



**First Response Training
International
Standards and Procedures Manual**

Part 3: Instructor Standards

FIRST RESPONSE TRAINING INTERNATIONAL

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Revision History

Revision Number	Date	Changes
0918	08/03/2018	Initial Standards.
0519	05/21/2019	1.11, 2.11, 3.11, 4.11, 5.11 "Required Skill Performance and Graduation Requirements" item 4 further explained. 6.5 Student Prerequisites, added items 3 & 4.
0120	01/01/2020	"Child Emergency Care Instructor" and "Workplace CPR/AED Instructor" standards removed, and subsequent sections renumbered. 1.3 Removed "Adult and Child Emergency Care". 1.11 Items 5. and 6. added under " Instructor Trainers are required evaluate all

First Response Training International Standards and Procedures

Part 3: Instructor Standards

		the following skills". 2.10 (formerly 4.10) Item "5. Contracting pathogens" sub-list updated.
0121	01/01/2021	1.6.1 Training hours changed to align with practical course length. 2.6.1 Training hours changed to align with practical course length. 3.6.1 Training hours changed to align with practical course length.
0221	02/01/2021	International Training Crossover Course Standards added.
0122	01/01/2022	No Changes.
0123	08/25/2022	No Changes.
0124	01/01/2024	No Changes.
0125	01/01/2025	No Changes.

1. Adult and Child Emergency Care Instructor Course

1.1 1.1 Introduction

This instructor course combines Cardio-Pulmonary-Resuscitation (CPR), first aid, and Automated External Defibrillator (AED) to treat adults and children. It is designed to develop candidates with the abilities to conduct courses and evaluate skillsets according to the provider level standards.

1.2 Qualifications of Graduates

Upon successful completion of this course graduates may:

1. Conduct the First Response Training International Adult and Child Emergency Care, Child Emergency Care and Workplace CPR/AED courses.

Requalification as an instructor is required every 2 years.

1.3 Who May Teach

1. Any active First Response Training International Instructor Trainer may teach this course.

1.4 Student to Instructor Ratio

Academic

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.
2. For CPR components the maximum manikin to student ratio is 5:1.

1.5 Student Prerequisites

1. Minimum age 18.
2. Current provider level CPR/AED and 1st aid certification.

1.6 Course Structure and Duration

First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.

1. The suggested number of training hours is 8.
2. If combined with any other First Response Training International First Aid programs instructor qualifications can be issued for multiple programs as long as the standards for each instructor program are met.

1.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students.
2. Ensure that the candidates have the required equipment.
3. Communicate the schedule to the candidates.
4. Have the candidates complete the:
5. First Response Training International Liability Release and Express Assumption of Risk Form.

Upon successful completion of this specialty the instructor must:

1. Issue the appropriate First Response Training International certification by submitting the appropriate *First Response Training International Instructor Registration Form* to First Response Training International Headquarters.

1.8 Training Material

Required Material:

1. *First Response Training International Adult and Child Emergency Care Student Manual* or eLearning course.
2. *First Response Training Instructor Guide*.

1.9 Required Equipment

The minimum equipment requirements for candidates are as follows:

1. Manikin - infant and adult.
2. Automated external defibrillator (AED) with owner's manual; training unit when available.

3. Basic first aid training supplies.
4. Tourniquet or tourniquet materials.

1.10 Required Subject Areas

The following topics must be covered during this course. Instructor Trainers may use any additional text or materials that they feel help present these topics.

1. Risk Management:
 - a. Waivers and releases.
 - b. Accident reports.
2. Course Standards:
3. Teaching Theory and Methods.
4. Student Materials and Instructor Resources.
5. What is First Aid.
6. Cardio Pulmonary Resuscitation (CPR):
 - a. When to perform CPR.
 - b. Compressions and ventilations.
 - c. Personal protection equipment.
 - d. Performing CPR:
 - i. Scene assessment.
 - e. Emergency medical services activation.
 - f. Compressions, airway, breathing (CAB) Compression protocol.
 - g. Ventilation protocol.
 - h. Team CPR.
7. Define First Aid:
 - a. Personal protection equipment.
 - b. When and how must first aid be administered.
 - c. Injury and scene assessment.
 - d. Assess for "The Six Basics":
 - i. Breathing (absent) = CPR.
 - ii. Bleeding = Pressure.
 - iii. Broken = Immobilize.

