

Chapter 3

Course Administration

3:1 Course Delivery Methods

Traditional Course Delivery

The National Association for Search and Rescue (NASAR) has established a network of qualified Traditional Instructors to facilitate the delivery of NASAR courses. Traditional Instructors are responsible for the proper administration and quality of NASAR courses and are not limited as to who may be their attendees.

The day-to-day management of the NASAR Course Programs is the responsibility of the Education Services Director and includes providing all NASAR Instructors with consistent and timely communication of any new or updated information about:

- 1 Course procedures;
- 2 Course content; and
- 3 Course administration that could potentially affect an Instructor, in carrying out his/her responsibilities.

The Education Services Director is considered the principal informational resource, support and quality control for all NASAR Instructors.

Facilitated Course Delivery

In order to provide a greater level of service to SAR Agencies and Teams requesting NASAR courses, the NASAR Facilitated Course Delivery was developed. NASAR courses, not certifications, fall under this delivery method. Introduction to Search and Rescue, Fundamentals of Search and Rescue, Advanced Search and Rescue and Managing the Lost Person Incident are the main courses available under this course delivery.

To utilize this program, an Agency or Team contacts the NASAR Education Services Director to request a course at the Agency or Team facility. The Agency or Team will request a time period for the course to be taught, with alternative dates if possible.

The Education Services Director conducts an internal search and schedules an Instructor to teach the course with the goal being to seek the closest geographically located Instructor. Depending upon the number of attendees in the course more than one Instructor may be needed.

Once the Instructor has been scheduled, NASAR will provide the Agency or Team an invoice detailing the course fee and instructor fee. Travel cost, lodging, meals and rental vehicle if needed are reimbursed at actual cost. Upon NASAR's receipt of a Purchase Order or payment for the course, the Instructor will be notified the course is definite. The Instructor will make travel arrangements and be the Instructor of record.

NASAR will be responsible for reimbursing the Instructor for costs incurred. The Agency or Team is responsible for placing textbook orders for the class through the NASAR bookstore.

The Instructor will provide course paperwork to the Education Services Director within two weeks of the close of the course. All passing attendees will receive the appropriate NASAR course certificate and patch in the mail.

3:2 Guidelines

All NASAR Instructors are representatives of NASAR and the public's primary contact for the course process. NASAR expects the Instructors to have the appropriate skills to perform and manage all course process responsibilities.

NASAR Instructors will assist the Educational Services Director in facilitating NASAR course processes. All Courses must have an Instructor. All Instructors must teach the NASAR courses they are authorized to instruct at least once (1) every three (3) years to remain an active Instructor for NASAR.

All NASAR Courses offered shall be initiated by the course Instructor with a Personal Services Contract (PSC) and/or a Sponsoring Agreement (SA) containing the date and location (city and state) for the course. Fax or email (with electronic signature) is best. Fax number 703-621-3978; no cover needed. If the course is closed and should not be posted on the NASAR website for the general public, please write CLOSED at the top of the PSC.

The PSC and/or SA is due no later than 30 (thirty) days prior to the start of the course. If, for whatever reason, the Instructor does not have 30 days notice for the course, send the PSC as soon as possible. We do not penalize the Instructor for this but would prefer to have the PSC as far in advance of the course in order to publicize it on our website. This gives potential attendees the opportunity to see the course on the website and register for it.

If an Instructor is requested to hold a last minute course, the Instructor must notify the Education Services Director of the course by email. No course should be held and no paperwork should be submitted without prior notification.

Upon receipt of the PSC, the Instructor is notified of its receipt by the Education Services Director and the course is posted to the NASAR website.

All Instructors, Assistant Instructors and Apprentice Instructors must submit a PSC to the Education Services Director to receive teaching credit for courses taught. The PSC is the contract that is used to maintain records for those that have taught at least once (1) every three (3) years. Assistant Instructor and Apprentice Instructor PSCs may be sent in the course documentation packet at the conclusion of the course by the Lead Instructor for the course.

Instructors are responsible for the training location and testing sites, and shall have sufficient training materials available to attendees for their courses.

Attendees register for a course by contacting the Instructor directly. When they click on the Instructor's name on the website their email and phone numbers are listed.

As of the release of this document all NASAR courses carry a \$50 NASAR fee. The exceptions to this are the combination ISAR/SARTECH III class which is \$60 and when taken in conjunction with FUNSAR course, the SARTECH III which can be earned by paying an additional \$10 (because the knowledge tested in the FUNSAR class is greater than the knowledge tested on the SARTECH III exam).

