

NOLS Professional Instructor Course

Application Packet

There is a separate application for other NOLS Instructor Courses.

We must receive the following in the admission office before we will review your application:

1. The Professional Instructor Course **Application Form** (pages 3 and 4)
2. \$65 non-refundable **Application Fee**, attached to your application form. (This fee will get you two reviews.)
3. Replies to the **Questionnaire** (page 2.), and a clear log of your professional wilderness trip leading experience, detailing 50+ weeks of field work.
4. Three **Letters of Recommendation** (pages 5-7.) under separate cover. **One must be from your primary supervisor at the program where the majority of your work in outdoor education has been done; one from any other supervisor of yours in outdoor education; and one from a co-worker.** We encourage you to follow up on these letters with their writers. *It is your responsibility to make sure they have been sent to us.* They can be faxed, mailed or emailed to our office.
5. A **Photocopy** of your Medical and CPR certifications.

When are applications due?

Applications for the PIC are reviewed in December and early January, although if spots on the roster are available, we will continue to enroll qualified participants on a rolling basis for the May PIC. We usually notify you by January 30th, although during competitive years there may be a delay in sending out early admissions notices.

Medical Training Requirements and Information

- **You must possess current CPR and Wilderness Medicine certification** meeting our minimum standard (see below).
- **Our minimum standard:** a wilderness medicine certification for at least **72** hours of instruction.
- We **prefer** Wilderness First Responder (WFR) certification or Wilderness Emergency Medical Technician (W-EMT) certification from our Wilderness Medicine Institute.
- **The Wilderness Medicine Institute of NOLS (WMI)** offers courses throughout the Rockies and Western U.S., and in several other countries. If you need to find a wilderness medicine course, please check our schedule at wmi.nols.edu or call WMI at 307-332-7800.
- Urban emergency response or first responder certifications do not meet our requirements, as they do not train you to implement the NOLS Field Treatment Protocols. WMI does provide a Wilderness Upgrade for the Medical Professional course (54 hours), which converts an EMT certification to W-EMT and an Urban First Responder to WFR.
- Contact the NOLS admission office if you have questions. 800-710-6657.



NOLS Professional Instructor Course Application

Questionnaire

The Application Review Committee's objective is to gain a clear picture of you and your experiences. Please be candid and share yourself with us. The success of your application rests mostly on your ability to put yourself, your skills, and experience on paper. We strongly recommend that you read the Qualifications for Applicants from the PIC Information Document, available on our website, before responding to this Questionnaire. Please review your application for clarity and a balance between being concise and providing the detail we need. The first five questions are simple and general. The following five questions require extensive detailed answers. Please type your responses on separate paper. Use as many pages as you wish.

1. How does applying for the NOLS PIC fit with your career objectives in the field of outdoor education?
2. How many weeks per year do you anticipate working for NOLS, and what courses interest you the most?
3. What do you find to be the most rewarding aspect of outdoor education?
4. Describe the most challenging course that you've worked and tell us what you learned from it.
5. If the review committee does not believe you are qualified for the PIC, are you willing to participate in a traditional Instructor Course? What dates would you be available for an IC?

Please provide detailed information regarding your background in each of the following areas (questions 6 - 10). Include such details as the year a job/trip happened, the length of trips in days, the number of weeks you were employed in the field, your specific responsibilities in jobs or on trips (i.e. logistics, planning, curriculum, responsibility for the group) and enough description/examples to give us a good sense of the experience you have. Some of your answers to these questions will undoubtedly overlap with each other, feel free to cross reference your answers, e.g.: "... I gained additional experience leading mountaineering trips on Rainier in '95 (mentioned in #5)..." - or - "...my third season at Canyon Adventures (see #4 and resume), I was a member of the staff training team..." Past NOLS instructors need only detail their experiences since leaving NOLS.