- iv. Burns = Cool.
- v. Bites = Cover.
- vi. Blows = Watch.

8. Choking:

- a. Level of airway obstruction
- b. Treatment methods
- c. Special considerations for children

9. Automated external Defibrillator (AED):

- a. When to use.
- b. How to use.
 - i. Infant/child.
 - ii. Adult.
- c. AED maintenance and storage.
- d. Rules and regulations regarding AEDs.

10. Neurological:

- a. Administering field test:
 - i. Keeping notes of results.
 - ii. Repeating test.

11. Post Trauma Considerations for Lay Rescuers.

Note: Manufacturer's manual must be followed for proper use of the AED.

1.11 Required Skill Performance and Graduation Requirements

Instructor Trainers are required to evaluate all the following skills:

1. Scene entry and assessment.
2. Perform single person CPR on a manikin - infant and adult:
 - a. Compressions, airway, breathing (CAB).
3. First aid; treat a simulated injury for each of "The Six Basics":
 - a. Breathing (absent) = CPR.
 - b. Bleeding = Pressure.
 - c. Broken = Immobilize.
 - d. Burns = Cool.

- e. Bites = Cover.
 - f. Blows = Watch.
4. Deploy AED and follow prompts for use.
 5. Infant choking.
 6. FAST neurological exam.

To complete this course, candidates must:

1. Demonstrate proficiency with all provider level skills.
2. Present a minimum of 1 academic presentation.
3. Present a minimum of 1 skill-based presentation.
4. The Provider level final exam is required with a passing score of 90% or higher. When exam A is administered and a score of 90% or higher is not achieved, provider level final exam B should be administered with a passing score of 90% or higher.

Note: The certification is valid for 2 years and must be renewed.

2. Bloodborne Pathogens Instructor

2.1 Introduction

This instructor course is an instructor program for bloodborne pathogens training. It is designed to develop candidates with the abilities to conduct courses and evaluate skillsets according to the provider level standards.

2.2 Qualifications of Graduates

Upon successful completion of this course graduates may:

1. Conduct the First Response Training International Bloodborne Pathogens Course.

Requalification as an instructor is required every 2 years.

2.3 Who May Teach

1. Any active First Response Training International Bloodborne Pathogens Instructor Trainer may teach this course.

2.4 Student to Instructor Ratio

Academic:

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.

2.5 Student Prerequisites

1. Minimum age 18.
2. Current provider level CPR/AED and 1st aid certification.

2.6 Course Structure and Duration

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 8.

3. If combined with any other First Response Training International First Aid programs instructor qualifications can be issued for multiple programs as long as the standards for each instructor program are met.

2.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students.
2. Ensure that the candidates have the required equipment.
3. Communicate the schedule to the candidates.
4. Have the candidates complete the:
 - a. First Response Training International Liability Release and Express Assumption of Risk Form.

Upon successful completion of this specialty the instructor must:

1. Issue the appropriate First Response Training International certification by submitting the appropriate *First Response Training International Instructor Registration Form* to First Response Training International Headquarters.

2.8 Training Material

Required Material:

1. *First Response Training International Bloodborne Pathogens Manual* or eLearning course.
2. *First Response Training Instructor Guide*.

2.9 Required Equipment

The minimum equipment requirements for students completing the classroom program are as follows:

1. Gloves sized appropriately for the student.
2. CPR barrier.

2.10 Required Subject Areas

The following topics must be covered during this course. Instructor Trainers may use any additional text or materials that they feel help present these topics.

