



INFORMATION BULLETIN

Instructor Trainee Task Books

Issued: October 2022

OVERVIEW

State Fire Training (SFT) requires the completion of an Instructor Trainee Task Book as part of the process to become a Primary Registered Instructor to teach specific Fire Service Training and Education Program (FSTEP) courses. This Information Bulletin provides clarification on the requirements of an Instructor Trainee Task Book and the number of instructor trainees that may be signed off during one course.

EVALUATORS

An Evaluator for an Instructor Task Book is the Primary or Senior Instructor assigned to the course that verifies that the Instructor Trainee can satisfactorily execute a job performance requirement (JPR). The Instructor Trainee shall not serve as an Assistant Instructor during the same course. The 2022 SFT Procedures Manual update has been further modified to include verbiage regarding number of trainees that may be signed off during one course with clarified regulatory text.

A Registered Primary Instructor evaluates Instructor Trainees seeking Primary Instructor status and signs off on trainee task books.

1. A single Registered Primary Instructor shall sign for no more than two (2) Trainees per course code.
 - i. JPRs shall not be duplicated or overlap between Trainees
 - ii. Exception:
 1. If approved by SFT, Registered Primary Instructors may sign for additional Trainees during a modular delivery
2. Only those Registered Primary Instructors assigned to the approved course may sign trainee task books

CONTACT

For any questions regarding the submission of Instructor Task Books, contact Frank Vue, SFT Instructor Registrar at frank.vue@fire.ca.gov.

Procedure Changes

Edition: May 2022 edition of the *State Fire Training Procedures Manual*

Effective Date: Month, ##, 2023 (*anticipated*)

Section Changes: Update to proposed sections:

- **6.2: Primary Instructor**
- **6.3: Senior Instructor**
- **6.5: Instructor Trainee**

Justification: The *SFT Procedures Manual* has been updated to include verbiage regarding to the Instructor Trainee processes, providing clarified regulatory text.

SFT Contact: SFT Staff assigned to Instructor Registration.

Note: Using the May 2022 edition of the *State Fire Training Procedures Manual*:

- Update to proposed Section 6.2: Primary Instructor
 - 6.2.7.4(B)
- Update to proposed Section 6.3: Senior Instructor
 - 6.3.6.3(B)(4)
- Update to proposed Section 6.5: Instructor Trainee
 - 6.5.1(C)

6.2: PRIMARY INSTRUCTOR

6.2.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking Primary Instructor registration with State Fire Training (SFT). Additional qualifications and specific requirements to teach specific courses are listed in **6.7: Instructional Disciplines**.

6.2.1.1: Course Work

- A. Has successfully completed ~~passed~~ the SFT course ~~he or she is~~ they are applying to teach
- B. In cases where an individual has not completed the SFT course ~~he or she~~ they wishes to teach, ~~he or she~~ they may attempt to qualify through the Peer Assessment for Instructor Equivalency (PACE ~~II~~) process.
- ~~1. See 2.2: Peer Assessment for Instructor Equivalency (PACE II) Committee.~~
1. See **6.2.6: Instructor Equivalency (PACE ~~II~~) Process**.

6.2.1.2: Instructor Requirements

- A. Has completed SFT's Regional Registered Instructor Orientation (RIO) within the previous twenty-four (24) months
- B. Has completed SFT's Ethical Leadership in the Classroom or Ethical Leadership for Instructors course and signed the SFT Instructor Code of Ethics/Conduct (See **12.5: Instructor Code of Ethics/Conduct**.)
- C. Has fulfilled the following instructor training qualifications:
1. Certified SFT Fire and Emergency Services Instructor 2, Certified SFT Instructor I, Certified SFT Training Instructor I, or Certified SFT Fire Instructor I
 - ~~2. Certified SFT Instructor II or Certified SFT Fire Instructor II or SFT Fire and Emergency Services Instructor 2~~

6.2.1.3: Professional Experience

- A. Meets the experience requirement for the course ~~he or she is~~ they are applying to teach (See **6.7: Instructional Disciplines**.)
1. Performing in an "acting" capacity does not qualify.

6.2.2: REGISTRATION

- A. Primary Instructors shall be registered with SFT.
- B. SFT shall verify that a Primary Instructor applicant meets the qualifications.

