



Energy Safety Canada Authorized Training Provider Application Process and Form

Authorized Training Providers are organizations, institutions or individuals that are granted, by Agreement, permission to offer Energy Safety Canada courses. They are responsible for overseeing all operational aspects of course delivery, including ordering materials, submitting documentation, scheduling classes, ensuring the suitability of course locations, as well as overseeing the professional conduct of Certified Instructors.

Certified Instructors and Authorized Training Providers are charged with the delivery of licensed Energy Safety Canada courses and must follow our established procedures and standards.

Application Process

This application process is divided in to three stages:

Stage 1

- Complete an “Energy Safety Canada Authorized Training Provider Application” and submit it with required documents as outlined in section 7(a) through 7(d). This will include an Application Fee.

Stage 2

- If your application to become an Energy Safety Canada Authorized Training Provider is approved, a written notice will be sent to you requesting submission of required documents as outlined in this application section 7(e) through 7(i). This will include the ATP Maintenance Fee.

******Incomplete applications will not be reviewed or processed******

Stage 3

- Once all the required documents and payments have been received, a confirmation of your application status will be emailed to you, along with an unsigned copy of the Energy Safety Canada Authorized Training Provider Agreement, which you must sign and submit.

ESC will return a signed copy of the ATP Agreement, confirming your Authorized Training Provider status. This will conclude the application process, enabling your designated Provider Representatives to order materials and submit course documents through the online Provider portal.

All documents are to be emailed to evaluations@energysafetycanada.com.



Energy Safety Canada Authorized Training Provider Application Form

1. Primary Billing Location Information:

Training Provider Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Website: _____

Email: _____

2. Owner / President / CEO Information:

Name: _____

Position: _____

Office Phone Number: _____ Cellphone Number: _____

Email: _____

3. Contact Person Information:

Name: _____

Position: _____

Office Phone Number: _____ Cellphone Number: _____

Email: _____

4. Authorized Signatory Information

Name: _____

Position: _____

Office Phone Number: _____ Cellphone Number: _____

Email: _____



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c. Please provide a list of on-staff instructors and the courses they teach:

Instructor Name	Full-Time, Part-Time, or Contract Employee	Course(s)

(You may submit multiple copies of this page should you need more space)



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d. Energy Safety Canada Licensed Courses

Energy Safety Courses can only be taught at facilities that meet certain room size, technology equipment, and practical exercise equipment requirements. Requirement lists can be found in the same message you received with this application. Please review these lists before indicating which Energy Safety Canada courses you have interest in offering.

While reviewing your Additional Training Location Declaration Forms we may reach out to you for details on what equipment you intend to use for offering the courses you indicate below. Energy Safety Canada may decide to conduct a Site Review before course approval is given.

Please indicate if you intend to offer Energy Safety Canada courses to your internal employees only. If Yes, you will be removed from Energy Safety Canada’s public list of Authorized Training Providers. Yes No

Check each Energy Safety Canada Licensed Course you have interest in offering:

- Energy Safety Canada H2S Alive®
- Energy Safety Canada Detection and Control of Flammable Substances
- Energy Safety Canada Oilfield Driver Awareness
- Energy Safety Canada H2S Alive Blended Renewal
- Energy Safety Canada Fall Protection
- Energy Safety Canada Common Safety Orientation

Note: Energy Safety Canada intends to release more Licensed Courses over time.

Has your organization ever offered OSSA Courses: Yes No

If Yes, please list them accordingly:



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7. Please submit the following documents with your application:

- a. Business License or Corporation Registration Number
- b. Authorized Training Provider Required Pictures Form
 - One form for each location listed in Section 5(b)
- c. Cancellation and Refund Policy
 - A policy for cancelling courses and refunding students in the event that a course is cancelled or if students cancel their enrolment.
- d. Call 403 516 8075 to pay the \$1000 + GST application fee.

Note: Incomplete documents will not be reviewed.

As stated on the process page, Section 7 (e) through (i) are not required for the review of this application. If your application is approved Energy Safety Canada will notify you that we now require the following documents:

- e. Proof of Insurance (\$2,000,000 per occurrence)
 - I. Workers' compensation or contingent employer's liability
 - II. Comprehensive general liability **with Energy Safety Canada as an additional insured**
 - III. Comprehensive automobile liability
- f. Proof of Equipment (*pictures will suffice*)
 - Energy Safety Canada Licensed courses have specific equipment requirements. Consult the Equipment Requirements for Energy Safety Canada courses you selected in Section 5 (d)
- g. Equipment cleaning and maintenance procedures
 - If you own your equipment, please detail how it is cleaned and maintained. If you lease, rent, or contract, who provides the equipment or cleaning service?
- h. Authorized Training Provider Representative Form
 - You must assign at least one representative to order course materials and one to submit courses online. One individual may have both roles.
- i. Call 403 516 8075 to pay the \$1500 + GST ATP Maintenance fee.



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8. I certify that:

- a. all information provided by me in this application is true and complete to the best of my knowledge; and I have withheld nothing that, if disclosed, would alter the integrity of this application; and
- b. I have read the Energy Safety Canada Authorized Training Provider Handbook; and I understand the requirements for my organization to achieve and maintain “good standing” status as an Energy Safety Canada Authorized Training Provider, and
- c. If approved as an Energy Safety Canada Authorized Training Provider, I will comply with Energy Safety Canada requirements.

Training Provider Name: _____

Authorized Signatory Name: _____

Authorized Signatory Signature

Date

Energy Safety Canada Use Only

Request approved Yes No

Site Visit

Approval Date

Name of approver

Signature