



Summary of Canadian Course Guidelines

This document is designed to inform people interested in training others in Leave No Trace on the procedures and guidelines to follow, and how to effectively communicate course information to the head office.

Trainer courses

All Master Educators must be members in good standing of Leave No Trace Canada in order to give a course on Canadian grounds. Master Educators must also include a one-year membership for each participant in the price of any trainer course they teach. Membership is an important contribution to this organization and it is essential for people involved in Leave No Trace to support the organization. Membership forms must be filled out by the course participants, and the Master Educator is required to send these forms with the corresponding payment back to the office after the course is completed.

All active Master Educator must send these documents to the office:

- Resume
- Copy of their valid first aid (minimum 16 hr) and CPR certification, and any other certification that is required for the activities practiced during the course (i.e. kayak, canoe, etc)
- Proof of insurance from the organization hiring the instructor, or adequate personal liability insurance. (**Note:** Leave No Trace Canada has an insurance program in place for trainers and Master Educators, for details please contact the office)

In order to get their course approved, **Master Educators must contact the office** to and make sure they have the appropriate paperwork such as:

- Course roster
- Disclaimer form
- Training agreement
- Personal information consent form
- Course evaluation
- Membership form

Certificates (\$2 each) will be sent to the Master Educator for the participants of a Trainer course when all the documents are completed and the number and name of participants is known.

Master Educators and Trainers are encouraged to have their contact information listed on the Leave No Trace Canada website. This will allow interested individuals to contact them directly regarding upcoming courses, etc.

Awareness Workshops

All active Trainers must be members in good standing of Leave No Trace Canada in order to give a LNTC sanctioned workshop on Canadian grounds.

After completion of the workshop, a roster should be sent to the office with the name and email address of participants. We also encourage participants to join as members to help support the organization.

Course material

The office holds all of the Leave No Trace teaching material. Orders can be made by contacting the office. An order form must be completed to receive your items. The Trainer Kit is a good tool to give to students. It includes all necessary information and material to start out practicing and teaching Leave No Trace. Patches, pins and stickers are also a nice commodity for participants.

For complete training guidelines, please refer to the 'Leave No Trace Canada Training Guidelines' document available on the web or by contacting the office.

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