International Technical Rescue Association

Organization & Structure

Document Control

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Introduction

The International Technical Rescue Association (ITRA) is a global 501c(6) non-profit association that provides worldwide recognition of technical rescue practitioners and instructors across a wide range of rescue disciplines, including swiftwater, rope, boat, confined space, and structural collapse (Urban Search & rescue).

Purpose
- To save lives and keep rescuers safe through shared knowledge of safe practices and safe systems of work.
- To promote international best practices and standards for technical rescue.
- To improve the global portability and recognition of professional rescue qualifications.
- To provide local flexibility in delivering technical rescue training curriculum.

Vision
- A collaborative and professional global technical rescue industry.

Mission
- Recognize and document locally delivered training according to global best practices.
- Provide Independent competency-based assessment for Instructor and technical rescuers.
- Maintain a global central database of training records for members.
- Share safety-related lessons learned from technical rescue activities to prevent harm.

Values
Accountability:
- Training and assessment systems developed by industry for industry.
- A non-profit entity that is driven by and accountable to its membership.
- A robust recertification process to enable instructors and practitioners to maintain their currency.
- A Code of Conduct that holds its members accountable.

Transparency:
- Meaningful and genuine consultation with members on our work.
- Active use of social media to engage and keep members informed.
- Annual disclosure of our activities and finances to our members.
- Public register of qualified practitioners, instructors, and assessors.

Working together:
- To share knowledge, skills, and experiences across all disciplines of technical rescue.
- To establish an international reporting system to highlight safety concerns within the industry.
- To review and enhance rescue and rescue-related training and assessment standards.
- To foster collaborative interaction and professional development within the industry.
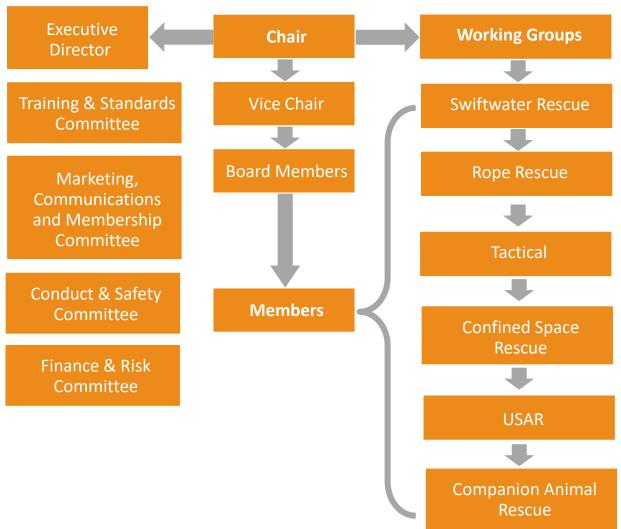- To add value to the individual and organizational members of our association.

Legal Status
The International Technical Rescue Association is a 501c(6) non-profit corporation, registered in the state of Pennsylvania, USA.

ITRA Structure

A Board of Directors, elected by the Regular Members of ITRA, oversees the general operation of ITRA, with Working Groups managing each specific discipline regarding the maintenance and development of each curriculum. There are different categories of membership, all of which have access to the ITRA Global Database that holds a record of the training they have completed. ITRA Instructors are those who have undergone a process to enable them to deliver courses and assess students to the standards set by ITRA. Assessors are those who have gone through a process to enable them to assess Instructors to ensure that the ITRA standards are being upheld.

ITRA Structure

The Board of Directors for ITRA consist of industry professionals from around the world and have expertise across numerous technical rescue disciplines:

Executive Director	Chair	Working Groups
Training & Standards Committee	Vice Chair	Swiftwater Rescue
Marketing, Communications and Membership Committee	Board Members	Rope Rescue
Conduct & Safety Committee	Members	Tactical
Finance & Risk Committee		Confined Space Rescue
		USAR
		Companion Animal Rescue

The Board is responsible for:
- Convening board meetings once per month (minutes openly shared).
- Communicate with the membership.
- Management of ITRA operations.
- Creating/maintaining/reviewing all codes, rules, regulations, and policies.
- Maintaining the standards of ITRA regarding conduct and values.