1. Risk Management:

- a. Waivers and releases
 - b. Accident reports
2. Course Standards.
3. Teaching Theory and Methods.
4. Student Materials and Instructor Resources.
5. Contracting Pathogens:
 - a. Presence.
 - b. Quantity.
 - c. Susceptibility.
 - d. Entry Route.
6. Prevention of Infection:
 - a. Exposure control plans.
 - b. Universal precautions.
 - c. Engineering and work practice controls.
 - d. Personal Protection Equipment (PPE).
 - e. Proper use of PPE.
 - f. Hygiene and housekeeping.
 - g. Vaccination.
7. Handling of Possibly Infectious Materials:
 - a. Disposal of PPE.
 - b. Disinfecting surfaces.
8. Reaction to Exposure:
 - a. Cleaning possible infection sites.
 - b. Reporting procedures.
9. Post Trauma Considerations for Lay Rescuers.

2.11 Required Skill Performance and Graduation Requirements

Instructor Trainers are required evaluate all the following skills:

1. Apply and remove PPE.
2. Proper handling of biohazard materials.
3. Report exposure.

To complete this course, students must:

1. Demonstrate proficiency with all provider level skills.
2. Present a minimum of 1 academic presentation.
3. Present a minimum of 1 skill-based presentation.
4. The Provider level final exam is required with a passing score of 90% or higher. When exam A is administered and a score of 90% or higher is not achieved, provider level final exam B should be administered with a passing score of 90% or higher.

Note: The certification is valid for 2 years and must be renewed

3. Oxygen Administration Instructor Course

3.1 Introduction

This course is the instructor component for emergency oxygen (O₂) administration.

It is designed to develop candidates with the abilities to conduct courses and evaluate skillsets according to the provider level standards.

3.2 Qualifications of Graduates

Upon successful completion of this course graduates may:

1. Conduct the First Response Training International Oxygen Administration Course.

Requalification as an instructor is required every 2 years.

3.3 Who May Teach

1. Any active First Response Training International Oxygen Administration Instructor Trainer may teach this course.

3.4 Student to Instructor Ratio

Academic:

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.

3.5 Student Prerequisites

1. Minimum age 18.
2. Current provider level CPR/AED/O₂ and 1st aid certification.

3.6 Course Structure and Duration

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 8.

3. If combined with any other First Response Training International First aid programs instructor qualifications can be issued for multiple programs as long as the standards for each instructor program are met.

3.7 Administrative Requirements

Administrative Tasks:

1. Collect the course fees from all the students.
2. Ensure that the candidates have the required equipment.
3. Communicate the schedule to the candidates.
4. Have the candidates complete the:
 - a. First Response Training International Liability Release and Express Assumption of Risk Form.

Upon successful completion of this specialty the instructor must:

1. Issue the appropriate First Response Training International certification by submitting the appropriate *First Response Training International Instructor Registration Form* to First Response Training International Headquarters.

3.8 Training Material

Required Material:

1. First Response Training International Oxygen Administration Student Manual or eLearning course
2. First Response Training International Oxygen Administration Instructor Guide.

3.9 Required Equipment

The minimum equipment requirements for students are as follows:

1. Oxygen (O₂) cylinder with regulator and appropriate delivery devices.
2. Barriers and personal protection equipment.

3.10 Required Subject Areas

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics.

1. Risk Management:

- a. Waivers and releases.
- b. Accident reports.
2. Course Standards.
3. Teaching Theory and Methods.
4. Student Materials and Instructor Resources.
5. Emergency Oxygen:
 - a. When do you administer oxygen.
 - b. Oxygen for non-breathing victim:
 - i. How to administer oxygen while performing CPR.
 - c. Oxygen for breathing victim:
 - i. Non-rebreather mask.
 - ii. Demand valve mask.
 - d. Oxygen safety and handling.
 - e. Laws and regulations of oxygen administration.
6. Post Trauma Considerations for Lay Rescuers.

3.11 Required Skill Performance and Graduation Requirements

Instructor Trainers are required evaluate all the following skills:

1. Scene Assessment.
2. Emergency oxygen:
 - a. Setup and use of oxygen cylinder.
 - b. Use of different types of masks.

To complete this course, students must:

1. Demonstrate proficiency with all provider level skills.
2. Present a minimum of 1 academic presentation.
3. Present a minimum of 1 skill-based presentation.
4. The Provider level final exam is required with a passing score of 90% or higher. When exam A is administered and a score of 90% or higher is not achieved, provider level final exam B should be administered with a passing score of 90% or higher.