6. **Professional Outdoor Experience:** Please detail your employment history with wilderness-based outdoor education programs specifying the following: the organization, your dates of employment, the number of *weeks in the field* (7 days *field* work = 1 *field* week) working courses for the organization, your position(s), course types worked, and the supervisor or staff director at the time. Please include a brochure/catalog if it will help us understand your work. We only enroll PIC applicants with over 50 weeks of documented, extended wilderness trip leading experience. The average NOLS course is a 30 day expedition, if you have only led shorter trips (less than 7 days at a time), please apply for a traditional instructor course. Please make your field experience clear.
7. **Personal Outdoor Experience and Expeditioning:** Please list significant personal outdoor trips/expeditions you have taken. Be sure to mention the location, year, number of days out, number of people in the group, and your role in planning and carrying out the trip. NOLS teaches leadership through expeditionary wilderness travel. NOLS instructors are experienced global expedition members.
8. **Technical Skills/Experience:**
 - **Climbing:** mountaineering, rock climbing, and snow and ice skills. Include the level (e.g. 5.6, 5.9, etc) at which you comfortably lead traditional routes, level at which you TR, etc. Include a list of some of the routes you've led or followed, peaks you've climbed, etc. Describe your role (follower, leader, guide) in these climbs.
 - **River Experience:** canoeing, kayaking, oar and paddle rafting. Include what class water you comfortably paddle/guide/row, the names of rivers/runs you've floated, the difficulty of these runs, the distance/number of days per trip, and your role in these trips.
 - **Other skill areas taught at NOLS - sea kayaking, sailing, backcountry skiing, horse packing, caving.** As applicable to these skill areas, include details like: the # of years/# of trips in which you've participated, the length of these trips in days, the location and difficulty of trips, and your role in these trips.
9. **Other Experience:** Please describe any other experience you have that is relevant to your success as an outdoor educator. Be sure to mention such things as: working with special or diverse populations, natural sciences, natural history, fishing, snorkeling/scuba, public policy/wildland management, foreign languages, foreign travel, etc.
10. **Risk Management and Judgment:** please tell us some stories - give two or three examples of your experience with hazard evaluation, individual and group assessment, and risk management. In the examples, please identify if you were in a solo or shared leadership position. We want your examples to be from situations in which you learned lessons from mistakes you made - if you want to tell us about lessons learned on your worst epic, please do so. We value a candid approach and the ability to learn from situations.

Please attach a detailed outdoor resume. Though somewhat redundant to the above, a resume helps us sort out details and clarify jobs or dates.



NOLS Professional Instructor Course Application

Application Form

Attach \$65 Application Fee

Name: _____
Last First Middle Preferred

Social Security No. _____

Permanent Address

Street (include apt., box, etc.)

City State Zip

Permanent Phone Number (_____) _____ - _____

Fax (_____) _____ - _____

E-Mail address _____

Birthdate: ____ / ____ / ____ Age: ____ Sex (circle one): F M

Valid Drivers License? (Circle One) Yes No

License No.

State

Class

NOLS requires a background check before hiring. We will check driving records, criminal records and sex offender registries. You will be expected to sign a form authorizing us to check those records prior to working your first course.

Have you ever been convicted of a crime/felony? (Circle one) Yes No

If Yes, describe _____

Please indicate ethnic origin. Responding is optional. Please circle the one that best describes you:

American Indian or Alaska Native Hispanic Black or African-American White Asian Native Hawaiian or Pacific Islander
Two or more races Other: _____

Course Registration

Have you applied for a NOLS course before? Yes No Course _____

Date: ____ / ____ / ____

Have you participated in a NOLS course before? Yes No Course _____

Date: ____ / ____ / ____

I am applying for the: (Select all that interest you)

Professional Instructor Course (Mountain) (PIC)

DATES:

For Office Use Only:

Course: _____

Code: _____

APID#: _____

Medical Training Certification (see requirements on pg 1)

Yes Certification: _____ Provider: _____ Exp. date: _____ Attach a photocopy, we won't review without it.

No When will you be certified? _____ Certification: _____ Provider: _____ You must send a letter verifying enrollment.

<----->

Application Fee, Mailing Address, Fax Number: Applications without the \$65 application fee will not be processed.

Check here if paying application fee by check or money order payable to NOLS. Attach check to this section of the application form. Mail application form and check to NOLS:

PIC – Admissions Office
National Outdoor Leadership School
284 Lincoln Street
Lander, WY 82520-3128
(800) 710- 6657
admissions@nols.edu

Check here if paying application fee by credit card.