NASAR does not regulate the amount that an Instructor charges over and above the NASAR fee for our courses. Potential attendees are encouraged to communicate with the Instructor for a scheduled course regarding the Instructor fee.

All attendees in the course shall complete an Attendee Registration Form on the first day of the course. Forms must be completed in entirety and legible. Stress to attendees that certificates are printed from information supplied on these forms. The exam score shall be noted on the Attendee Registration Form at the conclusion of the course by the Instructor. The Instructor will sign the bottom of each Attendee Registration Form in the space provided. Actual scores are recorded in the database for courses while Pass/Fail is recorded in the database for certifications.

The Instructor shall collect all Attendee fees prior to the start of the course.

Attendees providing cash payment shall be provided a receipt from the Instructor noting the full payment amount, a copy of which shall be included in the course documentation packet.

Check payment shall be made out to NASAR. If check payment is made out to the Instructor, the Instructor shall provide a copy of all checks submitted for payment, and enclose a check made to NASAR for the sum of the amounts due to NASAR.

Agencies submitting payment to NASAR in either a Purchase Order or check shall include this document in the course documentation packet.

The Instructor (not the attendees) shall complete the appropriate Attendee Roster, tabulating the information from the Attendee Registration Forms and this shall be included in the course documentation packet.

At an ISAR or FUNSAR course, both the course and the SARTECH III may be combined and recorded on the same registration and roster forms by listing both on each and recording payment of \$60 per student. (ie it is not necessary to fill out 2 rosters or 2 registrations in these cases.)

Upon taking an ISAR, FUNSAR, ADSAR or MLPI course, NASAR voting members will receive a \$10 credit in their account. This is to be used for future bookstore, membership or conference costs. They will receive a coupon code along with their course certificate to use when calling to use the credit. The credit can not be redeemed on the website. Similarly, roster members will receive a \$5 credit. In order to administer this, it is imperative for voting and non-voting members to include their member numbers on the Attendee Registration form.

No NASAR course may be audited. Those attending a NASAR course must be attendees who have either paid, or arrangements have been made to pay for their attendance prior to the course

start. All attendees must take and pass the exam at the end of the course to receive credit for taking the course. This is mandatory even if they have already earned the SARTECH II or III certification. 70% is the passing score for these course exams. (Some NASAR specialty courses differ in percentage for the passing score.)

Prior to the conclusion of the course, each attendee shall complete a NASAR Course Critique form. The preferred procedure is for the Instructor to provide a pre-addressed envelope (NASAR PO Box 232020, Centreville, VA 20120-2020) and appoint an attendee in the course to collect and send all course critiques to the Education Services Director within (2) two days of the completion of the course. The Instructor may also include the Course Critiques with the course documentation packet.

Upon completion of the course, the Instructor shall submit the completed course documentation packet to include the Attendee Roster, Attendee Registration and Written Exam Answer Sheets along with attendee fees to NASAR PO Box 232020, Centreville, VA 20120-2020 within 14 days. **The Instructor MUST keep a duplicate copy of all paperwork to submit in the event the course documentation packet is lost in the mail.** Please do not send cash in the mail. If a course date is extended, changed or cancelled it is the responsibility of the Instructor to notify the Education Services Director immediately.

3:3 NASAR Courses

Introduction to Search and Rescue

The Introduction to Search and Rescue course (ISAR) is designed to provide knowledge concerning the general responsibilities, skills, abilities, and the equipment needed by persons who would be responsible as an initial responder (i.e., police officer, firefighter, CERT team member). The course is based around rural and wilderness environments but the material is recommended as a base of knowledge for all SAR environments.

The objective of the ISAR program is to provide the participant who 1) is responsible for the initial response for missing, lost subject incidents such as police, firefighters, CERT teams, and Office of Emergency Management and/or 2) has no formal SAR background the essential knowledge regarding initial scene size up, establishing an appropriate organizational structure following the NIMS system and identifying proper request and utilization of resources needs. It provides a common starting point in training for the new person to SAR and in many cases, an excellent refresher course for the more experience SAR worker. This common starting point provides continuity during SAR operations and future training of all team members.

The recommended number of hours for the course is (16) sixteen. The course is also designed to prepare the student for certification, according to the knowledge objectives defined in the NASAR Certification Criteria, for SAR TECH III.