6.2.3: APPLICATION PROCESS

- A. The applicant shall submit a complete application package to SFT for review.
 - 1. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.
 - 2. A Fire Chief or Unit Chief cannot self-certify. All supporting documentation submitted by a Fire Chief or Unit Chief (including CAL FIRE Unit Chiefs) must be signed off by his or her their supervisor or superior.
 - 3. SFT does not accept electronic or stamped signatures on instructor application documents.
- B. A complete application package shall include all of the following:
 - 1. A signed and dated current Instructor Registration Application (See **12.4: Instructor Registration Application**.)
 - i. Note: The Instructor Registration Application may contain a maximum of three (3) course registrations. Additional course registrations require a separate application and instructor registration fee.
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to his or her their teaching experience and his or her experience expertise (See **4.1: Letters of Verification**.)
 - 3. A copy of Instructor Trainee Task Book (when applicable), signed off by a Primary or Senior Instructor as designated by discipline
 - 4. The nonrefundable Instructor Registration payment (payable to CAL FIRE – State Fire Training)
- C. Additional classes may be added to a Registered Instructor's list of registered classes by completing these steps above:
 - 1. A signed and dated current Instructor Application (See **12.4: Instructor Application**.)
 - 2. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to his or her teaching experience and his or her experience (See **4.1: Letters of Verification**.)
 - 3. A copy of Instructor Trainee Task Book (when applicable), signed off by a Primary or Senior Instructor as designated by discipline
- D. Submit the complete application package to:
State Fire Training

Instructor Registration

P.O. Box 944246

Sacramento, CA 94244-2460

6.2.4: APPLICATION REVIEW

- A. SFT staff shall review instructor applications as they are received.
- B. SFT shall determine whether to approve, return as incomplete, or deny each application.

6.2.4.1: Approved

- A. If SFT approves the application, SFT shall **mail provide a letter notification** confirming instructor registration to the applicant and record the applicant as a Registered Primary Instructor.

6.2.4.2: Incomplete

- A. If the application is incomplete (not all required **supporting** documentation has been submitted, **non-approved signatures**), SFT shall **notify the applicant send the applicant a checklist indicating the missing documents regarding what was determined to be incomplete.**
- B. Applicants must submit all **missing incomplete** documentation within **one year ninety (90) days** of the date **of notification identified on the checklist**. A copy of the checklist must accompany the submitted missing documentation.
 - 1. Applicants who do not complete their application within the ninety (90) day timeframe are required to submit a new application and fees, meeting any additional requirements in place for instructor registration at that time.

- C. **If on resubmittal, the package is still incomplete the application will be denied.**

6.2.4.3: Denied

- A. **SFT denies applications that do not meet the Course Work, Instructor Requirements, or Professional Experience or has not submitted a verification letter.**
- B. **SFT denies incomplete applications that have been resubmitted and are still deficient.**

- C. If SFT denies the application, SFT shall ~~mail a letter~~ **notify the applicant and** identifying the reasons for denial to the applicant. The letter notification shall also provide information on the appeals process.
1. See **6.2.5: Instructor Registration Appeals Process**.

6.2.5: INSTRUCTOR REGISTRATION APPEALS PROCESS

- A. Individuals shall make appeals in writing to the ~~Supervising Deputy State Fire Marshal~~ **Chief of State Fire Training** within ~~thirty (30)~~ **thirty (30)** days of the date on a denial notification letter.
- B. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
- C. The ~~Supervising Deputy State Fire Marshal~~ **Chief of State Fire Training** shall review the appeal and render his or her their decision in writing.
1. The Supervising Deputy State Fire Marshal ~~Chief of State Fire Training~~ may, at his or her their discretion, use a workgroup of the individual's peers to review the appeal and provide a recommendation.
- D. The individual may appeal the decision by writing to the ~~Chief of State Fire Training~~ **Assistant State Fire Marshal** within ~~thirty (30)~~ **thirty (30)** days of the date on the ~~Supervising Deputy State Fire Marshal's~~ **Chief of State Fire Training** written decision.
1. This appeal must also contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation, and the desired outcome.
 2. The ~~Chief of State Fire Training~~ **State Fire Marshal** shall review the appeal and render a decision. The decision of the ~~Chief of State Fire Training~~ **State Fire Marshal** is final.
- E. If the individual chooses to continue the registration application process after receiving SFT's appeal decision, ~~his or her~~ **they has have one year** ~~thirty (30) days~~ from the date on the initial SFT denial letter appeal decision to meet the requirements using his or her their existing application.
- F. If the applicant chooses to meet the requirements and complete the application process, the timeframes stated in **6.2.3: Application Process** are reinstated.

