

**Instructor Requirements**  
**Trench Rescue Operations I & II**

Name: \_\_\_\_\_

**Please indicate the position(s) you are applying for:**

- General Instructor
- Lead Instructor

Specialty Instructor

- Safety Instructor
- Logistician

**General Instructor Criteria:**

- Must be a current member of a “Type I” State or Federal Urban Search & Rescue Team with a minimum of three years of continuous service
- Must be a certified instructor (New Jersey Division of Fire Safety Instructor or equivalent)
- Must have certificate of completion in Structural Collapse Technician course
- Must have a certificate of completion in Confined Space Operations course
- Must have a certificate of completion in Advanced Trench Rescue Operations course
- Must have a minimum of three years of experience in instruction of Trench Rescue Operations or have observed 80 hours of NJ-TF1 Trench Rescue Operations Course

**Lead Instructor Criteria:**

- Must meet all requirements for General Instructor as listed above
- Must have a certificate of completion in FEMA or National Fire Academy Safety Officer course or equivalent
- Must have a minimum of three years of experience as a lead instructor or hold Train the Trainer Certification for Trench Rescue Operations
- Must have a certificate of completion in Trench Rescue Technician course
- Must have a certificate of completion in Trench Rescue Competent Persons course

**Specialty Instructor Criteria:**

Safety Instructor Criteria:

- Completion of FEMA, National Fire Academy, or equivalent Safety Officer course

Logistician Criteria:

- Completion of FEMA or equivalent Logistics Specialist course



## **PROOF OF QUALIFICATIONS:**

### General Instructor Proof of Qualifications:

- Copy of State or Federal USAR Team membership card
- Affirmation of 3 years of continuous service on State or Federal USAR Team (Attachment 1)
- Instructor certificate issued by the NJ Division of Fire Safety or equivalent
- Structural Collapse Technician course certificate
- Confined Space Operations course certificate
- Advanced Trench Rescue Operations course certificate
- Affirmation of 3 years of experience in instruction of Trench Rescue Operations (Attachment 5) or submission by primary taskforce leader affirming the applicant has observed 80 hours of NJ-TF1 Trench Rescue Operations

### Lead Instructor Proof of Qualifications:

- Copy of State or Federal USAR Team membership card
- Affirmation of 3 years of continuous service on State or Federal USAR Team (Attachment 1)
- Instructor certificate issued by the NJ Division of Fire Safety or equivalent
- Structural Collapse Technician course certificate
- Confined Space Operations course certificate
- Advanced Trench Rescue Operations course certificate
- Affirmation of 3 years of experience in instruction of Trench Rescue Operations (Attachment 5) or submission by primary taskforce leader affirming the applicant has observed 80 hours of NJ-TF1 Trench Rescue Operations
- FEMA, National Fire Academy, or equivalent Safety Officer course certificate
- Affirmation of a minimum of 3 years of experience as a lead instructor (Attachment 6) or Train the Trainer Certificate for Trench Rescue Operations
- Trench Rescue Technician course certificate
- Trench Rescue Competent Persons course certificate

### Safety Instructor Proof of Qualifications:

- FEMA, National Fire Academy, or equivalent Safety Officer course certificate

### Logistician Proof of Qualifications:

- FEMA or equivalent Logistics Specialist course certificate

## **ADDITIONAL SUBMISSIONS:**

All applicants are required to submit the following:

- Resume
- Three professional references (Attachment 4)



**Attachment 1**  
**Affirmation of Service on State or Federal Urban Search and Rescue Team**

Applicants must demonstrate that they are a current member of a “Type I” State or Federal Urban Search and Rescue Team with a minimum of three years of continuous service.

**New Jersey Applicants** – Complete this form and include it with your application materials.

**Applicants outside of New Jersey** – Have your primary task force leader or designated appointee complete this form and include it with your application materials.

**All Applicants:**

Applicant Name \_\_\_\_\_

Applicant Title \_\_\_\_\_

Organization Served \_\_\_\_\_

Dates Served \_\_\_\_\_

**New Jersey Applicants:**

I certify that I am a current and active member of a “Type I” State or Federal Urban Search & Rescue Team and have a minimum of three years of continuous service.

Applicant Signature/Date \_\_\_\_\_

**Applicants outside of New Jersey:**

I certify that the applicant identified above is a current and active member of a “Type I” State or Federal Urban Search & Rescue Team and has a minimum of three years of continuous service.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Signature/Date \_\_\_\_\_

Phone/E-mail \_\_\_\_\_



**Attachment 4**  
**Professional References**

**Applicant Information**

Name \_\_\_\_\_

Phone & E-mail \_\_\_\_\_

**Reference #1**

Name and Title \_\_\_\_\_

Organization/Company \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

**Reference #2**

Name and Title \_\_\_\_\_

Organization/Company \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Phone/E-mail \_\_\_\_\_

**Reference #3**

Name and Title \_\_\_\_\_

Organization/Company \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Phone/E-mail \_\_\_\_\_



**Attachment 5**  
**Proof of Three Years of Experience in Instruction of Trench Rescue Operations**

**Applicant Information**

Name \_\_\_\_\_

Phone & E-mail \_\_\_\_\_

Signature/Date \_\_\_\_\_

**Course Information**

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_



**Attachment 6**  
**Proof of Three Years of Experience in Lead Instruction**

**Applicant Information**

Name \_\_\_\_\_

Phone & E-mail \_\_\_\_\_

Signature/Date \_\_\_\_\_

**Course Information**

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

Course Name \_\_\_\_\_

Dates \_\_\_\_\_

Location \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_