At the end of the ISAR course, the attendee will take SARTECH III written exam. (There is no longer a separate ISAR exam.) If they pass the SARTECH III exam, they receive from the Education Services Director, the ISAR certificate and NASAR patch as well as the SARTECH III certificate and rocker.

If the attendee does not pass the course/certification exam, they may have up to one year to retake the exam once without repaying the NASAR fee. There may be an instructor fee at the subsequent exam.

Fundamentals of Search and Rescue

The Fundamentals of Search and Rescue course (FUNSAR) is the Operational level of NASAR courses. It provides knowledge concerning the general responsibilities, skills, abilities, and the equipment needed by persons who are assigned to field operations during a SAR mission.

The FUNSAR course also provides the attendee with practical exercises and prepares the student to be ready for deployment to a search. Each jurisdiction sets the deployment criteria for their area, FUNSAR provides the knowledge, skills and abilities necessary for a searcher to be able to proficiently operated with in a search and rescue operation, and is often one of the criteria required by local authorities, but FUNSAR does not supercede or void local deployment requirements. The course content is constructed in three major areas: survival and support, search, and rescue. This course is primarily geared toward rural and wilderness environments where primitive conditions are common and responders are in areas remote from modern conveniences; however, the material is recommended as a basis for all SAR environments.

FUNSAR provides those individuals participating in direct/active search tactics familiarization of personal protective equipment for operational level searchers. The course also provides practical experience during simulated SAR operations and in many cases is an excellent refresher course for the more experienced SAR worker. Standardized training provides continuity during SAR operations no matter where the incident may occur nationally.

FUNSAR is the NASAR course designed to prepare the attendee to participate in the SARTECH II Certification examination process. The recommended number of hours for the course is (47) forty-seven. The course is usually conducted over two weekends starting on Friday night but can be taught (5) five days straight.

The exam given at the end of the FUNSAR class is the SARTECH II written exam. If the attendee takes this exam and passes, they can choose to pay an additional \$10 and receive the SARTECH III certification (because the knowledge tested in the FUNSAR class is greater than the knowledge tested on the SARTECH III exam). From the Education Services Director, the attendee will receive the FUNSAR certificate and patch as well at the SARTECH III certificate and rocker. The attendee will be recorded in the NASAR database as having earned both the FUNSAR and the SARTECH III.

At the conclusion of the FUNSAR course, the SARTECH II written exam is given. If the attendee then takes the SARTECH II certification within one year of the FUNSAR course (provided they passed the exam at the FUNSAR course) they need only take the practical stations at the SARTECH II certification. If the attendee does not pass all of the practical stations within one year of taking the FUNSAR course and exam, they must retake the written exam prior to earning their SARTECH II certification. (ie the passing of the written exam is valid for one year from the date passed.)

If the attendee does not pass the course/certification exam, they have up to one year to retake the exam once without repaying the NASAR fee. There may be an instructor fee at the subsequent exam.

The newest edition of the Fundamentals of Search and Rescue textbook was released in 2005. Previous editions of the textbook will not prepare one to challenge the FUNSAR exam or the SARTECH II certification.

Managing the Lost Person Incident

The Managing the Lost Person Incident course (MLPI) is designed to teach the essential knowledge and skills necessary to perform as the initial response Operations Sections, Technical Specialist, or Incident Commander on a lost person incident with the primary focus on the Search element of SAR. The course prepares the attendee for the management responsibilities and leadership skills required during SAR missions. The course explains the tasks and procedures needed to effectively manage SAR operations from the initial response through the expansion phases of the search to the final demobilization of all resources and to work within an incident command structure.

This is the first management course that NASAR offers. The ISAR, FUNSAR and ADSAR courses focus on the individual and crew responsibilities as well as techniques and tactics at the crew level. The MLPI course explains and describes in detail the overall objectives, strategies using modern search theory by establishing probability zones, behavioral profiles & statistical data, and tactics needed for a successful outcome of SAR missions. With further incident management training and field experience; the MLPI Certification may enable the student to act as a Search Manager on prolonged and more complex searches.

The recommended duration of the course is thirty-two (32) class hours. This course may be taught over two weekends or straight through over four days. Extra practical exercises can be added and may increase the time to 40 class hours.