Note: The certification is valid for 2 years and must be renewed.

4. Instructor Trainer

4.1 Introduction

The instructor trainer program trains candidates to conduct the First Response Training International Instructor programs. A corresponding, current instructor level rating must be held for all IT levels, along with minimum student certifications as detailed in this outline.

4.2 Qualifications of Graduates

Upon successful completion of this course, graduates may teach and evaluate instructor level courses for all approved levels.

4.3 Who May Teach

1. This workshop may only be taught by instructor trainer evaluators authorized by First Response International Training World Headquarters.

4.4 Student to Instructor Ratio

1. The Candidate to IT ratio is unlimited so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.

4.5 Student Prerequisites

1. Minimum age 21.
2. Provide proof of current instructor levels of all First Response Training International ratings.
3. Proof of certifying at least 10 individuals at provider level, with at least 5 of these certifications being either Adult and Child Emergency Care or Child Emergency Care.
4. Current International Training Instructor Trainers may apply for an IT upgrade upon meeting item 3 above.

4.6 Course Structure and Duration

Course Structure:

1. The instructor trainer program may be taught in conjunction with the instructor level training.

Duration:

1. The instructor trainer candidate must complete 10 hours under the direction and supervision of a First Response Training International Instructor Trainer Evaluator(s).

4.7 Administrative Requirements

Administrative Tasks:

1. All course fees must be paid in full.
2. Communicate the schedule and course content to the candidate(s).
3. Have the students:
 - a. Complete the First Response Training International Liability Release and Express Assumption of Risk Form.

Upon completion of the program the instructor trainer must:

1. Issue the appropriate First Response Training International instructor certification by submitting the *First Response Training Instructor Registration* Form to First Response Training International Headquarters or the proper regional office.

4.8 Training Materials

Required materials for the IT candidate:

1. First Response Training International Standards and Procedures.
2. First Response Training International Instructor materials as required.
3. First Response Training International Instructor Trainer Manual.

For the Instructor Trainer Evaluator:

1. First Response Training International Standard and Procedures.
2. First Response Training International Training Materials as required.
3. First Response Training International Instructor Trainer Manual.
4. First Response Training International IT evaluation form.
5. First Response Training International Instructor Trainer written exam.

4.9 Required Equipment

1. Manikins.
2. Oxygen units.

3. AED trainer unit when teaching courses that involve AED's.

4.10 Required Subject Areas

The following subjects must be covered during the instructor trainer program at the discretion of conducting staff:

1. Documentation required for Instructor courses.
2. How to conduct instructor courses, instructor evaluation.
3. Regional/Cultural factors/laws affecting dive professionals, i.e., State, Country.
4. Advanced Learning Techniques.
5. How Headquarters Determines Equivalency of Standards with other Agencies.

4.11 Required Skill Performance and Graduation Requirements

Candidates are required to successfully complete the following, using First Response Training International Material, where applicable:

1. Present, to instructor trainer quality, a minimum of:
 - a. One classroom presentation from a program they are requesting to teach.
 - b. One classroom demonstration from a program they are requesting to teach.
2. Evaluate a minimum of 1 classroom presentation.
3. Evaluate a minimum of 1 classroom demonstration.
4. Successfully pass the *First Response Training International Instructor Trainer* written exam with a minimum score of 80 percent, with 100 percent remediation by the conducting staff.
5. Show verification of staffing 1 complete First Response Training International instructor program.

5. International Training Crossover Course

5.1 Introduction

The course is designed to give professionals crossing over to any International Training professional certification – SDI, TDI, ERDI, PFI, First Response Training International - the necessary skills and knowledge to work with International Training. This program covers the minimum requirements for an administratively conducted professional crossover program. Certain courses, agencies or regions may require practical evaluations of performance as part of the crossover program. To see if a candidate requires any practical assessment, please contact the training department.

