

SAR-EX 2012 Instructor's Form 15th Anniversary

Thursday April 26th, 2012 to Sunday April 29th, 2012.

Instructions to the Instructors

- ALL Classes **must** be submitted on this form.
- Instructors must teach a minimum of 6 Hours per day to have their registration costs included. Anything less than 6 hours your registration costs will be pro-rated @ \$ 22.00 per block you are not instructing.
- Course fees are in addition to SAR-EX Registration Fees.
- RV sites are to be reserved ahead of time and are \$25.00 per night they are not included in the instructor's provisions.
- If you are not providing your own AV / Audio Equipment you must note it on the form.
- You must provide all documentation, maps, power points, any type of handouts or tests for your class, if you are not providing certificates you must note it on the form.
- **The deadline for submitting classes is December 20, 2011**

Lesson Plan Deadline **January 20th 2012**

All Instructors / Helpers / Alternates must be listed on this form.

PSAR SAR-EX Course Number _____ Class Cost _____

Materials Provided With Cost _____

TRACK TYPE K-9 Technical Medical Other _____

Class Description (If course is already assigned a PSARC Course Number Use It)

Class Requirements: (inside/outside) _____

Con-Ed Class Length _____ Hrs Providing Own Certificates Yes No

Providing Own Equipment Yes No

Audio / Visual Needed: _____

Basic Intermediate Advanced Other _____

Field Class Classroom Mixed Other _____

Dog & Handler Ground Pounder Handler's Only Pre-Certified

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Instructor's Information: **PLEASE PRINT CLEARLY**

Lead Instructor- _____ Telephone: (____) _____

Address _____ City _____ State _____ Zip _____

Email: _____

Instructor _____

Support Staff _____

Support Staff _____

Team / Organization / Company Name: _____

What Day or Days and Times Place The Following On The Line (Code Relevant, P=Primary, S=Secondary, O= Coordinator Choice)				
Day & Date	Morning 830-1130am	Afternoon 130pm-430pm	Evening 6:30-10pm	Daily Course Hours
Thursday 4-26-2012	Morning _____	Afternoon _____	Evening _____	__Hr __Min
Friday 4-27-2012	Morning _____	Afternoon _____	Evening _____	__Hr __Min
Saturday 4-28-2012	Morning _____	Afternoon _____	Evening _____	__Hr __Min
Sunday 4-29-2012	After Brunch (11am – 3pm) _____			__Hr __Min

Comments: _____

EMAIL forms to Richard Bacon firststrikesar@aol.com Get form Back by Dec 20th 2011

Or mail to Richard Bacon 421 South Main Ave, Scranton, PA 18504
Phone 570-470-7893

I agree to all the information contained within this 6 page document

Instructor Signature _____ Date _____

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INSTRUCTORS AGREEMENTS:

The following are agreements all Instructional Staff MUST follow.

1. COURSE SCHEDULING & APPROVAL

- Each instructor will submit an Instructors form for the course they wish to instruct. No other means of submission is acceptable.
- Each course shall be reviewed and approved or disapproved by the Assistant Director of Training.
- For SAR-EX 2012, Instructors will be required to submit lesson plans for their courses. Lesson plans should be attached to the Instructors Course Application. A copy of power point is required for courses using power Point.
- Lesson Plans Are Needed For SAR-EX 2012.
- Instructors who do not have courses approved will be notified in writing that their course was denied.
- Sending in a form to instruct with a course on it will not guarantee your course will be approved, each course is personally reviewed. Instructors will be contacted if there are any questions.
- The Assistant Director of Training reserves the right to review the course lesson plans and training material.
- Each Instructor will receive one nights stay and meals for the day that they are teaching. Each Lead Instructor is allowed to have one (1) instructor and one (1) Instructional Support Staff Member assist with their program, who will, when approved by the Assistant Director of Training and SAR-Ex Director, stay for free and receive free meals.
- Instructors must Teach a minimum of 6 Hours in the day for free stay. All others will be pro-rated as stated on page 1.
- Instructors will be scheduled and placed in the schedule on a First Come First Serve Basis.
- Instructors will be assigned instructional sites. Sites will have a minimum number of seats available. Students will be placed in training areas on a first come first serve basis. Once a training room is filled with no more seating available, the course will be removed from registration as an available course. Assigned training locations **WILL NOT BE SWITCHED MOVED OR TRANSFERRED**. Once your course is full students will have to register with another course.
- RV Sites are NOT included for instructors, instructors MUST reserve the sites ahead of time and pay the \$25.00 fee per night.
- SAR-Ex will provide Liability Insurance for all Staff and Participants.
- Instructors who do not follow these rules will be reviewed by the SAR-Ex Director and Assistant Director of Training. If a Review is necessary, instructors may be banned from instructing at SAR-Ex based on the outcome of the review.