Board of Directors responsibilities
Chair:
- Provide leadership and direction to the Board and enable them to fulfil their responsibilities for the overall governance and strategic direction of the Association.
- Work with the board and working groups to maintain the vision, aims and values of the Association.
- Ensure that the Association pursues its objects as defined in relevant legislation or regulations.
- Ensure that policies and procedures to govern Association activity are in place.
- Ensure adherence and compliance around key policies and procedures.
- Liaise with working group Leads on discipline-specific matters.
- Maintain oversight of any risk to the reputation and/or financial standing of the Association.
- Represent the Association as a spokesperson at appropriate events, meetings, or functions.
- Act as spokesperson to the press and media.
- Chair all meetings of the board of directors.
- Generate democratic decision making with board members ensuring that they are able participate fully in discussions and meetings.
- Where there is an equal number of votes for or against a resolution at a General Meeting, holds the deciding vote ensuring a definite outcome.
- Confirm accuracy of all minutes and liaise with the board to ensure minutes are factual and that action points are completed.
- Liaise regularly with the Treasurer to maintain a clear grasp of the Association's financial position.
- Support working groups, instructors, and assessors.
- Ensure that the Association office is run effectively.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.

Vice Chair:
- Act as a deputy for the chair, taking on the chair's role when absent.
- Assist the Chair in all aspects of their role.
- Work with the board and working groups to maintain the vision, mission, and values of the Association.
- Ensure that the Association pursues its objects as defined in relevant legislation/regulations.
- Liaise with the working group leads on discipline specific matters.
- Ensure that the Association office is run effectively.

Executive Director:
- Serve as administrative oversight for systems and processes.
- Work with the board of directors to provide support on financial matters.
- Ensure the board of directors develops a long-term financial strategy for the Association with objectives that can be measured and monitored.
- Ensure the Association fulfils its financial responsibilities and complies with relevant legislation/regulations.
- Maintain an overview of the Association's financial status.
- Ensure that appropriate accounting procedures and controls are in place.
- Ensure proper systems are in place for budgeting.
- Inform the board of directors of the organisation's financial position at each board meeting.

- Present Financial Statements for audit, ensuring that all supporting evidence is available to the auditor and liaise with the auditor as required.
- Present the Financial Statements at the AGM for approval.
- Liaise with designated staff about financial matters.
- Ensure that payments are made in a timely manner.
- Manage bank accounts and act as signatory.
- Ensure any recommendations of auditors are implemented.
- Ensure required insurance coverage is in place.
- Ensure current knowledge of any relevant accounting standards and advise the board of any changes.

Board members:
- Attend board meetings once per month and special meetings of the board as necessary.
- Assist in the management and operation of ITRA.
- Assist in the creation, maintenance and reviewing of all codes, rules, regulations and policies.
- Assist in the maintenance of the standards of ITRA.

Training & Standards Committee:
The Training & Standards Committee is comprised of board members, working group leads and deputies. The committee holds the following functions:
- Reviewing and making decisions on instructor and assessor applications.
- Periodically reviewing all ITRA training systems and standards.
- Moderation of assessments.

Marketing, Communications and Membership Committee:
The Marketing, Communications and Membership Committee is comprised of board members, working group leads and deputies. The committee holds the following functions:
- Formulating and reviewing a marketing & communications strategy
- Formulating and disseminating any non-regular communications.

Conduct & Safety Committee:
The Conduct & Safety Committee is comprised of board members, working group leads and deputies. The committee holds the following functions:
- Investigate and take appropriate action for any complaints, grievances, and safety matters.
- Promote and share safe practices.

Finance & Risk Committee:
The Finance & Risk Committee is comprised of board members, working group leads and deputies. The committee holds the following functions:
- Review and make decisions on finance matters.
- Investigate and take appropriate action on any matters that may put the association at risk.

Working Groups

The Working Groups have been established to act as a forum to develop each discipline within the ITRA Training Framework. In seeking members to join the working groups, ITRA will select staff from as wide a range of organizations and continents as possible, with three continents considered the minimum. Gender equality will also be considered where possible.