5.2 Qualifications of Graduates

Upon successful completion of this course, graduates may:

1. Conduct training courses and issue certifications for approved ratings and programs.

5.3 Who May Teach

1. An active Instructor Trainer or Course Director.
2. International Training-approved agency representative.
3. World HQ Training Department.

5.4 Student to Instructor Ratio.

Academic:

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.

Confined Water, if applicable:

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.

Open Water, if applicable:

1. Unlimited, so long as proper evaluation can be provided where open water evaluations are required.

5.5 Student Prerequisites

1. Have professional qualifications from an agency recognized by International Training. Contact the Training department for a list of approved agencies and courses.
2. Have no active quality assurance investigations or past quality assurance issues that prohibited teaching status or terminated membership. Quality assurance matters can be submitted to the HQ Training Department for review and consideration.

5.6 Course Structure and Duration

In-water execution; where required this course must be conducted either in confined water, open water, or both, at the instructor's discretion and in accordance with the required skill performance:

1. Crossovers requiring in-water evaluations must follow that course's evaluation requirements. Evaluations may only be conducted by active Instructor Trainers holding IT status for the level being evaluated.

Course Structure:

1. International Training allows instructors to structure courses according to the number of students participating and their skill level.

Duration:

1. The number of hours required depends on the number of candidates and levels crossing over.

5.7 Administrative Requirements

Administrative Tasks:

1. Collect the crossover fees from all candidates.
2. Ensure that the students have the required materials.
3. Ensure the candidates have been issued and completed the online familiarization course (if available in their language).
4. Communicate the schedule to the students.
5. Have the students complete the:
 - a. Applicable Crossover Application.
 - b. Waiver and Releases for any course requiring in-water evaluations.
 - c. Medical Release for any course requiring in-water evaluations.

Upon successful completion of the course the instructor must submit:

1. Crossover Application.
2. Crossover Checklist.
3. Copies of professional certification cards or printout of credentials from agency website.
4. Verification of professional Liability Insurance where applicable.
5. Printout of completed online familiarization course.
6. For levels requiring IT evaluation, an instructor registration form, signed by the evaluating IT.

5.8 Required Equipment

Equipment that is appropriate for level crossing over to when in-water evaluations are required. The following material is required:

1. Code for online professional familiarization course (if available in language/region).
2. Appropriate Divemaster, Assistant Instructor, or Instructor materials.
3. Crossover Checklist.
4. Appropriate Crossover Application.

The following material is available and recommended:

1. Crossover/Familiarization PowerPoint.

5.9 Required Subject Areas

The following topics must be covered during this course:

1. Administrative requirements and crossover packages.
2. History of International Training:
 - a. TDI.
 - b. SDI.
 - c. ERDI.
 - d. First Response Training International.
 - e. PFI.
3. Global representation:
 - a. Regional Offices.
 - b. Local Sales Managers.
4. Technical Diving International:

- a. Standards and procedures.
5. Scuba Diving International:
 - a. Standards and procedures.
6. Emergency Response Diving International:
 - a. Standards and procedures.
7. First Response Training International:
 - a. Standards and procedures.
8. Performance Freediving International:
 - a. Standards and procedures.
9. Risk management:
 - a. Waivers and Releases.
 - b. Medical requirements.
 - c. Insurance requirements.
10. Marketing with International Training:
11. Marketing resources.
12. Content development.
13. International Trainings services and benefits:
14. Website tools:
15. Accessing standards.
16. Registering Professional-level qualifications and Upgrades.
17. Registering divers.
18. Renewing membership.
19. Instructor resources.
20. Purchasing student materials.
21. Teaching aids.
22. International Training's Pledge to you.

5.10 Required Skill Performance and Graduation Requirements

For certain certifications crossing over, candidates are required to successfully complete certain in-water skills and other performance requirements. These can

be found in the instructor course standards in the Skill Performance and Graduation Requirements section.

In order to complete the crossover, candidates must:

1. Demonstrate mature and sound judgment and a thorough understanding of working with International Training.
2. The crossover is not complete until the HQ Training Department has reviewed all documents and the candidate has received their member number and proof of qualifications.