6.2.6: INSTRUCTOR RECIPROCITY EQUIVALENCY (Formerly PACE 2H) PROCESS

6.2.6.1: Purpose

- A. SFT provides an alternative method to qualify fire service personnel to teach specific

courses when the applicant has not completed the course ~~his or her~~ they wishes to teach.

~~1. This excludes any courses where task book completion is required as a component of instructor registration.~~

B. Applicants must demonstrate that they have met 80% of all enabling learning objectives listed in the course plan for the course they are seeking reciprocity.

6.2.6.2: Application

A. To pursue Instructor Equivalency/Reciprocity, the applicant shall submit the following items to SFT:

1. ~~A completed SFT Fee Schedule (indicating Instructor Equivalency and course equivalencies desired)~~ A completed Instructor Reciprocity Application
2. A nonrefundable Instructor Equivalency/Instructor Reciprocity fee per equivalency each course requested
3. A justification cover letter that includes:
 - i. A request for Instructor Equivalency/Reciprocity review
 - ii. A list of courses for which ~~his or her~~ they are seeking equivalency reciprocity
 - iii. Complete justification for the request
4. A verification letter signed by the Fire Chief, college administrator, or their authorized designees, describing the applicant's specific background as it relates to their teaching experience and expertise
5. Copies of all relevant course records, certificates, resumes, and any other required documents to demonstrate that they have met 80% of all enabling learning objectives listed in the course plan.

B. SFT shall acknowledge receipt of the application.

6.2.6.3: SFT Review

A. SFT shall review the application.

1. Upon receipt, SFT shall assign the Instructor Equivalency/Reciprocity Application to an SFT staff member associated with the certification or courses up for to be reviewed.
2. The SFT staff member shall review the packet and make a recommendation with written justification to approve or deny the request.
3. The SFT Supervising Deputy State Fire Marshal will review the recommendation.

B. Approved Applications

1. SFT shall formally document the course approval in the applicant's record.
2. SFT shall notify the applicant in writing confirming the applicant's experience as equivalent to having completed the course.

C. Incomplete Applications

1. If the application is incomplete, SFT shall notify the applicant in writing and identify the missing documents **or deficiencies**.
2. Applicants must submit all missing documentation within one year ninety (90) days of the date identified on the notification.

D. Denied Applications

1. If SFT denies the request, the applicant may appeal the decision (See **6.2.6.4: Instructor **Equivalency Reciprocity** Appeals Process**.)

6.2.6.4: Instructor **Equivalency Reciprocity Appeals Process**

- A. To appeal a denied Instructor **Equivalency Reciprocity** request, the applicant may appeal to the **SFT** Supervising Deputy State Fire Marshal in writing within **thirty (30)** days of the date on the denial letter.
- B. The appeal request must, at a minimum, include an explanation of the appeal, **all of the documentation submitted for the initial Instructor Equivalency application**, and a stated desired outcome.
- C. The **SFT** Supervising Deputy State Fire Marshal will notify the PACE **H2 e**Committee **e**Chair and the **e**Committee will review the appeal at the next quarterly PACE **H2** committee meeting.
- D. The PACE **H2 e**Committee shall review the applicant's request.
 1. The **e**Committee may contact the applicant to address questions.
 2. The **e**Committee may require the applicant to participate in a phone or in-person interview to address any unresolved concerns.
 3. Applicants are responsible for their own costs related to attendance, travel, and miscellaneous expenses.
- E. SFT shall notify the applicant in writing of the **e**Committee's decision.
 1. The **e**Committee's decision is final.

6.2.7: RESPONSIBILITIES

6.2.7.1: Ethical Conduct

- A. A Registered Primary Instructor shall abide by the SFT Instructor Code of Ethics/Conduct.
 - 1. See **12.5: Instructor Code of Ethics/Conduct**.

