

## 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 for:

- Confined Space Entry
- Fall Protection
- Traffic Control Persons
- Power Line Hazards
- Mines Rescue
- Occupational Health and Safety (OHS) Committees, or Workplace Health and Safety (WHS) Representatives, or Designates
- Occupational 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
  - Completing a course content review, as prescribed by WorkplaceNL, for programs developed by WorkplaceNL.
- c) Pass a trainer assessment as prescribed by WorkplaceNL.
- d) Sign and submit the Certification Trainer's Code of Ethics.

WorkplaceNL's Certification Training Standards state the 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 Certification Training Standard requires that potential trainers complete a WorkplaceNL course content review, the candidate will receive official trainer approval once they successfully complete a trainer assessment.

WorkplaceNL's primary mandate is to ensure that persons working in Newfoundland and Labrador receive applicable training and 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 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's contact information (if different than trainer's contact information):
  - Company name
  - Contact full name
  - Mailing address
  - Telephone number
  - Email address
3. The name of the Certification Training Standard applied for.
4. A copy of the Certification Trainer Code of Ethics, signed by the trainer candidate.
5. The trainer candidates resume outlining their education, and work experience. The resume should highlight education and experience applicable to the Certification Training Standard, as well as experience training and educating adults.
6. Any valid certificates held by the trainer candidate which are stated in their resume (copies are acceptable).

It is the responsibility of the trainer 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, 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’s 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.

<b>Element</b>		<b>Minimum Score Required</b>
1.	Introduction	50%
2.	Verbal Communication	50%
3.	Presentation Skills	50%
4.	Practical Exercises	70%
5.	Questions and Discussion	50%
6.	Subject Matter Knowledge	70%

WorkplaceNL will base approval decisions on the following:

<b>Score</b>	<b>Status</b>	<b>Notes</b>
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. If additional time is required the trainer candidate will be notified in writing.

Where the trainer candidate fails an assessment and must re-apply, the candidate will be required to present evidence that all recommendations have been addressed.

Where a trainer candidate fails three (3) assessments, the candidate will be prohibited from being an approved trainer for the Certification Training Standard in question.

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

- a) An approval letter from WorkplaceNL.
- b) A trainer registration and profile on WorkplaceNL's Certification Training Registry.
- c) Copies of the current revision of:
  - Policy HS-03 Occupational Health and Safety Certification; and
  - The applicable Certification Training Standard.

### **3. Maintenance of Trainer Approval Status**

Each Certification Training Standard stipulates a minimum number of training sessions that a trainer must complete in 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. It is mandatory that all trainers submit training data to WorkplaceNL using the Certification Training Registry.

For Certification Training Standards requiring a minimum of two training sessions, WorkplaceNL may deviate from a Certification Training Standard based upon a trainer's approval date.

Where WorkplaceNL deviates from a Certification Training Standard, decisions will be based on the following:

- 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 instruct a minimum of 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.

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 or decertification in accordance with 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
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