

SCAFFOLD EDUCATION CANADA INC.



Accredited Training Provider Application for Accreditation

1. Organization Name:

Contact Name:

Address:

City: _____ Province: _____ Postal Code: _____ Country:

Phone: _____ Fax: _____

Email: _____

Website: _____

2. Attach a short organizational history and description.
3. Training location(s):

- Onsite Training? ___ Yes ___ No

4. Courses applied for:

___ End-User / Hazard Awareness

___ Scaffold Basic Competency (check off endorsements)

- ___ Frame and Brace / ___ System / ___ Tube & Coupler

___ Journeyperson Program

___ Supported Scaffold Inspectors Course

5. Lead Instructor: (Instructor must meet CSA Z797:23-9.4 – please attach resume)

6. Sub-Instructor(s): (Instructor(s) must meet CSA Z797:23-9.4 – please attach resume(s))

Application for accreditation will be reviewed and approved. A SEC Application will be forwarded for complication.



Training Provider Procedures

The following are the procedures to be followed by the Training Provider offering SEC Training Programs. Failure to follow of these procedures may result in delays with the release of materials, exams, exam results, ID cards or certificates.

1. **The Training Provider must apply for accreditation through the Scaffold Education Canada Inc. approval committee.**
 - The accreditation application form will be completed and forwarded to the SEC ATP approval committee.
 - The SEC will register the Training Provider upon accreditation.
 - The Training Provider is responsible for the reproduction and distribution of the training material; however, this can be negotiated with the SEC if preferred.

2. **The Training Institute must have their Lead Instructor accredited through the SEC ATP approval committee and all other instructors must submit the Instructor Profile.**
 - The Training Provider must select qualified instructors to deliver the SEC Training Programs. Acceptable trainers will be qualified to at least the level of training that they are offering.
 - Once an instructor has applied to the SEC ATP approval committee the instructor will be assigned a permanent instructor ID number and issued an ID card from the SEC.

3. **The Training Provider must adhere to the following procedures for all students who attend any SEC Training Program.**
 - For all programs, it will be necessary for each student to complete a Course Participant Information (CPI) form in its entirety and the Indemnification, Waiver and Release of Liability Form, as well as a class evaluation sheet.
 - Exam sheets will be provided by SEC for each student to submit their exam answers.
 - Upon course completion, the ATP must submit the CPI, Indemnification forms and evaluation sheets and exam sheets, together with the Class cover sheet & Class List along with the required fees to the SEC, where each student will be registered and assigned a permanent student ID number.
 - Successful students will be issued a pocket identification card with a student number and certificate number by the SEC.



Test Administration Procedures

The Training Instructor must ensure the following when issuing an exam:

- Each student must complete a Course Participant Information (CPI) form in its entirety and the Indemnification, Waiver and Release of Liability Form, as well as a class evaluation sheet.
- Test answers are to be recorded on the exam answer sheets provided by SEC (included with the training material).
- Instructors must verify that each student has placed his or her full name along with the exam version (where necessary) on each sheet. No other markings, other than answers, are permitted. An HB pencil must be used to fill in each answer circle. If an answer is to be changed, make certain that the student erases the first choice completely.
- Instructor will fill out a class List of all students writing the exam, including location and date of course, with the instructor's name and signature.

The Training Provider must forward the CPI, Indemnification forms and evaluation sheets and exam sheets, together with the Class cover sheet & Class List to the SEC.

Note: it is recommended that the training institute keep a copy of the exam sheets for safekeeping. Forward the entire (by courier or registered mail) to:

Scaffold Education Canada Inc.

Attn: Training
20 Meadow Drive NW
Edmonton, Alberta T6P1E7

SEC will register each student and assign a permanent Student ID number. They will then review (mark) the exam sheets to arrive at the pass/fail grade for each student.

The Training Provider will receive a grade report & Certificates from SEC.

- Upon the completion of the exam grading of a training program, SEC will issue a grade report.
- This report will be forwarded to the ATP and/or Lead instructor, and a summary grade report will be maintained by the SEC.
- Upon completion of the SEC Training Program course, the successful candidates will be issued a pocket identification card with a certificate number by the SEC.

Training conducted by Accredited Training Providers will be recognized by members of the SEC, and the construction industry.

NOTE: At any time during the training session SEC will provide assistance and advice regarding the manual, make-up tests or the testing procedures as needed. This can be accomplished by contacting:

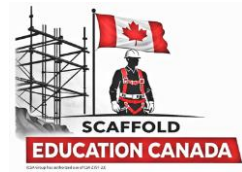
Wendy Larison, Director of Education and Training
Phone: 780.239.0250
E-mail: admin@scaffolleducationcanada.ca

Technical advice regarding content material is the responsibility of the Training Provider.



Instructor Registration Procedures

1. The SEC Approval committee will approve each new Accredited Training Provider (ATP) application.
2. Your application will designate a Lead Instructor or contact who will be the person responsible for the quality and delivery of the program. This individual will also sign the Application for Accreditation, agreeing to the Terms of Reference.
3. Teaching Provider's Lead Instructor will:
 - a) Comply with the Terms of Reference.
 - b) Provide documentation of personal training, work history and experience (Minimum 5 years) in the Scaffold trade as a Journeyman or higher and meet the CSA Z797:23-9.4 requirements.
 - c) Carefully select and submit Sub-instructors resumes for registration with the SEC ATP Approval Committee.
5. Once an instructor is registered, they will only be registered with that organization. If they move to another Accredited Training Provider, they must be resubmitted by that organization's Lead Instructor.
6. Quality assurance is through the SEC testing feedback.
7. An Instructor's Registration can be revoked if they are found to be working outside of the SEC Training Committee Guidelines and/or Procedures but are found to be claiming SEC Recognition.
8. Continued problems with a teaching provider could result in an audit of the ATP, and possible loss of their accreditation.



Lead Instructor Procedures for assigning Sub Instructors

1. All Sub-instructor profiles must be submitted to the SEC ATP Approval Committee with the approval of the Teaching Provider's Lead Instructor. The Lead Instructor must carefully select each instructor for the course that he/she is going to teach.
2. The Lead Instructor will verify that the information submitted is true and correct.
3. The Lead Instructor should indicate in what capacity the instructor will be used. For example, teach only the SBC course, teach the whole course, help supervise the hands-on portion or as an assistant.