

Date:

Training Provider:

Course Name:

Prepare the items below before beginning your application.

General Information

Delivery Mode

(one mode per application)

- Online
- Self-paced
- Webinar
- Live instructor led

Course Details

- Course Outline
- Course description
- Learning objectives

Admission Requirements

- Course prerequisites

Grading

- Breakdown of grading structure

Attendance Policy

- Details about the attendance policy with an emphasis on mandatory attendance

Student Survey

- Copy of final course evaluation survey
- The survey includes the ability for students to add freeform comments

Technical Content

- List of content / modules
- Technical material
- Total hours of classroom instruction
- Total hours of lab/shop instruction
- Written examinations
- Practical assessments
- Details of lab/shop facilities, tools and equipment (if applicable)

Instructor & Exam Invigilator Information

- Proof of at least five years industry experience
- Proof of active certification

Note: Instructors and exam invigilators are required to hold an active certification that exceeds the level of the course or program they are teaching.

Certificate of Completion

- Technical Safety BC assigned TR#
- Name of the course **as it is stated on the application form**
- Training provider's name
- Total minimum hours of instruction
- Instructor's name
- Date of completion

Note: TR# will be provided by Technical Safety BC once the application is received.

Course Management

Exam Protocols

- Details on all exam protocols to ensure exam security

Appeals Process

- Details on the student appeals process

Continuous Improvement

- Details on the process for continuous course improvement