the modules in a Rescue Systems 2 course.

2. During a 3-Module or 4-Module delivery, a Senior Instructor is a required position and is responsible for coordinating and monitoring all safety aspects of the course in addition to supervising and evaluating the Primary Instructor(s) and Instructor Trainee(s).

3. The Senior Instructor initiates a 3-Module or 4-Module class from start to finish, maintains records, and forwards fees and appropriate class documents to SFT.

4. A Senior Instructor can also conduct site inspections and make recommendations for approval as an agent of SFT.
**Rescue Systems 2 Primary Instructor Trainee Qualifications**

(D) **COURSE WORK**

1. Have attended and passed the Rescue Systems 1 course.
2. Have attended and passed a Rescue Systems 2 course.

(E) **INSTRUCTOR REQUIREMENTS** [one (1) of the following five (5) options):

1. Have attended and passed the Level 1 Instructor courses through SFT.
2. Fire Instructor 1A and 1B (available option through June 30, 2011).
3. Fire Instructor 1A, Training Instructor 1A and 1C (available option through June 30, 2011).
4. Fire Instructor 1B, Training Instructor 1B and 1C (available option through June 30, 2011).
5. Training Instructor 1A, 1B, and 1C.
6. Have a valid community college teaching credential.
7. Completed the UC/CSU 60-hour Techniques of Teaching course.
8. Completed the NFA’s Fire Service Instructional Methodology course.
9. Completed four semester units of upper division credit in educational materials, methods, and curriculum development.

(F) **TEACHING EXPERIENCE**

1. None.

(G) **RANK AND EXPERIENCE**

*Performing in an "acting" capacity does not qualify.*

1. Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.

(H) **RESPONSIBILITIES**

Under direct supervision of a registered Rescue Systems 2 Primary or Senior Instructor:

1. Support the logistics of the module(s) being trained in.
2. Teach 100% of the module(s) being trained in.
   
   (a) A Rescue Systems 2 Primary or Senior Instructor must sign-off at least one (1) module in your Instructor Trainee Task Book within two (2) years of initiating the task book.
RESCUE SYSTEMS 2 PRIMARY INSTRUCTOR

To teach a Rescue Systems 2 course for SFT as the Primary Instructor, the following qualifications are required:

QUALIFICATIONS

(A) COURSE WORK (both of the following):
   (1) Have attended and passed Rescue Systems 1.
   (2) Have attended and passed Rescue Systems 2
   (3) Have attended and passed I-200: Basic ICS.

(B) TASK BOOK
   (1) Completed the Instructor Trainee Task Book for each module seeking registration.
      (a) Signed off by a Rescue Systems 2 Primary or Senior Instructor within two (2) years of initiating the task Book.

(C) INSTRUCTOR REQUIREMENTS (all of the following):
   (1) Regional Instructor Orientation.
      (a) 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.
         1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.
   (2) Ethical Leadership in the Classroom.
      (a) Have attended and passed the SFT Ethical Leadership in the Classroom course and signed the Instructor Code of Ethics/Conduct.
   (3) Instructor Training [one (1) of the following five (5) options]:
      (a) Have attended and passed Fire Instructor 1A and 1B.
      (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.

(D) TEACHING EXPERIENCE
   (1) Taught a minimum of 80 hours within a fire service related program.

(E) RANK AND EXPERIENCE
   (Performing in an "acting" capacity does not qualify.)
   (1) Held the rank of fire fighter for a minimum of three (3) years within a California fire department performing rescue duties.
REGISTRATION

(F) APPLICATION
Submit a complete application package for review that includes all of the following:

(1) A current instructor application signed by the applicant (available online).
(2) A current resume of education, position/rank, and experience.
(3) A copy of your Regional Instructor Orientation certificate or proof of current SFT instructor registration.
(4) Copies of your SFT score letters or completion certificate for each course.
(5) Copy of your Instructor Trainee Task Book for each module seeking registration signed off by a Rescue Systems 2 Primary or Senior Instructor within two (2) years of initiating the task Book.
(6) Copies of your SFT Fire Instructor 1A and 1B certificates or qualifying equivalents.
(7) 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.
(8) 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.

(G) APPLICATION REVIEW
(1) See Primary Instruction Registration Application Review Process.

RESPONSIBILITIES

(H) ADMINISTRATION

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

(2) Verify student eligibility.

(I) INSTRUCTOR CODE OF ETHICS/CONDUCT

(1) Sign SFT's Instructor Code of Ethics/Conduct and comply with its terms and conditions.

(J) COURSE

(1) Teach the current curriculum as adopted by SFT.
   (a) Abiding by the information and requirements listed in the Course Information and Required Materials manual for the course.

(2) Ensure all objectives of the course curriculum are met.

