

CERTIFIED INSTRUCTOR APPLICATION



INTERESTED IN BECOMING PART OF OUR TEAM?

We, at Fall Protection Group Inc. (often referred to as FPG), are excited about your decision to pursue the use of our programming for your at-height training needs. Fall Protection Group has been creating, delivering, and training others to deliver fall protection and at-height rescue programs for more than twenty years to all manner of industries across North America and throughout the world.

In order to be accepted into the Certified Instructor Program for our Fall Protection Oil Sands program (OSSA Accredited), you must demonstrate how you meet the required criteria. This criteria pertain to your knowledge and experience of working at heights. Please note that your application will be reviewed against these criteria, as this is a requirement of both Fall Protection Group and the Oil Sands Safety Association via their standard.

Please complete all four steps of this application and send it to registration@fallprogroup.com (or fax 403 270-7332) as soon as possible. We require your completed application a minimum of five (5) days prior to the start of the program in which you wish to attend.

STEP 1 - INSTRUCTOR PROFILE (PLEASE PRINT CLEARLY)

This information is necessary for setting up and maintaining training credentials in our database system and in order to create access to our online system including access to the electronic presentation.

| | | | |
|-----------------------|------------------------|---|---------|
| FIRST NAME | MIDDLE NAME | LAST NAME | |
| LEGAL COMPANY NAME | | EMAIL ADDRESS | |
| PRIMARY PHONE NUMBER | SECONDARY PHONE NUMBER | FAX NUMBER | |
| WORK ADDRESS | | | |
| CITY | PROVINCE | POSTAL CODE | COUNTRY |
| PREFERRED COURSE DATE | | Can Fall Protection Group release your contact information to an individual or group looking for training in your area? <input type="checkbox"/> YES <input type="checkbox"/> NO | |



STEP 2 – KNOWLEDGE & EXPERIENCE

Please describe, in sufficient detail, your knowledge and experience of each of the following criteria:

- Record the date you attended or will attend FPG's Fall Protection Oil Sands End-User Course (Course #6116)?

DATE OF TRAINING

- Attach your resume or bio to your application.** Your work experience must show how you possess a minimum of two years experience in the construction, oil & gas, fall protection, or related industry.
Please attach resume or bio.

- Detail your working knowledge of the Alberta Occupational Health and Safety legislation?

PLEASE DESCRIBE

- Describe your knowledge and understanding of CSA and ANSI standards?

PLEASE DESCRIBE



STEP 2 – KNOWLEDGE & EXPERIENCE (CONTINUED)

Please describe, in sufficient detail, your knowledge and experience of each of the following criteria:

- Describe your direct experience in working at height.

PLEASE DESCRIBE

- Summarize your general industrial health and safety knowledge.

PLEASE DESCRIBE

- Outline your experience with creating fall protection plans and your use of fall protection equipment.

PLEASE DESCRIBE

- Describe your experience in teaching, facilitating, or with instructional techniques.

PLEASE DESCRIBE



STEP 3 – ACKNOWLEDGEMENT OF COURSE LOGISTICS

Please describe, in sufficient detail, your capability to meet the following criteria:

- Can you supply all required fall protection equipment (see the list of required equipment for the classroom at <http://fallprogroup.com/7116-instructor-requirements/>)?

PLEASE DESCRIBE

- Are you capable of meeting all course logistics requirements (see the summary of course logistics at <http://fallprogroup.com/7116-instructor-requirements/>)?

PLEASE DESCRIBE

- Describe how you can meet the requirement to have first aid (minimum basic level - 2 day program) available when teaching.

PLEASE DESCRIBE

- Can you supply your own PPE (steel-toed boots, gloves, safety glasses, hard hat) when required?

PLEASE DESCRIBE



STEP 4 – ACKNOWLEDGEMENT OF COURSE REQUIREMENTS

Please indicate agreement with each of the following statements by **INITIALING** in each box.

I have read the course registration instructions and agree to all listed requirements, including insurance and equipment.

I will adhere to FPG / ACSA / OSSA standards for course delivery at all times when delivering this course.

I have read and agree to the cancellation policy and privacy. (See policies on the following page)

I understand that I must teach a minimum of three (3) courses per year to maintain my status as a Certified Instructor.

I understand that submission of this application is NOT automatic acceptance into the program.

I agree that all the information I have provided on this application is accurate and truthful.

I agree to the policies on page 6 of this document.

SIGNATURE OF APPLICANT (your signature must stay within this box):

DATE OF APPLICATION



POLICIES

CANCELLATION POLICY

1. Fall Protection Group Inc. reserves the right to cancel or postpone the Certified Instructor Program up to ten (10) business days in advance of course commencement. Fall Protection Group will notify registered individuals as soon as the class has been cancelled or postponed. Fall Protection Group is not responsible for any costs the applicant has or may have incurred as a result of the cancellation or postponement.
2. Registrants who cancel fifteen (15) business days or greater prior to the course date will receive a full refund, less a \$100 processing fee.
3. Registrants who wish to cancel between six (6) and fourteen (14) business days prior to course commencement have 2 options to avoid being charged the full course fee. They are as follows:
 - A substitution may occur of an individual from within the registrants company. The substitute person will need to adhere to the same approval standards and be able to submit all paperwork within the allotted time frame. A \$200 administrative fee applies.
 - Should an individual from the program's waiting list (if such a list is active) be able to fill the registrant's course seat, the cancelling registrant will be charged a \$200 administrative fee.
 - Registration may be postponed to a future date. A \$200 administrative fee applies.
4. Registrants who cancel five (5) business days or less prior to course commencement will be charged the complete course fee.
5. Registrations who do not show up for the course will be charged the full course fee.
6. No refunds will be granted to individuals failing any program or audit. Individuals who fail will be provided with options for assisting them with completing the program.

MATERIAL REPLACEMENT POLICY

Additional charges will apply for the replacement of Certified Instructor materials (including due to loss or theft).

PRIVACY POLICY

Information collected including during the Certified Instructor program is intended for the purpose of communicating course details, payment confirmation and delivery of certificates. Any personal details retained by Fall Protection Group Inc. will be used for the purpose of tracking valid credentials and insuring recertification is completed in the time specified via an email reminder. Certified Instructor information may be used for the notification of upcoming Fall Protection Group Inc. program offerings and special events. Fall Protection Group Inc. may at times divulge instructor contact information for the purpose of potential teaching opportunities if we are unable to offer training to a prospective registrant either because of timing or location constraints. Additionally, all instructors understand that personal information may be shared with Fall Protection Group Inc. corporate alliances in order to maintain industry certification.