The working groups are responsible for:
- Creating/maintaining/reviewing the curriculum within their specific discipline.
- Creating/maintaining/reviewing the curriculum to ensure that it is compliant with all relevant ITRA policies, codes, rules, and regulations.
- Creating/maintaining/reviewing the curriculum to work within any relevant law, legislation or code of practice where appropriate.
- Analyzing and disseminating (to the members) any relevant safety or technical information within their discipline regarding:
  - Feedback from courses and instructors
  - New developments and advances in technology
  - Incidents, papers, articles or case studies that have highlighted any specific useful safety or technical information.
- Maintaining the standards of ITRA regarding conduct and values.

The working group lead will be responsible for:
- Attending board meetings (and nominating a deputy if they are unavailable).
- Scheduling working group meetings at no less than quarterly intervals.
- Providing leadership and guidance to the working group.
- Communicating all relevant correspondence with the working group.
- Serving as a point of contact for subject specific technical questions and any other issues from members.
- Creating, maintaining, and reviewing of all relevant material and documentation specific to their discipline.
- Managing the analyzing and disseminating (to the members through the ITRA office) any relevant safety or technical information.

Membership & Fees

Student Members

This is membership for those taking ITRA qualification courses. The individual's membership fee is included in the course fee and is paid directly to ITRA by the course instructor or event host. Membership includes access to the individual's record of learning, certificates, and QR code that reside on ITRA's Global Training Database, along with access to any public ITRA documents and materials. Student Members are not entitled to vote on matters placed before the membership.

Cost: $0.00   **Validity:**   As long as qualifications are kept current.

Regular Members

Comprised of instructors and assessors, as well as practitioners who want to take a more active role in the organizations. Instructors can organize and run courses and register students who successfully complete courses in line with ITRA requirements. Assessors are authorized to assess instructor candidates and re-assess current instructors in line with ITRA requirements. Membership includes access to an instructor-specific site for course delivery support material (instructors/assessors only), as well as access to the individual's record of learning, certificates, and QR code that reside on ITRA's Global Training Database, access to any public ITRA documents and materials. and access to all other ITRA openly available material. Regular Members shall be entitled to vote on matters placed before the membership, participate in working groups, and serve as officers or directors of the Association.

Cost: $150.00   **Validity:**   1 year

Associate membership

Associate members are those individuals who serve in support roles for the industry. Associate members are not entitled to vote on matters placed before the membership, nor are they permitted to serve as officers or directors of the Association. Associate members must complete the introduction to ITRA online learning module.

Cost: $25.00   **Validity:**   1 year

Organizational membership

Organizations can choose to register each delegate at a price of $25/person (see "Student" above) or they can pay a fixed fee of $500.00 and register an unlimited amount of delegates from their own organization. However, if they choose to train delegates from outside their organization, the fee of $25.00/person to register would still apply.

Cost: $500.00   **Validity:**   1 year

Instructor Assessment fees

Costs for an Instructor Assessment, as carried out by an assessor, are paid by the instructor candidate and can include transport, accommodation, expenses and a day rate. Reciprocal arrangements may be made between organizations or companies whereby fees may be waived (e.g., if two organizations have assessors, they may assess each other's instructor candiates on an exchange arrangement rather than for a fee). In addition, assessors may choose not to charge part of, or any fee (e.g., if an assessor wishes to assess an instructor from a volunteer organization and chooses not to charge them).

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ITRA course fees

Costs for any ITRA course are set by the instructor/company.

ITRA qualification assessment fees

Costs for an assessment for an ITRA qualification are set by the instructor/company.

Certificate fees

All certificates are online and may be printed on demand by the individual at no cost.

Membership Situation Examples

Example 1:
I want to do an ITRA Rope Rescue Level 1 qualification course, which includes an assessment.

The student membership fee is included in the course fee which is set according to the rates of the instructor/company and allows you access to your training records and certificates in ITRA's Global Training Database. Your student membership is active as long as your qualification(s) is valid.

