



2018 NUCA Train-the-Trainer Program

April 16– 20, 2018 in Coppell, TX

Registrant Information

Name: _____ Date: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Competent Person Training \$550 Confined Space Entry Training \$450 Both Programs \$950

Note: You will be invoiced by email after your application has been approved.

You will need to provide the following:

- Completed Train-the-Trainer Application
- Signed copy of the Instructor Letter of Agreement
- Copy of your current resume or brief biography

Please return all documents to George Kennedy:

Email pdf: gkennedy@nycap.rr.com

NUCA Instructor Train-the-Trainer Program Application

I would like to attend the following NUCA instructor training program(s):

Competent Person Training Confined-Space Entry Training Both

1. Is your company a NUCA member? (NUCA membership is required for all instructors):

2. Do you have experience as an instructor? YES NO

3. Are you an OSHA-approved instructor? YES NO

4. Are you currently instructing a Competent Person Training Program? YES NO
If yes, who developed the program? _____

5. Are you currently instructing a Confined-Space Entry Program? YES NO
If yes, who developed the program? _____

6. Please list any construction and/or safety related training programs you've previously instructed or are currently instructing:

Program Name:

Developed By:

of Years as Instructor:

- a. _____
- b. _____
- c. _____
- d. _____

Please list any OSHA-related training programs you have attended:

Program Name:

Date Attended:

- | | | |
|----|-------|-------|
| a. | _____ | _____ |
| b. | _____ | _____ |
| c. | _____ | _____ |
| d. | _____ | _____ |
| e. | _____ | _____ |

7. How familiar are you with the OSHA 29 CFR Construction Standards?

Very

Moderately

Not at all

8. In what geographic areas will you be willing to teach if approved as a NUCA instructor?

9. Do you agree to follow all terms stated in the NUCA Letter of Agreement? (Please see attached)

YES

NO

Note: It is important that you thoroughly review the Letter of Agreement and understand that you will be required to comply with all requirements and criteria. If an instructor fails to comply, their NUCA-approved instructor status will be suspended and possibly revoked.

NOTE: If your application is approved you will be notified and payment will be due upon receipt of notification. You or the company you work for must be a NUCA member prior to attending these programs. The registration fee and membership dues must be paid in full at least two weeks prior to the scheduled date for the training program. Last minute applications will only be accepted if seats are available and the committee has time to review the application. Please submit applications early.

NUCA CPT & CSEP Instructor -- Letter of Agreement

The National Utility Contractors Association retains the right to cancel a CPT/CSEP instructor's approval for failure to comply with any of the following terms of this agreement:

1. All CPT/CSEP instructor applicants must be one of the following:
 - a. a contractor, associate or institutional member of NUCA;
 - b. employed by a contractor, associate or institutional member of NUCA;
 - c. employed by a NUCA chapter; or
 - d. employed by a fire department.

2. The CPT/CSEP instructor understands that he/she will be reviewed annually by the NUCA Safety, Education and Training Subcommittee to determine if he/she is in compliance with the CPT/CSEP instructor criteria and administrative requirements. CPT/CSEP instructors who fail to meet these terms shall be notified. Upon notification, the instructor will have until the end of the fiscal year to fulfill the necessary requirements or forfeit their active CPT/CSEP instructor status. Any instructor who has been transferred to the inactive instructor list must contact NUCA's VP of Safety, George Kennedy, if he/she wants to be reinstated as an active instructor. All reinstatement requests are subject to review and approval by the Safety, Education and Training Subcommittee. Written requests for special exceptions will be considered.