6.2.7.2: Course Delivery

- A. A Registered Primary Instructor shall administer all California Fire Service Training and Education System (CFSTES) and Fire Service Training and Education Program (FSTEP) courses in accordance with SFT procedures.
 - 1. See **5.1: Course Delivery**.

6.2.7.3: Teaching Time

- A. A Registered Primary Instructor shall teach at least 50% of each course.

6.2.7.4: Supervision

- A. The Registered Primary Instructor manages and oversees an Assistant Instructor's course participation.
 - 1. The Registered Primary Instructor does not have to be present but shall remain accessible when an Assistant Instructor is teaching.

B. A Registered Primary Instructor evaluates Instructor Trainees seeking Primary Instructor status and signs off on trainee task books.

- 1. A single Registered Primary Instructor shall sign for no more than two (2) Trainees per course code.
 - i. JPRs shall not be duplicated or overlap between Trainees
 - ii. Exception:
 - 1. If approved by SFT, Registered Primary Instructors may sign for additional Trainees during a modular delivery
 - 2. Only those Registered Primary Instructors assigned to the approved course may sign trainee task books
- C. The Registered Primary Instructor directly supervises a Guest Lecturer's course participation.
 - 1. The Registered Primary Instructor attends and monitors any presentations given by a Guest Lecturer.

D. The Registered Primary Instructor directly supervises a Skills Coach's course participation.

- 2. **The Registered Primary Instructor monitors any psychomotor training given by a Skills Coach.**

6.2.8: MAINTAINING PRIMARY INSTRUCTOR OF RECORD STATUS

- A. In order to maintain his or her registered status, a Registered Primary Instructor must: See [4.7: Maintaining Instructor and Evaluator Status](#).
1. Abide by all published SFT procedures
 2. Submit any change of personal or professional contact information to SFT
 3. Attend any SFT-required update courses

6.2.9: ACCOUNTABILITY AND QUALITY IMPROVEMENT

6.2.9.1: Evaluation

- A. Student Evaluations
1. Students have an opportunity to evaluate every CFSTES and FSTEP course.
 - ii. There is a permanent URL on the SFT website available to all students for providing course feedback.
 - iii. The survey requests voluntary contact information in the event a student wishes to be contacted by SFT.
 2. SFT shall review electronic student evaluations.
 - i. SFT staff shall review evaluations on a periodic basis and contact anyone requesting follow up.
 3. A Registered Instructor can request student responses by submitting a Class Feedback request form to SFT.
 - i. SFT usually responds to requests within seven (7) business days.
 - ii. SFT sends the Registered Instructor a PDF of student responses with the students' contact information removed.
 4. Evaluations are filed and used to identify trends in, and continuity of, a Registered Instructor's courses.
 - i. Problems or negative trends are noted and may generate an instructor investigation or field audit.
 - ii. Positive evaluations are noted and may be recognized as SFT deems appropriate.
- B. Complaints
1. Anonymous complaints will not be accepted.
 2. Comments and complaints must be submitted in writing. SFT shall not act on verbal comments or complaints.
 3. Written comments and complaints may generate an instructor investigation or field audit.
- C. SFT Field Audits

1. SFT staff may audit CFSTES and FSTEP courses. Field audits increase accessibility between SFT staff, Registered Instructors, students, and Training Coordinators statewide and should not be construed as negative contact.
2. SFT generally conducts field audits for any of the following reasons:
 - i. Random audits for quality control
 - ii. Complaint follow-up
 - iii. Student evaluation follow-up

6.2.9.2: Corrective Action

A. Corrective action may be necessary to ensure that a Registered Instructor complies with SFT procedures.

~~B. SFT recognizes that corrective action can have far reaching impacts. Therefore, SFT affords Registered Instructors undergoing corrective action the rights and privileges normally established through an administrative hearing, including the right to appeal.~~

~~C. SFT undertakes three levels of corrective action:~~

1. Remedial action
2. Suspension
3. Registration revocation

~~D.B.~~ Remedial Action

1. Corrective Direction~~comment~~:
 - i. SFT shall address the concern through personal contact, either by phone or in person.
2. Written Direction~~comment~~:
 - i. SFT shall document the procedure violation or infraction in the Registered Instructor's file.
 - ii. Multiple written comments may lead to suspension or revocation.