VISA Master Card

Name: _____

Account number: _____

Expiration Date: _____

Signature: _____

NOLS also accepts applications by fax (307) 332-1220. If faxing, the application fee **must be paid** by credit card.



NOLS Professional Instructor Course Application

Application Form (Continued)

Education and Work History

Current or last school attended: _____ Are you currently enrolled: (circle one) Yes No
Highest level completed, please circle one: H.S. Diploma B.A./B.S. M.A./M.S. Ph.D. Other _____
Current Occupation: _____ Title: _____ Employer: _____
Other Employers in the last three years:
Position: _____ Employer: _____ Dates worked: _____
Position: _____ Employer: _____ Dates worked: _____
Position: _____ Employer: _____ Dates worked: _____

Parent Information: Providing this information is optional.

Mother (Mrs., Ms., Dr.) _____

Address/phone is the same as the student's permanent address.

If not, address: _____
Street

City State Zip

Wk ph.(_____) _____ - _____ Hm ph.(_____) _____ - _____

Occupation _____

Employer _____

Title _____

Father (Mr., Dr.) _____

Address/phone is the same as the student's permanent address.

If not, address: _____
Street

City State Zip

Wk ph.(_____) _____ - _____ Hm ph.(_____) _____ - _____

Occupation _____

Employer _____

Title _____

Person to Notify in Case of Emergency: *All applicants must identify a person to contact in case of emergency.*

Name: _____ Day Phone: _____ Evening Phone: _____

Address/phone is the same as the student's permanent address.

If not, address: _____
Street City State Zip

Relationship to applicant: (Please circle one) Parent Spouse Partner Other Relative Friend Guardian Employer

Application Agreement:

I have read, understand, accept, and agree to abide by the rules, policies and guidelines set forth in the NOLS catalog or the NOLS website <http://www.nols.edu/apply/safety.shtml>. I understand the relationship between me and NOLS will be governed by the laws of the State of Wyoming and any suit, mediation, or arbitration of any dispute with NOLS must be filed exclusively in the State of Wyoming. I understand that I am not accepted on my course until all enrollment forms have been received and approved by the NOLS Admission Office. I give permission for NOLS to use my name, address, and picture in promotional materials and press releases.

Signature of Applicant: _____ Date: _____

For Office Use Only:

Student Name: _____

Course: _____

Code: _____

APID#: _____



NOLS Professional Instructor Course Application

Letter of Recommendation Form

The National Outdoor Leadership School (NOLS) is a nonprofit private school whose mission is to be the best source and teacher of wilderness skills and leadership that protect the user and the environment. Each year we select candidates from a large group of applicants to attend our instructor courses. We are looking for individuals who have excellent wilderness and communication skills as well as teaching and leadership experience.

(Please feel free to respond to these questions on a separate document)

Confidentiality: The information provided will not be made available to the applicant unless you specifically authorize us to do so in writing.

Name of Applicant

Date

1. How do you know this person?
2. How many weeks in the *field* (7 *field* days = 1 *field* week) has this person worked for your organization?
 - a. How many of these “weeks” were in an extended wilderness setting? (i.e. a 10 day rock climbing basecamp at Joshua Tree is not a wilderness experience, although it is still valuable field experience).
3. Please comment on this person's risk management record as a field instructor.
4. Please comment on this person's skills in leadership, teaching and group dynamics.
5. Please comment on this person's outdoor skills.
6. What do students mention as this instructor's strengths? What do students suggest this instructor improve upon?
7. If there are any other qualities about this person that you feel we should know, please use the space below for further comment.

Your Name

Signature

Address

Phone Number (Day) (Evening)

Occupation

Employer

Please send your letter of recommendation under separate cover to:

Professional Instructor Course
National Outdoor Leadership School
284 Lincoln St.
Lander, WY 82520

Phone: 800-710-6657
Fax: 307-332-1220
E-mail: admissions@nols.edu



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If there are any other qualities about this person or areas for growth that you feel we should know of, please comment.

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