

## Client Services Procedure Manual

**Procedure:** 81.00  
**Subject:** Certification Trainer Approval

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

- Confined Space Entry
- Fall Protection
- Traffic Control Persons
- Power Line Hazards
- Mines Rescue
- OHS Committees/WHS Representatives/Designates
- Occupation Diving Surface Attendant
- First Aid
- Supervisor Health and Safety
- MSI Prevention

All trainers must be approved by WorkplaceNL to deliver certification training. To receive approval, the trainer must:

- a) meet the minimum criteria as outlined in the certification training standard;
- b) be knowledgeable of an approved curriculum by:
  - affiliation with a training provider with an approved curriculum as per the training standard; or
  - for programs developed by WorkplaceNL, the candidate must complete a course content review as prescribed by WorkplaceNL; and
- c) pass a trainer assessment as prescribed by WorkplaceNL.

WorkplaceNL's certification training standards state minimum criteria that a trainer must demonstrate. If it is determined that a candidate meets the minimum criteria, and is affiliated with a training provider with an approved curriculum as per the training standard, the candidate will be invited to a WorkplaceNL trainer assessment. In the event that a training standard specifically requires that potential trainers complete a WorkplaceNL course content review, the candidate will be required to successfully complete this element prior to conducting a trainer assessment. The candidate will receive official trainer approval once a trainer assessment is successfully completed.

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. Trainer Applications**

The following information must be submitted to WorkplaceNL for review a minimum of one (1) month (30 days) before a scheduled trainer assessment:

1. Trainer's contact information:
  - full name
  - mailing address
  - telephone number
  - email address
  - year of birth
2. Training Provider information (if different than trainer information):
  - company name
  - contact full name
  - mailing address
  - telephone number
  - email address
3. The name of the Certification Training Standard applied for.

To assess a candidate's eligibility, WorkplaceNL will also require the following supporting documentation in order to render a decision:

- Resume outlining education, work experience, training and adult education experience (as per the training standard).
- Current certificates applicable to the standard, OHS training and adult education experience (copies are acceptable).

It is the responsibility of the candidate to demonstrate compliance with the minimum criteria. WorkplaceNL reserves the right to request proof of achievement, course descriptions and other evidence such as job descriptions, reference letters, and/or affidavits.

## **2. Trainer Assessments**

WorkplaceNL will conduct quarterly trainer assessments. The specific dates of these assessments will be communicated to all training providers and posted on WorkplaceNL's website. WorkplaceNL reserves the right to invite third party experts to participate in trainer assessments.

Eligible candidates will receive an invitation to a trainer assessment. WorkplaceNL will take reasonable steps to accommodate a candidate's preferred assessment date and time within the assessment timeframes. However, if a candidate fails to appear for a scheduled assessment or fails to cancel the assessment without at least one (1) week of notice, the candidate will be restricted from completing a trainer assessment for a period of one (1) year.

Trainer assessments will be conducted using the WorkplaceNL Trainer Assessment Tool. In order to pass the assessment, the candidate must achieve at least 80% overall and achieve the minimum score in each assessment element as indicated below.

Element		Minimum % Required
1.	Introduction	50%
2.	Verbal Communication	50%
3.	Non-Verbal Communication	50%
4.	Preparation & Professionalism	50%
5.	Visual Aids	50%
6.	Practical Exercises	70%
7.	Questions & Discussion	50%
8.	Subject Matter Knowledge	70%

WorkplaceNL will base approval decisions on the following:

Score	Status	Notes
0% - 69%	Fail	Candidate must: <ul style="list-style-type: none"> <li>• Wait 12 months to re-apply</li> <li>• Address all recommendations</li> <li>• Pass a subsequent trainer assessment</li> </ul>
70% - 79%	Fail	Candidate must: <ul style="list-style-type: none"> <li>• Wait six (6) months to re-apply</li> <li>• Address all recommendations</li> <li>• Pass a subsequent trainer assessment</li> </ul>
80% - 100% with less than the minimum score in one or more element	Fail	Candidate must: <ul style="list-style-type: none"> <li>• Wait three (3) months to re-apply</li> <li>• Address all recommendations</li> <li>• Pass a subsequent trainer assessment</li> </ul>
80% - 100% with more than the minimum score in each element	Pass	Full Approval

Within two (2) weeks of the trainer assessment, each candidate will be notified, in writing, regarding the status of their application and, if necessary, provided recommendations for improvement.

Upon re-applying for a subsequent trainer assessment, the candidate will be required to present evidence that all recommendations have been addressed. If the candidate fails three (3) trainer assessments, the candidate will be prohibited from being an approved trainer for the training standard in question.

### 3. Maintenance of Trainer Approval Status

Upon successful completion of a trainer assessment the candidate will receive:

- a) an approval letter from WorkplaceNL

- b) trainer 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

Each Certification Training Standard stipulates a minimum number of training sessions that a trainer must complete each calendar year. To monitor training activity, WorkplaceNL will use the Certification Training Registry to track the number of training sessions completed by an individual trainer. Therefore, it is mandatory that all trainers submit training data to WorkplaceNL using the Certification Training Registry.

Based upon a trainer's approval date, WorkplaceNL may deviate from a certification training standard. For Certification Training Standards requiring a minimum of two training sessions, WorkplaceNL will base decisions on the following statements:

- If approved in the first or second quarter, the trainer is required to instruct two sessions before year end to maintain certification.
- If approved in the third quarter, the trainer is required to teach a minimum of one session.
- If approved in the fourth quarter, the trainer will not be required to instruct a session in the certification year.

For Certification Training Standards requiring a minimum of one training session, WorkplaceNL will base decisions on the following:

- If approved in the first, second or third quarter the trainer is required to instruct one session before year end to maintain certification.
- If approved in the fourth quarter the trainer will not be required to instruct a session in the certification year.

Please note that trainers are not permitted to use co-facilitation as a means of maintaining certification.

Each Certification Training Standard also stipulates delivery standards, administrative requirements and statements regarding program integrity and monitoring. Trainers must adhere to all requirements as stated in the certification training standard. If an approved trainer 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
Revision #1	2019 01 09