Example 2:
I want to do a Direct Entry Swiftwater Level 3 Assessment as I believe I have the necessary knowledge and skills to fulfill all the objectives for that level.

The student membership fee is included in the course fee which is set according to the rates of the instructor/company and allows you access to your training records and certificates in ITRA's Global Training Database. Your student membership is active as long as your qualification(s) is valid.

Example 3:
I have completed a Level 1 Rope Rescue Assessment and wish to do a Level 2 Assessment next. Does this mean that my membership expiration date is still set at three years from when I initially joined on completion of my first assessment?

No. As a student, your membership remains active as long as your qualification(s) is valid. The $25 fee is paid on your behalf by the instructor/company each time to you are assessed.

Example 4:
I have not done any ITRA courses before but wish to apply to become an Instructor in USAR by the Direct Entry pathway.

The Direct Entry pathway is no longer a valid option in which to become an instructor. You will have to complete a Level 3 assessment, the rate of which is set according to the instructor/company. You will then have to apply for regular membership as an instructor, the dues of which are$150.00 per year. If you are already a regular member of ITRA, upon becoming an instructor, you will not need to pay additional dues at that time but will need to do so in accordance with your member anniversary date.

Example 5:
I am an Instructor and wish to become an Assessor. Does that mean I have to pay an additional $150.00?

No. Assessors must also be valid instructors so just one annual fee of $150 applies.

Sponsorship

ITRA offers annual sponsorship at various levels.

Level	Sponsorship	Benefits
Platinum	$5000.00 & above	• Recognition of Platinum level sponsorship with logo (linked to website) on sponsorship page of website • New products or services shared on social media (8,000+ followers) up to six times per year • Social media content highlighting your products / services in use by members up to three times per year • Space (half page) for promotion / advertising in newsletter • Logo and level of support in prominent position on newsletters • Acknowledgement at any major event (e.g., AGM or Assessors courses) Use of ITRA logo showing your support of the organization with final approval from ITRA.
Gold	$2,500.00	• Recognition of Gold level sponsorship with logo (linked to website) on sponsorship page of website • New products or services shared on social media (8,000+ followers) up to three times per year • Social media content highlighting your products / services in use by members up to three times per year • Logo and level of support included in newsletters • Use of ITRA logo showing your support of the organization, with final approval from ITRA.
Silver	$500.00	• Recognition of Silver level sponsorship with logo (linked to website) on sponsorship page of website • Social media content highlighting your products / services in use by members twice per year • Company name and level of support included in newsletters • Use of ITRA logo showing your support of the organization, with final approval from ITRA.
Bronze	$250.00	• Recognition of Bronze level sponsorship with logo (linked to website) on sponsorship page of website • Social media content highlighting your products / services in use by members once per year • Company name and level of support included in newsletters • Use of ITRA logo showing your support of the organization, with final approval from ITRA.

The following terms and conditions for sponsorship apply:

1. No variations of the logo are permitted (changes to font, design, colors, etc.).
2. The logo will not be used to purport ITRA endorsement of products or services.
3. Use of the logo is permitted during the term of sponsorship, providing sponsor maintains good standing.
4. The logo may be used on a variety of media, i.e., website, online, publications etc.
5. The logo must not be used in a way that could bring the association into disrepute.
6. Text may accompany the logo use to indicate level of founding sponsorship, i.e., "XZY LLC is a Silver Level Sponsor of the International Technical Rescue Association".
7. Should the annual sponsorship not be renewed; the use of the logo and associated rights is to immediately cease.
8. Annual Sponsorship is current until the end of the calendar year, and payment can be charged on a pro-rata basis.

To become a sponsor, please use the following link:

https://itraforms.wufoo.com/forms/itra-annual-sponsor-application/

Instructors

ITRA Instructors are those who deliver technical rescue courses to ITRA Learning Objectives. Instructors undergo a structured process that requires them to show evidence of experience, qualifications, and competency in the areas, and at the level in which they wish to deliver training. The two key elements of being an instructor are the knowledge and skills in the chosen discipline and the ability to teach them.

