



National Cave Rescue Commission

of the
National Speleological Society
On the Web at NCRC.info

Education Committee

Dear Potential IQ Student:

The NCRC Education Committee and Board of Regional Coordinators are planning on offering an Instructor Qualification (IQ) class at the upcoming National Seminar. However, they reserve the right to change this decision at any time. We have found that this class works best with 5 or 6 students. Therefore we reserve the right to cancel a class in any year that at least 5 excellent candidates are not selected and able to attend.

NCRC Students who have successfully completed Level 3 within the last four years are eligible to apply for the IQ level each year until their four year window closes. Level 3 graduates who have also taken our new TOFE class can have their eligibility extended to four years since taking either Level 3 or TOFE last and we encourage any student interested in becoming an instructor to come back often as a Level 3 or TOFE student and apply more than once if not accepted to any given year's IQ class.

The IQ course is designed to enhance your instructional skills and to provide you with a thorough review of NCRC curricula, policy, and procedures. The course is offered for the sole purpose of developing highly skilled and effective instructors for the NCRC. Enrollment in the IQ course will be limited to persons deemed most likely to become excellent and active NCRC Instructors.

If accepted into the IQ course, you will be expected to demonstrate retention of your Level 2 and 3 exit skills early in the week of the seminar.

The IQ course most years will begin at 9:00 AM on the Friday, prior to the start of a Weeklong National Seminar with participation in the Instructor's Curriculum Review. Formal classes will begin at 8:00 AM on Saturday the first day of the National Seminar.

Participants will receive instruction in educational methods and spend significant time studying, presenting, and observing NCRC curriculum. To complete the course, candidates will be required to demonstrate proficiency in teaching and a detailed knowledge of NCRC curriculum and policies, and pass both skills and written tests.

Please note that much of the NCRC classroom curricula are now in PowerPoint format. You are required to bring a laptop computer to use during the seminar. If you are not comfortable with PowerPoint presentations it would be a good idea to become familiar with the technology before the seminar.

To complete your application, please email the following items in a single zip file to iq@ncrc.info.

In order to be eligible for this IQ course you must send your application package in electronic form iq@ncrc.info by **October 15**, of the calendar preceding the next IQ class. Your application must include the following:

Concise Resume (Application): This must include information about caving experience, rescue experience, medical qualifications, teaching experience, incident management experience, communications experience, and any other skills you would bring to NCRC. A document in Word format is recommended, but not required.

Recent Picture of Yourself: This picture must be a recent picture, in electronic form, that allows us to easily identify you—not a picture of yourself in a cave.

Other supporting materials include the following:

Letter of Support from a Regional Coordinator: You are responsible for obtaining a letter of support from your regional coordinator. They may send this letter directly to iq@ncrc.info or you may include it in your application if they wish to share it with you. Letters/emails from your Regional Coordinator will remain confidential once we receive them. The author of the letter is free to share the contents with you before that point.

History of NCRC Participation: We keep detailed records of your history of NCRC participation, but sometimes there is a time lag between the end of a seminar and when we receive the seminar data. Please email IQ@ncrc.info if you have participated in a recent NCRC seminar and think that we might not yet have received evidence of your participation.

Skills Sheets, Exams, and Evaluations: Your skills sheets, exams, and Evaluations from previous levels will also be taken into consideration. Because we should have this information in your file, you do not need to worry about sending copies of this material.

Only applications received by the **October 15** deadline will be considered for the immediately following years' IQ class. The Education Committee will review the applications that meet the deadline and choose the IQ students at the Education Committee meeting in November. Information about the next NCRC National Seminar can be found at www.ncrc.info, under upcoming training.

If you are accepted for this year's IQ seminar you will be notified by December 31. Please do not attempt to register using the student registration form on the web site or in the brochure. We will send you registration information designed especially for IQ students and their guests. You must register no later than February 28 using our online registration process and a special code for approved IQ students that we will supply in your acceptance letter.

Guests such as family members who will not participate in the seminar, but wish to participate in the meal plan must also register online.

If you are not accepted for any given years' seminar you are free to reapply for up to four years from when you completed Level 3. We will keep your application on file, in case you choose to reapply at a later date. If you have questions about this process, please feel free to contact the Education Committee. You can also contact the IQ review team committee staff at IQ@ncrc.info.

Yours truly,

NCRC Education Committee