



Web: ncrc.info

National Cave Rescue Commission

of the
National Speleological Society

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Dear Potential IQ Student:

The NCRC Education Board and Board of Regional Coordinators are considering offering an Instructor Qualification (IQ) class that may be offered at the upcoming National seminar to be held at Stalker Elementary School in Bedford, IN on June 13-20, 2009. The class will be offered if a sufficient number of qualified students are accepted this year. You are receiving this letter because you are one of the 52 people who have successfully completed Level 3 within the last four years, and are therefore eligible to apply for the IQ level.

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 Instructors.

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

The IQ course will begin at 9:00 AM on Friday, June 12, 2009 with participation in the Instructor's Curriculum Review. Formal classes will begin at 8:00 AM on Saturday, June 13, 2009.

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 most of the NCRC curricula are now in PowerPoint format. We strongly encourage you 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.

The NCRC Education Board is moving as much paperwork as possible to electronic form. As part of this effort, the new IQ application is an electronic form that must be submitted via email. If you are unable to submit the form electronically I will be glad to help.

In order to be eligible for this IQ course you must send your application package in electronic form to me by **Monday, October 27, 2008**. Your application must include the following:

Concise Resume (“Submit-by-Email” 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.

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: If you apply for a position in the IQ class I will ask your Regional Coordinator for a letter of support for you. In previous years the applicants have been responsible for this, but we are attempting to make the application process less difficult, so you no longer have to worry about getting recommendations. It is imperative, however, that you get to know your Regional Coordinator before I ask them to write a recommendation for you. Applications have been rejected in the past because Regional Coordinators did not know an applicant well enough to recommend them. Letters/emails from your Regional Coordinator will remain confidential once I receive them. The author of the letter is free to share the contents with you before that point.

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

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

Only applications received by the **Monday, October 27, 2008** deadline will be considered. The Education Board will review the applications that meet the deadline and choose the IQ students at the Education Committee meeting on November 22, 2008.

Information about the seminar can be found at ncrc.info, and in the attached brochure.

If you are accepted for this year's IQ seminar you will be notified by December 1, 2008. Please do not attempt to register using the student registration form on the web site or in the brochure. I will send you a registration form designed especially for IQ students and their guests. You must register no later than April 15, 2009. It will be your responsibility to contact Jo Ellen Kimmel, the 2009 Seminar Registrar, (phone: 765-346-1722, email: kimmeljo@att.net), to register for the seminar.

Guests such as family members who will not participate in the seminar, but wish to participate in the meal plan must also register with Jo Ellen by April 15, 2009 by submitting the form for students and their guests. Each extra meal plan will cost \$175.00.

If you are not accepted for this years' seminar you are free to reapply for up to four years from when you completed Level 3. I 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 me. You can also contact Steve Hudson (Training Coordinator) at training@ncrc.info.

Sincerely,

A handwritten signature in cursive script that reads "Tricia".

Tricia Daugherty Database Manager

PFD/pfd Enclosures