There are two paths to the application process: a) Non-Direct Entry: for those who already possess ITRA qualification(s) in the discipline(s) in which they wish to deliver training, and b) Direct Entry: for those who have the requisite skills and experience but do not hold a current ITRA qualification(s) in the discipline(s) in which they wish to deliver training. The appropriate working group will assess each instructor application.

Non-direct entry

The following criteria applies to non-direct entry:

- An applicant must hold a Level 3 ITRA qualification in the discipline they wish to deliver
- The qualification must be current
- An assessment will be required in instructional delivery (as per ITRA Instructor Candidate Skill Form) by an ITRA Assessor
- The assessment will be carried out typically over one or two days depending on the discipline
- The cost of the Assessment will be at the applicant's expense.

Direct entry

The following criteria applies to direct entry:

- An applicant may apply for an assessment without previously taking an ITRA course as long as they can successfully demonstrate Level 3 ITRA qualifications in an assessment first
- An assessment will then be required in instructional delivery (as per ITRA Instructor Candidate Skill Form) by an ITRA Assessor
- The assessment will be carried out typically over one or two days depending on the discipline
- The cost of the Assessment and membership will be at the applicant's expense.

The following principles apply to the appointment of an instructor:

Both non-direct and direct entry

For both entry paths, an adult learning or instructor certificate is required under the following criteria:

- Applicants must possess an adult learning/instructional qualification
- Applicants must evidence that they are active in their discipline(s) with regards to continual professional development, training, or operations
- Evidence should be validated by current experience.
- Applicants must provide relevant and current evidence of experience, qualifications, and competency along with two references.
- Qualification certificate(s) must be current.
- An assessment will be required in instructional delivery (as per ITRA Instructor Candidate Skill Form) by an ITRA Assessor.
- The assessment will be carried out typically over one or two days, depending on level/discipline.
- The cost of the assessment will be at the applicant's expense.
- Instructors must access any ITRA updates or training (such as online learning).

Assessors

ITRA Assessors are those who are responsible for assessing new instructors and moderating current ITRA instructors periodically. Assessors are appointed by ITRA after undergoing a structured process that requires them to show evidence of experience, qualifications, and competency in the areas in which they wish to assess.

The following principles apply to the appointment of an assessor:

- Applicants must provide relevant and current evidence of experience, qualifications and competency along with two references.
- The Assessor pathway is based on being a current Level 3 & ITRA instructor.
- Assessors will qualify by means of physically demonstrating (to a current ITRA instructor/assessor) an assessment of a student or students. This may be facilitated at the same time as an instructor re-qualification.
- Assessors must maintain competency (by being a current ITRA instructor) and access any ITRA updates or training (such as online learning).
- Those ITRA assessors currently on the ITRA Global Training Database will remain in that status providing they are current in their chosen discipline at Level 3 and a current instructor in good standing.

ITRA Training & Assessment Framework

The ITRA training framework consists of two key elements: instruction and assessment.

ITRA qualification courses take the form of set Learning Objectives that are grouped together, which, when assessed, offer certification.

The learning objectives are a specific skill or area of knowledge and assigned a unique ITRA learning objective number (i.e., ITRA-236). When the student has been introduced to the learning objective, instructors record that attendance on the ITRA Global Training Database. ITRA offers a suite of certificated standardized courses that have been structured in levels. The levels are primarily one to three. The disciplines available are:

- Rope Rescue
- Tactical Rope Operations
- Swiftwater Rescue (including rescue from boats and vehicles in water)
- Confined Space Rescue
- Urban Search & Rescue
- Companion Animal rescue.

Courses may also be created by instructors from a mixture of learning objectives of their choice. This type of course attracts an attendance certificate only. Whichever type of course is delivered under ITRA, all learning outcomes must be from the ITRA Global Training Database.

Two paths are available for assessment, either through completing an ITRA course and assessment, or by directly doing the assessment. If direct access is applied for, supporting evidence will be required to ensure that the applicant has the skillset(s) necessary to apply.