If the attendee does not pass the course exam, the attendee may have up to one year to retake the exam once without repaying the NASAR fee. There may be an instructor fee at the subsequent exam.

Advanced Search and Rescue

The Advanced Search and Rescue course (ADSAR) is a NASAR course designed to educate the experienced field searcher in preparation for working as a crew leader on a search. This course expands the knowledge and skills taught in the FUNSAR course. Beginning with expanded management concepts, crew tactics, crew and SAR dog tactics, crew safety skills and continuing through stress management, the course focuses on the added responsibility of a crew leader and how this relates to the crew members, search managers, and the outcome of the search.

The course contains valuable information that can be used in many aspects of search response and contains information not found in other search courses.

Highlights of the course include the concept of using critical spacing in conjunction with other search techniques that may improve the probability of lost person detection nearing 80%. And additional skills, knowledge and abilities the search team crewleader needs to work effectively with varied resources, including a SAR dog team.

Covered are the knowledge and understanding the crew leader needs to work effectively as a Task Force with a SAR dog crew. This is valuable information to enhance the skills of any search crew leader or searcher.

The ADSAR course also prepares the SARTECH II certified searcher to successfully pass the SARTECH I certification level.

This course is designed to be taught in nineteen (19) hours and may be taught in a single weekend. Practical exercises can be added and may increase the time to twenty-four (24) hours.

At this time, the ADSAR written exam and the SARTECH I written exam are two different exams. One does not count for the other. If the attendee does not pass the course exam, the attendee may have up to one year to retake the exam once without repaying the NASAR fee. There may be an instructor fee at the subsequent exam.

Instructor Workshop

To become an Instructor for NASAR, the applicant must first take the course he/she would like to instruct and score a 90% or higher on the exam. Then a complete Instructor Candidate Application Packet is to be submitted to the Education Services Director. The packet must include:

- 1 Instructor Trainer/Candidate Application
- 2 Proof of NASAR voting membership
- 3 Resume of candidate indicating experience in search and rescue or related field
- 4 Signed background check form with fees or affidavit
- 5 Signed Agreement to Correctly Use NASAR Properties
- 6 Have taken course applying to instruct and scored 90% or higher on the exam (to be verified by Education Services Director)
- 7 And proof of one of the following:
 - o Instructional experience
 - o Adult education coursework completion
 - o Certification from an accredited vocational school or college in the area of instruction (ie certified to teach police standards or firefighter standards)
 - o State, Territory or Provincial Teaching certificate
 - o 3 letters of recommendation from the candidate's SAR team/superiors

Once Instructor Candidate Application packet is complete, attend an instructor workshop specific to the course the applicant desires to teach. Workshops are taught by Instructor Trainers.

Upon successful completion of the Instructor Workshop, the applicant is then an Apprentice Instructor for that course. After being observed actually teaching the course or portions of the course by the Instructor that taught the Instructor Workshop, the Apprentice is evaluated for upgrade to a full Instructor for the course. A FUNSAR Instructor is automatically eligible to teach the ISAR course and to give the SARTECH III certification exam (SARTECH III is a written exam only).

If the Instructor Trainer of the Instructor Workshop is a family member of the attendee, the attendee must be evaluated by a non family member Instructor prior to earning full Instructor status.

In order to be an ISAR Instructor you must be certified as a SARTECH III, for a FUNSAR Instructor you must be certified as a SARTECH II and to be an ADSAR Instructor you must be certified as a SARTECH I.

3:4 Position Descriptions

Education Services Director

- 1 Reports directly to the Executive Director
- 2 Responsible for all Education administrative processes
- 3 Responsible for handling all Instructor, Evaluator and Lead Evaluator applications and will maintain a personnel file for each individual as well as a database
- 4 Responsible for the administrative management of all NASAR Instructors, Evaluators and Lead Evaluators to include upgrades and downgrades
- 5 Maintains course/certification documentation

Subject Matter Committee Chairs

- 1 Responsible for all Technical issues associated with courses and certifications. These issues include content, processes and procedures used in courses and certifications.
- 2 The Subject Matter Committee Chairs in conjunction with the Education Services Director may conduct an administrative critique or technical review of all courses and examinations conducted by any Instructor or Lead Evaluator.

Program Course Managers

- 1 Current NASAR Instructor for course he/she manages.
- 2 Appointed by the Ground Search Committee Chair
- 3 Responsible for assisting the Education Services Director with the management of NASAR Instructors specific to their respective course.
- 4 Responsible for assisting with projects assigned by the Ground Search Committee Chair.