~~E.C.~~ Suspension

1. SFT bases suspension on documented evidence of regulatory or procedureprocedural violation or flagrant misbehavior associated with conducting an SFT course.
2. The Chief of State Fire Training Supervising Deputy State Fire Marshal shall determine whether or not a Registered Instructor shall be suspended and what actions he or she they must undertake for reinstatement.
3. SFT may enact immediate suspension if SFT believes determines that a Registered Instructor has threatened or violated public safety.
 - i. Under these circumstances, the Registered Instructor shall immediately cease all instructional activities.

~~4. The Registered Instructor has the option to appeal any suspension. (See 6.2.9.3: Appeals Process.)~~

F.D. Revocation of Registration

1. SFT bases ~~the revocation of a~~ Registered Instructor ~~registration revocation~~ on documented evidence of a regulatory or procedure procedural violation or gross negligence associated with conducting an SFT course.
2. The Chief of State Fire Training Supervising Deputy State Fire Marshal shall determine whether ~~or not~~ a Registered Instructor's teaching privileges shall be revoked.
3. SFT may enact immediate ~~registration~~ revocation if SFT ~~believes~~ determines that a Registered Instructor has threatened or violated public safety.
 - ii. Under these circumstances, the Registered Instructor shall immediately cease all instructional activities.

~~4. The Registered Instructor has the option to appeal a revocation. (See 6.2.9.3: Appeals Process.)~~

6.2.9.3: Appeals Process

~~A. Assistant State Fire Marshal~~ See Title 19, California Code of Regulations, Section § 1990.09.
Appeals Process.

1. The Registered Instructor shall submit a written appeal to reverse the action to the ~~Assistant State Fire Marshal within 60 days of receiving the notice of suspension or~~ revocation.
 - i. The appeal should include all evidence necessary to support reversing the action.
2. The Assistant State Fire Marshal shall review the evidence and notify the Registered ~~Instructor in writing of the decision to uphold, modify, or withdraw the action within~~ 45 days.
 - i. The letter shall state the effective date of the decision and identify the next ~~level of appeal.~~

~~B. Statewide Education and Training Committee (STEAC)~~

1. To appeal the Assistant State Fire Marshal's decision, the Registered Instructor may ~~submit in writing all evidence to support reversing the suspension or revocation~~ action to STEAC within 60 days of receiving the Assistant State Fire Marshal's decision.
 - i. ~~This request shall be added to the agenda for the next regularly scheduled STEAC meeting.~~
 - ii. ~~STEAC shall review the evidence and notify the Registered Instructor in writing of the decision to uphold, modify, or withdraw the action along with the next level of the appeal process within 45 days of its decision.~~

C. State Fire Marshal

1. To appeal STEAC's decision, the Registered Instructor may submit in writing all evidence to support reversing the suspension or revocation action to the State Fire Marshal within 60 days of being notified by STEAC of its decision.
 - i. The State Fire Marshal shall review the evidence and notify the Registered Instructor in writing of the decision to uphold, modify, or withdraw the action within 60 days of the date of appeal.
 - ii. The State Fire Marshal's decision is final.

6.2.9.4: Reinstatement

- A. SFT may reinstate an instructor as a Registered Instructor if he or she: See Title 19, California Code of Regulations, Section § 1990.09. Appeals Process.
1. Meets all terms of disciplinary action
 2. Reapplies for Primary Instructor registration
 3. Meets all current Registered Instructor requirements

6.3: SENIOR INSTRUCTOR

6.3.1: QUALIFICATIONS

- A. These qualifications apply to all individuals seeking Senior Instructor registration with State Fire Training (SFT). Additional qualifications and specific requirements to teach specific courses are listed in **6.7: Instructional Disciplines**.

6.3.1.1: Course Work

- A. Same as a Registered Primary Instructor
1. See **6.2.1.1: Course Work**.

6.3.1.2: Instructor Requirements

- A. Same as a Registered Primary Instructor
1. See **6.2.1.2: Instructor Requirements**.
- B. Has completed the task book for the course ~~he or she is~~ **they are** applying to teach
1. The applicant must complete the task book within two **(2)** years of starting it.
 2. The applicant must submit the task book for instructor registration within one (1) year of completing it.

