

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
- Traffic Control Persons
- Power Line Hazards
- Mines Rescue
- OHS Committees/WHS Representatives/Designates
- Occupational Diving (Surface Attendant)
- First Aid
- Supervisor Health and Safety
- MSI Prevention

All training providers must be approved by WorkplaceNL to deliver certification training. In order to make an approval decision, WorkplaceNL will confirm that the training provider is using an approved curriculum and has approved trainers as per the certification training standard.

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 random quality-control audits. 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 Applications

WorkplaceNL will require the following information from all potential training providers:

- company name
- contact name
- mailing address
- telephone number
- email address

The *Workplace Health, Safety and Compensation Act* 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.

Depending on the certification training standard in question, the training provider may be required to submit a curriculum to WorkplaceNL for approval. All curriculum submissions must include:

- Completed Curriculum Review Form
- Course Syllabus (with outlined timings)
- Instructor Manual (must include teaching instructions/speaker notes, etc.)
- Participants' Manual
- PowerPoint presentation
- Training equipment listing
- Practical component descriptions
- All applicable videos and authorizations to use video
- Principal training location

Curriculum submissions must be received in electronic format via email, USB drive or CD.

Once a curriculum has been received in full, it will be placed in a review queue. WorkplaceNL will review each submission to determine whether or not it meets the requirements as outlined in the certification training standard. 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.

If, through the curriculum review process, it has been determined that the submission does not meet the requirements, the submission is sent back to the training provider for revision. Once the revisions have been completed, the training provider must re-submit the curriculum in full.

If a training provider fails to meet all requirements after three (3) consecutive submissions, their application will be denied and no further submissions will be considered for the standard in question.

2. 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 the approved curriculum. Each of WorkplaceNL's certification training standards state minimum criteria that a trainer must demonstrate. Trainers are approved as per WorkplaceNL's Trainer Approval procedure.

3. Maintenance of Approval Status

When WorkplaceNL is satisfied that the training provider has an approved curriculum and approved trainers, the training provider will receive:

- a) an approval letter from WorkplaceNL
- b) training provider registration/profile on WorkplaceNL's Certification Training Registry
- c) a copy of:
 - the Certification Training Standard
 - WorkplaceNL Policy HS-03, *Occupational Health and Safety Certification Training*
 - Trainer's Code of Ethics

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 shall not use a modified curriculum until approval has been granted from WorkplaceNL.

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 (1) approved trainer in good standing. Furthermore, training providers must adhere to all requirements as stated in the certification training standard. If an approved training provider fails to meet those requirements, they may be subject to suspension and/or decertification as per Policy HS-03, *Occupational Health and Safety Certification Training*.

Reference: *Policy HS-03 Occupational Health and Safety Certification Training*

Amendment History

Original Effective Date 2018 05 08