Program Instructor Trainer

- 1 Is an Instructor for course he/she trains
- 2 Is recommended by the Education Services Director in agreement with the Program Course Manager or Subject Matter Committee Chair as appropriate.
- 3 Is authorized to conduct NASAR Traditional and Licensed Instructor Workshops

To become an Instructor Trainer the candidate must:

- 1 Must submit Instructor Trainer/Candidate application.
- 2 Must have taught course a minimum of 3 times.
- 3 Must obtain successful written attendee critiques.
- 4 Must have demonstrated knowledge of course administrative procedures and ability to properly complete the required administrative forms for NASAR courses.

Instructor

- 1 Is a NASAR voting member in good standing.
- 2 Maintains a current resume on file with the NASAR Education Services Director.
- 3 Is authorized by NASAR to teach a course of instruction and approve NASAR certificates to attendees, based on success of course completion and exam score.
- 4 Is recommended for instructor status by the Instructor Trainer and Education Services Director.
- 5 Assures quality control of his/her training courses.
- 6 Designates one attendee at each course and provides the attendee with course critique forms to distribute to each attendee at the end of the course. Also provides attendee with a pre-addressed envelope. Attendee collects critiques to mail to Education Services Director within 2 days of the conclusion of the course.
- 7 Files timely and appropriate course administration materials with NASAR.
- 8 Collects course fees and sends with complete course administration materials within 14 business days after the completion of the course to Education Services Director. Course administration materials include:
 - a. Attendee Roster
 - b. Original Attendee Registration Forms, signed at the bottom with fees and scores completed.
 - c. Original Written Exam Answers Sheets.
- 9 **The Instructor MUST keep a duplicate copy of all paperwork to submit in the event the course documentation packet is lost in the mail.**
- 10 Must instruct respective course at least once every three years. It is the responsibility of the instructor to realize when he/she is in jeopardy of losing instructor status by not teaching for three years. The instructor will not be notified by NASAR.
- 11 Eligible for Instructor Discount (see Instructor Discount Policy in Appendix)

To become an Instructor the candidate must:

- 1 Be a voting member of NASAR in good standing.
- 2 Complete an Instructor Candidate Application packet and submit to the Education Services Director.
- 3 Instructor candidate application packet must include:
 - a. Instructor Trainer/Candidate Application
 - b. Resume of candidate indicating experience in search and rescue or related field
 - c. Signed background check form with fees or affidavit
 - d. Signed Agreement to Correctly Use NASAR Properties
 - e. Have taken course applying to instruct and scored 90% or higher on the exam (to

be verified by Education Services Director)

- f. And proof of one of the following:
 - Instructional experience,
 - Adult education coursework completion,
 - Certification from an accredited vocational school or college in the area of instruction (ie certified to teach police standards or firefighter standards),
 - State, Territory or Provincial Teaching certificate, or
 - 3 letters of recommendation from the candidate's SAR team/superiors
- 1 Once Instructor Candidate Application packet is complete, attend an instructor workshop specific to the course the applicant desires to teach. Workshops are taught by Instructor Trainers.

Instructors must complete an orientation of course materials when the course has been significantly altered, modified, or the instructor has not taught the course materials in a three year period.

- 1 In order to be an ISAR Instructor you must be certified as a SARTECH III, for a FUNSAR Instructor you must be certified as a SARTECH II and to be an ADSAR Instructor you must be certified as a SARTECH I.
- 2 Upon successful completion of the Instructor Workshop, the applicant is then an Apprentice Instructor for that course. After being observed actually teaching the course or portions of the course by the Instructor Trainer, the Apprentice is evaluated for upgrade to a full Instructor for the course. An Instructor Evaluation must be submitted to the Education Services Director by the Instructor Trainer recommending full Instructor status within one year of the Instructor Workshop. If the Apprentice Instructor is not recommended to full Instructor status within a year the Apprentice Instructor must retake the Instructor Workshop.
- 3 A FUNSAR Instructor is automatically eligible to teach the ISAR course and to give the SARTECH III certification exam (SARTECH III is a written exam only).

****If an applicant applies for an Instructor or Instructor Trainer position and does not meet the requirements specified within this document, they will be notified by the Education Services Director and their application will be denied. They must reapply once they have met the requirements as denied applications will not be kept on file.**