



Approved Working at Heights Provider Application

Total Fire Solutions Inc. has developed the Instructor Training Program to equip Ontario's industries with skilled and effective Working at Heights instructors. Please select all that apply.

Admission Requirements

TECHNICAL REQUIREMENT (AT LEAST ONE REQUIRED)	Y/N
Professional health and safety designation (CRSP, CHSC, NCSO etc.)	
At least 30 hours of completed OH and S training over the last two years and or a Total Group of Companies Train the Trainer Course.	
Five years of recent OH and S safety experience (for example, working as a safety coordinator, safety instructor, firefighter or safety manager).	
A degree diploma or certificate in OH and S safety from a recognized institution.	
Three continuous years of experience as a certified Joint Health and Safety Committee Member.	
ADULT EDUCATION DELIVERY EXPERIENCE (AT LEAST ONE REQUIRED)	Y/N
More than 100 hours of adult education delivery.	
A degree, diploma or certificate in adult education principles.	
Adult Teaching or development designation.	
Completion of the Total Group of Companies Train the Trainer Course or another relevant Train the Trainer Course. Proof of completion to be submitted with this application.	

WORKING AT HEIGHTS EXPERIENCE (AT LEAST ONE REQUIRED)	Y/N
Minimum five years recent delivery or working experience related to a working at heights program.	
Completion of the Total Group of Companies Train the Trainer Course or another relevant Train the Trainer Course. Proof of completion to be submitted with this application.	
Co-facilitation of a minimum of at least one session of the approved training program as evaluated by The Total Group of Companies.	

The Instructor Process

The following steps must be taken to become a certified Working at Heights Instructor:

- 1) Submit the completed Application for review **before the desired train the trainer date (contact Total Rescue at info@totalrescue.ca for date availability and application submission)**
 - This includes submitting a current resume and at a minimum one Professional Reference to represent health and safety work experience.
- 2) Attend a course and pass the exam as well as co-teach, unless alternate plans made with Total Rescue, such as current WAH training with another organization.
- 3) Review and sign the Total Rescue Certified Instructors Agreement.
- 4) Pass an audit within six months or the first five course deliveries.

Applicants are considered to have abandoned the process and must reapply when they:

- do not register for the instructor course within four months of approval,
- do not complete the instructor course within one year of approval,
- do not complete a student audit within six months of course completion.

Such individuals will have to restart the process by resubmitting an application.

Application Checklist

Before submitting your application, please ensure that the application has been completed in full and includes the following:

- 1) Fully completed application
- 2) Copy of Certificates (if applicable)
- 3) Current resume

Section 1: Personal Information	
First Name, Middle initial	
Last Name	
Current Employer	
Date of Birth	
Business Address	
City	
Province	
Street	
Postal Code	
Business Telephone	
Business e-mail	
Home Address	
City	
Province	
Street	
Postal Code	
Personal Telephone	
Home e-mail	
Preferred to be contacted at:	Business Address Home Address
It is the instructor's responsibility to notify Total Rescue of any changes to this information.	

Section 2: Health and Safety Education/Designations CHECK ANY THAT APPLY		
Designation	Registration Number	Date Designation Obtained
CRSP		
CHSMSA		
CMIOSH		
Education	Program/Institution	Date Program Completed
OHS Certificate		
OHS Diploma		
OHS Degree		

*Other certifications/tickets/education:

Section 3: Employment History – IF COMPANY OWNER PLEASE NOTE THAT

Total Rescue must verify that the required experience of each applicant meets at a minimum the five years’ requirement. This may involve Total Rescue contacting your references directly to review with them the information they provided in the PRF.

Current Employer

Job Title	
Dates Held	
Position is full-time	Yes No
% of job dedicated to H&S functions	100% or ____ %
Supervisor’s Name	
Supervisor’s Contact Information	
Responsibilities: Include a comprehensive list of all H&S responsibilities or attach a copy of job description and/or professional resume.	

Previous Employer

Job Title	
Dates Held	
Position is full-time	Yes No
% of job dedicated to H&S functions	100% or ____ %
Supervisor’s Name	
Supervisor’s Contact Information	
Responsibilities: Include comprehensive list of all H&S responsibilities or attach a copy of job description and/or professional resume.	

Section 4: Professional Reference Form (PRF) Summary

Please provide the names and contact information of at least one individual reference.

Professional Reference

Name:	
Telephone:	
Email:	

Section 5: Applicant Declaration

I understand that the information provided on this application is material to my being accepted and I verify that I have the equipment and skills to facilitate WAH courses. Any inaccuracy or misrepresentation will be sufficient reason for me to be suspended as an instructor.

Candidates Signature:	Date:
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Please email completed forms and supporting documents to info@totalrescue.ca with “name_ Instructor Application” as the subject heading.