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2. COURSE AGREEMENT

- By agreeing to bring your course to SAR-EX you as the Instructor for the course are excepting all responsibility for the presentation of the program.
- If you are not able to conduct the course, you must notify the Training Director Fourteen (14) Days before SAR-EX.
- Instructors who have Minimum number of student requirements have the right to cancel their program in advance if that minimum is not met.
- Cancellation of programs during SAR-EX shall be avoided, but due to participation or emergency may be necessary.
- Course training sites will not be switched. One training schedule per day will be printed.
- Each course you offer at SAR-EX should have a Back-up instructor. Please make sure that this Instructor is aware that they are the alternate Instructors.
- All Instructors, Assistant Instructors, and Support Staff should be listed in this manuals directory.
- Instructors or their assistants ARE NOT permitted to go to the Pinch Pond Campground Staff and request services. If you need assistance from the Pinch Pond Camp Staff see the Assistant Director of Training or the SAR-EX Director.
- If a Staff member needs assistance, Instructors, Assistant Instructors and instructional Support Staff are to assist the staff with their request.
- All course materials and handouts are the Instructors responsibility to provide. Emergency Copies can be made on site, you must see the SAR-EX Director. There will be a Copy Charge for all copies made for Instructors at SAR-EX. Copies will be made at the local Staples or Office Max. Instructors are responsible for all fee's incurred for course material copied.
- Instructors are to ensure that Containers of ice and water for participants and K9's are at each training Site and returned back to base camp at the end of the day.
- Instructors who do not follow these rules will be reviewed by the SAR-EX Director and Assistant Director of Training. If a Review is necessary, instructors may be banned from instructing at SAR-EX based on the outcome of the review.
- Instructors must turn in all course rosters, sign-in sheets, and any other forms by the close of their course. Meal tickets and other lodging vouchers **will not** be handed out to instructors all at one time. Instructors must pick up their meal tickets and passes at the end of each course they teach. SAR-EX staff will not hand out meal tickets to instructors until all course completion paperwork is turned in.

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3. TRAINING SITE CHANGE NOTIFICATION

- Instructors Training Sites will be chosen by the SAR-EX Assistant Director of Training. Sites **will not be** switched or transferred. Instructional Sites are filled on a first come first serve basis. Course Training Sites will be available for pre-registration. Once the training site is filled, students will be placed on a stand-by list and shifted into a different course.
- All instructors should be flexible with their program to allow for the most effect and adequate training opportunities possible for all who attend.
- Training Sites and schedules MUST stay in place to allow for pre-course prep, set-up and travel/daily visitation students.
- Instructors, Assistant Instructors, and Support Staff should be willing to help other instructors with their program if needed.
- The Instructional Staff of SAR-EX should be team players and willing to help with whatever job is needed. We are all Staff for this event. What this means is simple, “ We have sacrificed our opportunity to participate in this event to assure that the attendees have the best opportunities and instruction available. “ This does not just mean the courses we teach, but the courses all instructors teach. If you see an instructor struggling, please lend a hand to help him. Please remember we are all a team and we need to work together to make this the Best SAR-EX we can!
- Remember – People come to SAR-Ex to have a good time and take training, We as the instructors make or break this event! We are why the attendees are here, to take our programs! Please do your best to make the 2012 SAR-EX the Best we can. Together we will make a difference. Lets eliminate disorganization and confusion by strictly following the training schedule, not switching training sites, and registering your course timely with the proper lesson plans and registration forms.
- REMEMBER: What we teach today, others will use to save a life tomorrow!
- Instructors who do not follow these rules will be reviewed by the SAR-EX Director and Assistant Director of Training. If a Review is necessary, instructors may be banned from instructing at SAR-EX based on the outcome of the review.

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4. ISSUING TRAINING CERTIFICATES

Affiliate Instructors:

Affiliate Instructors are Instructors who teach for their agency or organization. Affiliate Instructors are responsible for providing their agency or organizations certificate upon completion of the program. Affiliate Instructors are not responsible for filing a Course Lesson Plan or maintaining copies of their instructional material with SAR-EX. Affiliate Instructors are not authorized to use the PSARC or SAR-EX name or logo in their certificates unless their courses are on file and approved by the Assistant Director of Training.

Staff Instructors:

Staff Instructors are Instructors who teach for PSARC at SAR-EX. Staff Instructors will provide a PSARC Certificate of completion. Staff Instructors are responsible for filing a Course Lesson Plan, Power Point Presentation, and any other handout with the Assistant Director of Training. Staff Instructors who do not file their courses by **January 20th 2012** will not be authorized to instruct their course. All courses will be saved on file for documentation. In the event there is legal litigation, the file will be referenced. Instructors are not authorized to instruct outside the scope of their lesson plans. Courses only need to be registered one time. Courses from 2011 will maintain their assigned course numbers. Lesson Plans and accompanying material must be sent in by the deadline.

If you have a course registered from 2011 please use the course number on your 2012 SAR-EX registration form.

Instructors are only authorized to instruct training within the scope of their approved lesson plans. Instructors shall stay within the scope of their approved lesson plans. Instructors who deviate from their lesson plans will not be protected by the Liability Insurance or protected in any manner. Instructors must amend approved lesson plans and re-submit new materials in the event the course has changed. PSARC SAR-EX course numbers will be issued by the Assistant Director of Training.

PSARC Certificates will not be issued to Instructors or Students if the course is not approved and registered with the Assistant Director of Training.

Instructors will not be approved to instruct if they do not file timely lesson plans. For assistance with lesson plans contact the Assistant Director of Training at 570-470-7893.

All certificates, cards and any other course completion handouts must be issued to students by the close of SAR-EX. Affiliate instructors are responsible for the course certificates or cards and they must be mailed to students within one month of the completion of SAR-EX.