Assessment

Assessment is solely a competency assessment of a student against learning objectives that have been grouped into a formal ITRA qualification. ITRA instructors will be responsible for the assessment of students on ITRA qualification courses for their respective level and discipline; however, assessments must be conducted independently. An assessment is carried out by an instructor with the following criteria:

- Assessment consists of practical (skills) and theoretical (knowledge) components.
- The assessment process is designed to assess competence and will take the form of oral, practical, observational or any other reliable and objective means.
- Knowledge assessments (for each discipline and levels) will be available for the ITRA qualification courses.
- The assessment (knowledge and skills) must be independently assessed, which means that instructors must not assess students on objectives in which they have delivered training. For example, with a course of 12 students with two Instructors, the course may be split into two with one Instructor delivering the training to each group of six. The instructors then exchange groups and assess the group they did not train. To allow flexibility in session planning, individual or groups of objectives can also be assessed independently as opposed to an entire course. For example, an instructor may deliver one session consisting of a single or many objectives but then another instructor must assess.
- Please see the ITRA Assessment Charter for details on the assessment models and process.
- Note that in the appendix, there is also an assessment sub-charter for each discipline.

Assessment is achieved through the following:

Learning Objectives

Learning Objectives are descriptions of a specific area of knowledge or skill. They are individually numbered and where appropriate can be aligned to local, state, or national standards (i.e., NFPA, DEFRA, PUA, NZQA etc.).

Performance, Standards and Conditions Criteria

Each Learning Objective has a Performance, Standards and Conditions criteria (PSC). The PSC sets how the task should be performed, to what standard and under what conditions. The PSC's for each learning objective are listed in ITM.

Discrepancies

In addition, to aid in the marking of the standard of the assessment of skill learning objectives, a discrepancy list is utilized to mark any major or minor discrepancies. A discrepancy list for each discipline has been created and is listed in the appendix of the ITRA Assessment Charter document.

Knowledge assessments

A multi-choice assessment will be used for knowledge assessment.
- The assessment will be multiple-choice with questions and a number of answers.
- Assessments are specific to each discipline and each level within each discipline.
- The assessments will be accessible to instructors and assessors only.

- An answer sheet will also be available to instructors and assessors.
- The knowledge assessment pass mark is 70%.

Assessment Charter
The ITRA Assessment Charter provides the policy as approved by the board of directors to underpin the assessment methodology undertaken when students are assessed against its qualifications. This charter is binding on students and instructors carrying out assessments of ITRA qualifications. The Assessment Charter is divided into general principles and discipline specific known as Assessment Sub-Charters.

Recording the Result of the Assessment
When the student has successfully passed assessment for the qualification, the assessor records the achievement in the ITRA Global Training database. Learning objectives are not assessed in isolation; assessment only occurs collectively across learning objectives as part of being assessed for a qualification.

Independence
The threat to independence regarding assessments could be in the form of those related to such examples as:
- Relationships: Example: the instructor carrying out the assessment being related to the student or having a commercial relationship with them or their employer/organization.
- Financial: Example: Company/organization not assessing to the required standard and allowing not yet competent students to pass the assessment, which may make the company/organization appear to be training to a higher standard than it actually is.

ITRA instructors are deemed suitable to carry out the assessment of ITRA qualification courses for their respective level and discipline; however, assessments must be conducted independently. This means instructors:
- Must not have instructed any individual (for that particular course) prior to the assessment (theoretical or practical) on the qualification that they are assessing.
- Shall not be from the same family (within two degrees of separation or less) and/or must not have had any commercial relationship with them or their employer/organization for a specified period of 90 days.
- Must disclose any conflicts of interest and record this on the assessment documentation.
- Must not assess if he/she feels there is any conflict of interest.

ITRA (Training & Standards Committee) will investigate and take appropriate action where it has evidence that impartiality has not been present during assessment.

Assessments must be conducted within specific parameters that include:

Code of Conduct
The code of Conduct is integral to all parties acting with transparency, accountability, safety and in a manner that is professional and in a way that does not bring ITRA or the profession into disrepute.

Assessment Steps
There is one path to being awarded an ITRA qualification certificate, which is to work through and pass each qualification level sequentially.

Validity

Assess against the standard, nothing else, meaning the assessment consists of what the standard/curriculum specifies and nothing else.

