



RISC LE & FF requirements and process:

RISC LE- Instructor:

- Minimum 2 Years Training or Instructing Experience
 - INSTRUCTOR EXPERIENCE is defined as:
 - Following an agenda
 - Stating goals and objectives
 - Facilitating learning using established lesson plans and engagement modules
 - Administering and interpreting assessments
- Minimum 2 Years Law Enforcement or Railroad Experience
 - MUST NOT be more than three years removed from either Law Enforcement or Railroad Experience.
- If no Law Enforcement or Railroad Experience:
 - Must have Instructor experience.
 - Must have a recommendation letter of support from OL State Coordinator (uploaded to online Instructor Application) *If applicant is a State Coordinator, must have letter of support from State Coordinator Regional Representative.*
 - Must provide work resume that highlights instructor experience (uploaded to online Instructor Application)

Instructors approved using this requirement **must co-instruct with a Law Enforcement or Railroad Instructor*

All accepted Applicants will:

- Attend and successfully complete a multi-day Instructor Course to include ten-minute teach back lesson.
- Complete online Operation Lifesaver Authorized Volunteer (OLAV) online training session

Special Considerations for RISC Instructors

*In some cases, instructor applicants may be eligible to teach cross-curricular: Law Enforcement Instructors may be designated as **hybrid instructors**, those who can teach both RISC for Firefighter and RISC for Law Enforcement. When needed and where appropriate, the RISC Consultant will make this designation for those applicants with a background in both law enforcement and railroad (example: railroad police) Training is conducted:*

1. *During a RISC LE Class (as an additional module)*
OR
2. *After a class via webinar (scheduled and offered as needed with approval of RISC Instructor and OLI staff). These webinars are held on a case-by-case basis and will only be offered to those with prior approval.*

RISC FF-Instructor:

- Minimum 2 Years Training or Instructing Experience
 - INSTRUCTOR EXPERIENCE is defined as:
 - Following an agenda
 - Stating goals and objectives
 - Facilitating learning through the use of established lesson plans and engagement modules
 - Administering and interpreting assessments
- Minimum 3 Years Career Firefighter *or* 5 Years Volunteer Firefighter *or* 2 Years of Railroad Experience
 - MUST NOT be more than three years removed from either Firefighter or Railroad Experience
- If no Firefighting or Railroad Experience:
 - Must have Instructor experience.
 - MUST have a recommendation letter of support from OLI State Coordinator (uploaded to online Instructor Application) *If applicant is a State Coordinator, must have letter of support from State Coordinator Regional Representative (SCRR)*
 - Must provide work resume that highlights instructor experience (uploaded to online Instructor Application)

Instructors approved using this requirement **must co-instruct with a Law Enforcement or Railroad Instructor*

All accepted Applicants will:

- Attend and successfully complete a multi-day Instructor Course to include ten-minute teach back lesson.
- Complete online Operation Lifesaver Authorized Volunteer (OLAV) online training session

RISC LE INSTRUCTOR **TRAINER**:

- Must meet all the above requirements as a RISC LE Instructor
- Taught a minimum of 8 RISC classes with at least 2 as the lead instructor.
 - LEAD INSTRUCTOR is defined as the instructor responsible for coordinating the logistics of the class including:
 - Contact host organization/agency to confirm time, date, location, room set up and technical equipment. Responsible for contacting RISC Consultant and State Coordinator to review class details.
 - Outlining lesson plan for co-instructor
 - Orders materials and supplies from authorized OLI printer
 - Responsible for submitting report at oli.org and submitting evaluations and rosters to RISC Consultant, as well as following up with State Coordinator.
 - This must be during the 2 previous years (no older classes will count) of date of application.
 - Be willing to submit class rosters and evaluation sheets from previous courses taught.
- Attend and successfully complete a multi-day Instructor-Trainer course to include a 20-minute teach-back lesson.

**Those with no law enforcement or no railroad experience will not be considered applicants*

for Instructor-Trainers.

RISC FF INSTRUCTOR TRAINER:

- Must meet all above requirements as a RISC FF Instructor
- Taught a minimum of 8 RISC classes with at least 2 as the lead instructor.
 - LEAD INSTRUCTOR is defined as the instructor responsible for coordinating the logistics of the class including:
 - Contact host organization/agency to confirm time, date, location, room set up and technical equipment. Responsible for contacting RISC Consultant and State Coordinator to review class details.
 - Outlining lesson plan for co-instructor
 - Orders materials and supplies from authorized OLI printer
 - Responsible for submitting report at oli.org and submitting evaluations and rosters to RISC Consultant, as well as following up with State Coordinator.
 - This must be during the 2 previous years (no older classes will count) of date of application.
 - Be willing to submit class rosters and evaluation sheets from previous courses taught.
- Attend and successfully complete a multi-day Instructor-Trainer course to include a 20-minute teach-back lesson.

**Those with no firefighter or railroad experience will not be considered applicants for Instructor-Trainers.*

Process for applying to be an instructor.

1. Applicant reviews criteria and determines s/he is eligible.
2. Applicants fill out online application forms including support letters and resumes if required.
 - a. An email is sent to the RISC coordinator and members of the Application Review Committee (ARC). The application review committee reads the application, resume and letter of support.
 - b. An email is sent to the relevant State Coordinator (name of individual within their state) This is the time for a State Coordinator to comment and share their thoughts with the RISC Consultant
3. Once reviewed an applicant is either 1) declined or 2) accepted to attend a class.
 - a. Declined – criteria and/or concerns raised during ARC review.
 - b. Accepted to attend class – applicant attends class.
 - i. Outcome of class attendance is 1) full acceptance as instructor; 2) conditional acceptance as instructor and assigned mentor or 3) not accepted as instructor.
 - c. Once an applicant is approved, the State Coordinator will receive an automated email with the approved instructor's name as well as a confirmation email from the RISC Consultant

Process for leading a RISC LE or RISC FF (all modules and hours):

Classes can be scheduled in two ways:

1. Schedule by RISC Consultant
2. Schedule by RISC Instructor

If scheduled by RISC Consultant:

1. RISC Consultant emails SC of the state where the class is held and connects the SC with the instructor(s) who will lead the class.
2. The State Coordinator should acknowledge a class is offered in their state and confirm with RISC Consultant if they will attend the class to speak on behalf of OLI.
3. RISC instructor submits paperwork to the RISC Consultant (class roster, tests and evaluations)

If Scheduled by RISC Instructor:

1. Notify RISC Consultant of class (in advance—8 weeks lead time requested)
2. RISC Consultant emails SC of the state where the class is held and connects the SC with the instructor(s) who will lead the class.
3. State Coordinator should acknowledge a class is offered in their state and confirm with RISC Consultant if they will attend to speak on behalf of OLI.
4. RISC instructor submits paperwork to the RISC Consultant (class roster, tests and evaluations)