3. NUCA maintains the right to cancel an instructor's approved status if:
 - a. NUCA membership is not maintained, dropped, or if the instructor terminates employment with a member company and does not find employment with another member company or join NUCA as an independent associate member.
 - b. The instructor does not teach a minimum of 3 NUCA CPT and/or CSE programs each year. Team teaching is permitted; however, each instructor must enter student names into the NUCA data base to receive credit for their classes.
 - d. The instructor does not teach at least one training program within 6 months of completing the instructor training program.
 - e. The instructor violates NUCA's copyrights. The instructor must provide each student with the appropriate student manual. The NUCA manuals and materials are the property of NUCA and are protected by copyright laws. The CPT/CSE instructor agrees not to copy or distribute the NUCA CPT/CSE program, the CPT/CSEP student manuals or any part thereof without written permission from NUCA.
 - f. The instructor agrees to discontinue use of all instructor training materials (student manual, Power Point presentations, etc.) in the event that his/her instructor status has been revoked, terminated, or forfeited. NUCA CPT, CPR, and CSEP student manuals shall be considered training aids and are not for sale. **Note:** All NUCA Power Point presentations must also be removed from computers.

CPT/CSEP instructor agrees to pay NUCA:

- a. (\$14) registration fee for each CPT and/or CSE student attending the program. NUCA will provide a registration kit that includes a student manual cover, certificate of completion card and hard hat decal for each paid registration. Kits must be ordered in advance of a class.
 - b. (\$20) registration fee for each student attending a CP Refresher course. NUCA will provide a manual, certificate of completion card and hard hat decal for each paid registration. Payment is due when the order is placed. Registration fees are subject to change.
4. The CPT/CSEP instructor agrees to give the nearest NUCA chapter (within 75 mile radius) the opportunity to co-sponsor a NUCA CPT/CSE program when providing training with NUCA's prepared CPT/CSEP instructor package. **This requirement does not apply to programs being held at private companies.** "Private companies" include utilities, contractors, fire departments or other business entities. Private company programs are limited to participation by only **one** company.

 5. The CPT/CSEP instructor agrees to enter student names into NUCA's online data base within **30 days** of completing the NUCA CPT/CPR/CSE course. Instructions for submitting reports will be provided to all approved instructors. **NOTE:** Instructors that neglect to submit their program registration reports will not receive credit for the class. Instructors should keep paper or computer copies of all students who have attended their training programs. Additionally, the instructor will be prevented from ordering additional registration kits until the necessary

reports are filed online.

6. The CPT/CSEP instructor agrees to limit CPT/CSE program size to approximately 35 persons per program. Larger programs may be held under special circumstances, provided permission is received from NUCA's Vice President of Safety.
7. The CPT/CSEP instructor agrees to use only the NUCA CPT/CSE program training guidelines and materials when teaching a NUCA CPT/CSE program. Minor changes in the program format and materials are permitted to adjust for state regulations or local conditions. The CPT/CSE Instructor agrees **not** to use NUCA CPT/CSE program training guidelines and materials, including slides and Power Point presentations, when teaching a **non-NUCA** CPT, CPR or CSE program
8. The CPT/CSEP instructor is required to ensure that all promotional materials used to advertise the **“NUCA CPT, CPR and CSE Training Programs”** will include the NUCA logo or mention of the National Utility Contractors Association. The instructor understands that when promoting programs other than NUCA programs, he/she may not mention their NUCA instructor status. NUCA Instructor Approval is limited to NUCA training programs; it does not apply to other safety training programs.
9. NUCA requests that the CPT/CSEP instructor attend instructor meetings to discuss any program updates, share valuable field knowledge, and network with fellow peers.
10. Fire department instructors are not required to become members of NUCA or maintain the minimum instructor requirements, provided they only teach classes on behalf of the fire department (non-profit) and/or limit their training to first responders. Should a fire department instructor begin publicly teaching the NUCA program (for profit), they must become a NUCA associate member or be employed by a NUCA member. Prior to teaching publicly, he/she must contact NUCA and request a change of status by the Safety, Education and Training Subcommittee.

I understand and will comply with the terms of this agreement.

Note: This agreement is subject to change by NUCA. Instructors will be notified in writing of any changes to this agreement.

Instructor's Name: _____ Date: _____

Instructor's Signature: _____

Employer _____

Employer understands and agrees to terms of this letter of agreement.

As the employer of the above individual our company understands that the training materials provided to the instructor are the property of NUCA and are on loan to **only** approved instructors. The instructor is required to maintain possession of all NUCA training materials, which will be returned to NUCA if the instructor's active status is terminated.

Signature: _____ Title: _____ Date: _____