Consistency

- The same decision process should be followed every time, which means that in similar circumstances, the assessor would make the same judgement again and it would be similar to that which other assessors would make.
- Sufficiently competent in more than just a once off occasion, which means establishing confidence that criteria have been met and that performance can be repeated in other contexts.

Assessment Result

Upon the passing the knowledge assessment and having taken part in the practical assessment, feedback is given to the student including an outcome which will be either:

• Passed

• Failed.

If a student failed, the reasons for not passing will be explained to them. The instructor should highlight the process of re-assessment and any additional training or experience required to assist the student attaining the standard.

Appeal of Assessment Decision

Students who wish to appeal the outcome of their assessment should initially discuss their concerns with the instructor carrying out their assessment. If the matter is not resolved, the student may appeal using the ITRA Appeals Procedure.

Moderation of Assessments

Assessment decisions will be randomly sampled for moderation by the Training and Standards Committee. Moderation is the quality assurance process to ensure assessments have been carried out to the parameters of assessment and in accordance with procedures laid out by the Association.

Assessment of an instructor candidate will take place to verify conformance of standards through review and objective evidence. The Assessment Charter must be followed.

Certification

Certification that identifies work-related competencies verifies that the recipients can demonstrate that those competencies have been attained. ITRA certification applies a three-step verification that an individual possesses the knowledge, skills, and ability to perform to the required standard.

Instructor verifies that student possesses knowledge, skills, and ability to be assessed
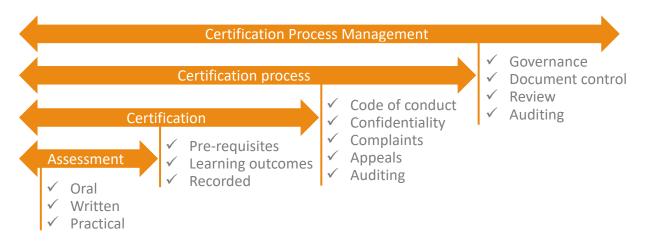
Assessment verifies that student's knowledge, skills, and ability meet the required standard

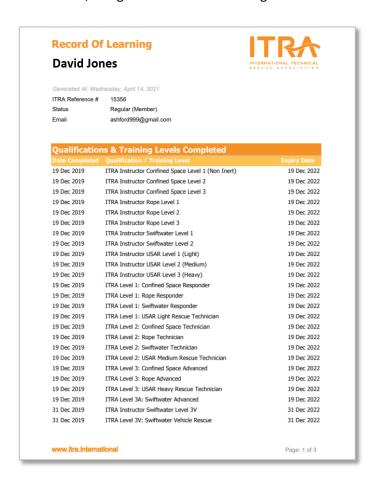Assessor verifies process is carried out in accordance with the required standard

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The complete process for certification consists of the following elements:

Record of Learning

A Record of Learning may be issued to a student by an ITRA instructor to provide a transcript of ITRA training and assessment received, using the ITM Global Training Database.

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The above Record of Learning (and certificates issued) have a QR code to enable real-time verification, noting that certificates require the student to be a current member of the association to activate the QR code record.

Should instructors wish to issue their students their own certificates for training attended, the design of such certificate cannot give the impression the certificate was issued by ITRA.

Organizational certificates may, however, include the ITRA logo, where led by an ITRA instructor, and in such cases must record the instructor's name and ITRA membership number. All certificate templates using the ITRA logo must be approved by the board of directors or delegated administrator.

Requalification

ITRA qualifications are required to be current, and members are required to requalify at a period agreed by the working groups and in line with best practices. Requalification is required to continue to have access to the ITRA Global Training Database, and, in the case of regular members, instructors, and assessors, dues must be current as well.

Information Management

ITRA manages information by means of the Integrated Training Management (ITM) system. The ITM is a unique system for training managers, instructors, students, and assessors. It is a web-based application that you can access from anywhere you have internet access.

The ITM offers the following:
- Web-based Event Registration
- Syllabus management
- Event Program management
- Contact management
- Training Records for both students, regular members, and instructors
- ITRA documentation.