

Client Services Procedure Manual

Procedure: 80.00

Subject: Certification Training Provider Approval

WorkplaceNL has a legislated responsibility to administer training programs for various high risk activities. Presently, WorkplaceNL administers, regulates, and monitors certification training for:

- Confined Space Entry
- Fall Protection
- Mines Rescue
- Musculoskeletal Injury (MSI) Prevention
- Occupational Health and Safety Committee, Worker Health and Safety Representative and Workplace Health and Safety Designate
- Occupational Diving (Surface Attendant)
- Power Line Hazards
- Supervisor Health and Safety
- Traffic Control Persons
- Workplace First Aid

All training providers must be approved by WorkplaceNL to deliver certification training programs. To receive approval, the training provider must:

- Have a principal training location in Newfoundland and Labrador;
- Have an approved trainer(s) residing in Newfoundland and Labrador;
- Have an approved training curriculum; and
- Sign and submit the Certification Training Code of Ethics.

WorkplaceNL's primary mandate is to ensure that persons working in Newfoundland and Labrador receive applicable training with local legislative content. Approval is contingent on WorkplaceNL's ability to formally assess all trainers and conduct quality assurance. WorkplaceNL is fully funded by the employers of Newfoundland and Labrador, and therefore, cannot incur cost or accept liability associated with the approval of training providers or trainers outside of the province.

1. Training Provider Application

All training providers must submit a completed training provider application form and include the following:

- Company name
- Firm number, if applicable
- Mailing address
- Telephone number
- Email address
- Primary Contact person and their contact information if different from the company

The Workplace Health, Safety and Compensation Regulations, section 10 requires all

employers performing work (directly or through a contract) in Newfoundland and Labrador to register with WorkplaceNL. All certified training providers who employ workers or contract work must be in compliance with the registration, reporting and payment requirements of WorkplaceNL. Training providers will be checked for compliance with these requirements, and those who do not comply will be denied certification as a training provider.

2. Curriculum Approval

For standards that require a curriculum submission, the training provider must submit a curriculum to WorkplaceNL for approval. All curriculum submissions must be submitted in electronic format and include:

- Completed Curriculum Review Form
- Course Syllabus (with outlined timings)
- Instructors' Manual (must include teaching instructions, speaker notes, etc.)
- Participants' Manual
- PowerPoint presentation
- Training equipment listing
- Practical component descriptions
- Training videos and permission to use
- Principal training location in Newfoundland and Labrador

All curriculums will be reviewed when they have been received in full and in the order in which they are received. WorkplaceNL reserves the right to invite third party experts to review curriculum submissions, and to conduct site visits to inspect training facilities and instructional equipment.

WorkplaceNL will determine whether or not a curriculum meets the requirements outlined in the applicable certification training standard. If the curriculum does not meet the requirements, it will be sent back to the training provider to revise and re-submit in full. If a training provider fails to meet all requirements after three consecutive submissions, their application for a curriculum approval will be denied and no further submissions will be considered for the standard in question.

Any changes or updates to an approved curriculum must be submitted to WorkplaceNL for approval. A modified curriculum will follow the same approval process as outlined above. A training provider may not use a modified curriculum until approval has been granted from WorkplaceNL.

3. Trainer Approval

Training providers will not be listed as an approved training provider on the Certification Training Registry unless an approved trainer has been assigned to instruct an approved curriculum.

Trainers are approved in accordance with WorkplaceNL's Procedure 81.00 Certification

Trainer Approval. To maintain their status as an approved trainer, the trainer must meet the minimum criteria stated in the certification training standard(s) they instruct.

4. Training Provider Approval

When WorkplaceNL is satisfied that the training provider has an approved curriculum and approved trainers, and is registered with WorkplaceNL for insurance coverage (if required), the training provider will receive:

- An approval letter from WorkplaceNL
- A training provider profile on WorkplaceNL's Certification Training Registry; and
- A copy of:
 - The applicable Certification Training Standard(s); and
 - Policy HS-03 Occupational Health and Safety Certification Training

5. Maintenance of Approval Status

Each certification training standard stipulates delivery standards, administrative requirements and statements regarding program integrity and monitoring. To maintain approval, a training provider must have at least one approved trainer in good standing and adhere to all requirements stated in:

- The applicable certification training standard(s);
- Policy HS-03 Occupational Health and Safety Certification Training;
- Procedure 81.00 Certification Trainer Approval, Procedure 82.00 Certification Training Quality Assurance, Procedure 83.00 Certification Training Investigation, and Procedure 84.00 Certification Training Decision Review; and
- The Certification Training Code of Ethics.

Where an approved training provider fails to meet the requirements of the documentation above, they may be subject to remedial actions, suspension or decertification in accordance with Policy HS-03 Occupational Health and Safety Certification Training.

Reference:

Workplace Health, Safety and Compensation Regulations, section 10
Policy HS-03 Occupational Health and Safety Certification Training
Procedure 81.00 Certification Trainer Approval
Procedure 82.00 Certification Quality Assurance
Procedure 83.00 Certification Training Investigation
Procedure 84.00 Certification Training Decision Review
Certification Training Code of Ethics

Amendment History

Original Effective Date	2018 05 08
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