(3) Ensure the maximum student limit is not exceeded for the class.
(4) Ensure the safety of all students and adjunct instructors.
   (a) Coordinating and monitoring all safety issues during the delivery of the course.
(5) Teach 100% of a module or directly supervise an Instructor Trainee who is teaching the module.
(6) Instructor Trainee(s), when present.
   (a) Directly supervise Instructor Trainee(s).
   (b) Evaluate Instructor Trainee(s).
      1. Sign-off on the Instructor Trainee Task Book(s) as required.

(K) RECORD KEEPING
(1) Daily attendance records.
(2) Student progress chart.
(3) Student assignment records.
(4) Documentation verifying the qualifications for each Assistant Instructor, Skills Evaluator,
    and Guest Lecturer.
(5) Calendar of events identifying the topics taught by the Assistant Instructor and/or Guest Lecturer.
(6) Maintain all class records for a minimum of four (4) years.
    (a) SFT may request, at any time, the Primary Instructor to submit these records for review. Failure to comply shall result in disciplinary action.

(L) SUPERVISION
(1) Ensure that the student/instructor ratio is maintained.
(2) Supervise the Assistant Instructor's presentation of the course.
(3) Supervise the Manipulative Skills Evaluator's assessment of any skills exams.
(4) Directly supervise the Guest Lecturer by attending and monitoring the presentation.

MAINTAINING PRIMARY INSTRUCTOR STATUS
(M) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
(N) Be the Primary Instructor for at least two (2) SFT Rescue Systems 2 courses every four (4) years.
(O) Submit any change of address or phone number.
   (1) Department.
   (2) Home.
   (3) Cell.
   (4) Email.
(P) Attend an update course delivered by SFT when required.
(Q) Primary Instructor status may be suspended or revoked if one or more maintenance requirements are not met.
RESCUE SYSTEMS 2 SENIOR INSTRUCTOR

A Rescue Systems 2 Senior Instructor is required to initiate a 3- or 4-module delivery of a Rescue System 2 class.

QUALIFICATIONS

(R) INSTRUCTOR REGISTRATION
   (1) Be a currently registered Rescue Systems 2 Primary Instructor in good standing for all modules.

(S) COURSE WORK
   (1) No additional requirements.

(T) TASK BOOK
   (1) Copy of your completed Instructor/Senior Instructor Trainee Task Book signed off by a Rescue Systems 2 Senior Instructor within two (2) years of initiating the task book.
   (2) The candidate must obtain a letter from at least one Rescue Systems 2 Senior Instructor verifying competency in requesting, administering and providing logistical support in at least one 3-Module or 4-Module course.

(U) INSTRUCTOR REQUIREMENTS
   (1) Regional Instructor Orientation.
      (a) 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.
         1. Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within one (1) year of attending the Regional Instructor Orientation.

(V) TEACHING EXPERIENCE
   (1) Taught one (1) module as a Rescue Systems 2 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.

(W) RANK AND EXPERIENCE
   (1) No additional requirements.

REGISTRATION

(X) APPLICATION
   Submit a complete application package for review that includes all of the following:
   (1) A current instructor application signed by the applicant (available online).
   (2) A current resume of education, position/rank, and experience.
   (3) Proof of current SFT instructor registration.
   (4) A copy of your SFT Regional Instructor Orientation course certificate (if required).
(5) A current, original letter on department letterhead and signed by the Senior Instructor verifying your teaching experience for one (1) module as a Rescue Systems 2 Primary Instructor in at least three (3) 3-Module or 4-Module courses within the last three (3) years.
   (a) This may require submitting up to three (3) separate letters.

(Y) APPLICATION REVIEW
   (1) See Primary Instruction Registration Application Review Process.

ADDITIONAL RESPONSIBILITIES
   (Z) In addition to the responsibilities common to all Primary Instructors, Rescue System 2 Senior Instructors are also required to comply with the following:
   (1) Teach no more than 20% of a course.
   (2) Directly supervise Primary Instructor(s) for the entire course.
   (3) Evaluate Primary Instructor(s) seeking Senior Instructor status when requested.
   (4) Directly supervise and evaluate Instructor Trainee(s) if present.
   (5) Develop site and props.
   (6) Inspect sites when requested.
   (7) Ensure the safety of all participants and instructors.

MAINTAINING SENIOR INSTRUCTOR STATUS
   (AA) Abide by all published procedures of SFT, including the Instructor Code of Ethics/Conduct.
   (BB) Be the Senior Instructor for at least two (2) SFT 3-Module or 4-Module Rescue Systems 1 courses every four (4) years.
   (CC) Submit any change of address or phone number.
      (1) Department.
      (2) Home.
      (3) Cell.
      (4) Email.
   (DD) Attend an update course delivered by SFT when required.
   (EE) Senior Instructor status may be suspended or revoked if one or more maintenance requirements are not met.