

CSSTA

Training Program Administration

2019

Revision 1.0



Training Program Administration.

1. This document outlines the system that a Training Provider must have in place before they can submit a Course for approval to one of the listed safety standards.
2. Each training organization must have a document hierarchy of responsibility listing the positions of who is the program director, administrative duties, and who instructor trainers, auditors and program instructors report to.
3. Each training organization must have a searchable electronic database that keeps all the training records on file. At a minimum the database must list the student name as listed on Government Issued Photo ID, that their government issued photo ID was checked, the date of birth, an email, location of training, training date, a certification card number, and the instructor.
4. The Provider must have a document outlining the process for becoming an instructor. This must include verifying the instructors work experience with a resume. What experience is needed to apply, what courses are required, for example, first aid, etc. The instructor training must include having the instructor watch the end user course, complete an instructor training program where they review the course, lesson plans, the training manual and administration of the course. There must also be a co-teach of a course. Instructors must be audited within 6 months of becoming an instructor and every 2 years.
5. Instructors must sign a document that lists all of the training course requirements and agreeing to abide by the listed requirements. If an instructor works for an organization, the organization must also sign one of the documents.
6. The Training Provider must have a document process for completing student paperwork. The paperwork must include a course roster, registration sheet, course evaluation, test, and temporary and permanent certificates.
7. The Training Provider must have a listed time line for instructors submitting student training records.
8. There must be a listed classroom management policy. This needs to outline, what the classroom size requirements and any simulators are. Additionally, it needs to list, the class maximum size, any pre-qualifications for student training (i.e. workers taking Boom Lift Training must have Fall Protection Training).

What the process is, if a student fails the test, what is the minimum student test score, what is the process for retaking a test, what the policy is on ESL students.

9. There must be a record keeping process for any student who request a replacement student certificate.

10. The Training Provider must report each quarter, the number of student they trained in each standard, the number of classes, and the location of the classes.

11. There must be an instructor package that includes:

A. A copy of the Slideshow and any videos used

B. A copy of the lesson plans

C. A full set of document classroom policies, such as the allowable length of the course, required classroom equipment, any simulators, the maximum class size, a test answer key, and what the student certificate requirements are.

12. Students and workers must sign onto a pre-class safety meeting and hazard assessment at the start of the class. The following must be discussed, Emergency response plan and contact number, the muster point, the location of safety equipment, any additional required items appropriate to the course.

13. Inspections of any training equipment must be document as per the normal PPE or inspection requirements for the item. These records must be kept on file as per the normal requirements.

Training Provider-The organization that submits or has an approved course as one of the listed training standards with the CSSTA

Authorized Provider– An organization that is authorized to purchase and offer training courses using accredited instructors.

Accredited Instructor– An individual who has met all the training requirements, and is currently certified to teach training courses.

Training Program Matrix		Date:
	Company name and Address:	Submitted by: Name and Contact Info:
	Document name/location/page	Explanation
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