

Instructor Application



Occupational health and safety training

Please identify which instructor certification you are applying for:

- Occupational health committee training level 1
- Occupational health committee training level 2
- Supervision and safety training

Applicant information (all information must be submitted to process an application)

Name: _____ Organization: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____ Email: _____

Course location preference: Regina Saskatoon No preference

Eligibility requirements (Please identify one of the four pathways)

- Pathway 1:** Current Canadian registered safety professional (CRSP) and/or certified health and safety consultant (CHSC) designation **AND** training and/or experience with course delivery and/or adult education.
- Pathway 2:** Four-year bachelor's degree in any field **AND** four years relevant health and safety experience **AND** training and/or experience with course delivery and/or adult education.
- Pathway 3:** Two years post-secondary education in occupational health and safety **AND** four years relevant health and safety experience **AND** training and/or experience with course delivery and/or adult education.
- Pathway 4:** One year post-secondary education in occupational health and safety **AND** five years relevant health and safety experience **AND** training and/or experience with course delivery and/or adult education.

Please attach:

- Documentation to support relevant health and safety experience, including number of years of work experience. For example, a letter from an employer listing health and safety duties.
- Documentation supporting technical competence as outlined in one of the four pathways.

Pre-requisites

Instructors must successfully complete the applicable **in-class** course within the last six months of the application date. For example, supervision and safety training instructor applicants must take the in-class supervision and safety training course offered by the Saskatchewan Workers' Compensation Board (WCB).

Occupational health committee training level 1	Date completed _____ (MM/DD/YYYY)
Occupational health committee training level 2	Date completed _____ (MM/DD/YYYY)
Supervision and safety training	Date completed _____ (MM/DD/YYYY)

Conditions of instructor qualification

1. To be WCB-certified to deliver the occupational health committee trainings or supervision and safety training course, instructors must
 - Successfully complete the applicable instructor training course offered by the WCB.
 - Deliver one WCB audited class within six months of completing the instructor training course.
2. Instructors are required to sign a WCB-certified instructor agreement and will have the opportunity to recertify every **five years**. Recertification may be dependent on WCB audits and/or attending an instructor recertification training course.
3. Instructors agree to:
 - **Test** participants using a test designed by the WCB at the end of each course.
 - Keep a **list of participants** for each course delivered on file a minimum of five years.
 - Administer a **participant evaluation** designed by the WCB to all course participants, review these evaluations, and keep them on file for a minimum of five years.
 - Provide the WCB with a completed **annual certificates and exams report** by Dec. 31st of each year.
 - The report must include the participants' names, exam marks, dates of course completion and contact emails. Instructors should enter this information in the report after each occupational health committee training or supervision and safety training course. The WCB retains the right to request these reports for quality assurance purposes at any date throughout the year.
 - The report must be emailed to ohc_training@wcbask.com with the completed contact page even if the instructor did not deliver any occupational health committee training or supervision and safety training. Failure to do so may result in disqualification.
 - Certified instructors should keep a copy of the report on file for a minimum of five years
4. Instructors must be perceived as able to use the course content developed by the WCB and to deliver **balanced instruction**. The concerns and views of employers and workers, and their respective contributions to a safe workplace, must be respected and acknowledged throughout all training sessions.
5. Instructors must remedy deficiencies in instruction identified by the WCB. Failure to do so may result in disqualification.

Signature of applicant: _____ **Date:** _____

Please forward to:

Email: ohc_training@wcbask.com

Mail: Saskatchewan Workers Compensation Board
Attn: Tennille Corbett - Manager prevention services
115 - 24th St. E
Saskatoon SK S7K 1L5