6.3.1.3: Teaching Experience

- A. Is currently registered to teach the course as a Registered Primary Instructor in good standing
- B. Has taught the course as a Registered Primary Instructor for a specific number of times within a designated period of time
1. See discipline-specific instructor requirements in **6.7: Instructional Disciplines**.

6.3.1.4: Professional Experience

- A. Meets the experience requirement for the course ~~he or she is~~ **they are** applying to teach (See **6.7: Instructional Disciplines**.)
1. Performing in an “acting” capacity does not qualify an applicant.

6.3.2: REGISTRATION

- A. Senior Instructors shall be registered with SFT.

- B. SFT shall verify that a Senior Instructor applicant meets the qualifications.

6.3.3: APPLICATION PROCESS

- A. The applicant shall submit a signed and dated current Instructor **Registration** Application and **his or her** **their** completed task book to SFT for review.
- B. Any misrepresentation or falsification of information submitted shall be grounds for SFT to deny instructor registration.

6.3.4: APPLICATION REVIEW

- A. Same as a Registered Primary Instructor
 - 1. See **6.2.4: Application Review**.

6.3.5: APPEALS PROCESS

- A. Same as a Registered Primary Instructor.
 - 1. See **6.2.5: Instructor Registration Appeals Process**.

6.3.6: RESPONSIBILITIES

6.3.6.1: Ethical Conduct

- A. A Registered Senior Instructor shall abide by the SFT Instructor Code of Ethics/Conduct.
 - 1. See **12.5: Instructor Code of Ethics/Conduct**.

6.3.6.2: Course Delivery

- A. A Registered Senior Instructor shall administer all California Fire Service Training and Education System (CFSTES) and Fire Services Training and Education Program (FSTEP) courses in accordance with SFT procedures.
 - 1. See **5.1: Course Delivery**.

6.3.6.3: Supervision

- E. A Registered Senior Instructor supervises Registered Primary Instructor(s) for the entire course.

- F. A Registered Senior Instructor evaluates Instructor Trainees seeking Senior Instructor status and signs off on trainee task books.

3. One (1) Registered Senior Instructor may sign per approved course code.

4. There shall be no more than two (2) Trainees verified per course code.

5. JPRs shall not be duplicated or overlap between Trainees

6. Only those Registered Senior Instructors assigned to the approved course may sign trainee task books

6.3.6.4: Other

- A. In addition to the responsibilities common to all Registered Primary Instructors, Registered Senior Instructors are required to:

1. Develop sites and props (when required)
2. Conduct site inspections (when requested)
3. Ensure the safety of all participants and instructors

6.3.7: MAINTAINING SENIOR INSTRUCTOR STATUS

- A. Same as a Registered Primary Instructor

1. See **6.2.8: Maintaining Primary Instructor Status.**

6.3.8: ACCOUNTABILITY AND QUALITY IMPROVEMENT

- A. Same as a Registered Primary Instructor

1. See **6.2.9: Accountability and Quality Improvement.**

6.5: INSTRUCTOR TRAINEE

6.5.1: QUALIFICATIONS

- A. Has completed the course as a student
- B. Has expertise in the subject on which they intend to teach
- C. Has an initiated Instructor Trainee Task Book for the course in which they are participating
 - 1. The Instructor Trainee cannot serve as an Assistant Instructor during the same course

6.5.2: REGISTRATION

- A. State Fire Training (SFT) does not register Instructor Trainees.
- B. The Registered Primary Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Primary Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Course completion
 - 2. Documentation supporting expertise in the subject area

6.5.3: RESPONSIBILITIES

- A. Under supervision of the Registered Primary Instructor, an Instructor Trainee may teach only those topics for which they are qualified through education and experience.
- B. Instruction by Instructor Trainees can account for no more than 50% of a course.
- C. Instructor Trainee task books require a minimum of two (2) course deliveries.
 - 1. Some subject areas may require additional course deliveries.
- D. The Registered Primary Instructor must be present during all portions of course delivery conducted by the Instructor Trainee.
- E. The Instructor Trainee must comply with approval guidelines indicated in each task book.