



## **2018 CANADIAN ELECTRICAL CODE UPDATE TRAINING PROVIDER PROGRAM Guidelines**

Under this program, CSA Group has developed a training program that provides detailed instruction on all changes of the CE Code under the “2018 Canadian Electrical Code Update Training Provide Program” (2018 CE Code RTP). The process to recognize trainers reflects CSA Group’s goal to encourage a base level of competency for training. This document provides a guideline for entry into the program based on industry requirements, technical competencies and CSA Group’s discretion which may be based on consultation with various industry groups or CSA members. The criterion for entry follows 3 main requirements:

- 1) Proven understanding of technical requirements related to the C22.1-18 - Canadian Electrical Code and related industry standards.
- 2) Ability to deliver quality training, ongoing positive course feedback and compliance to CSA Code of Ethics.
- 3) Organization or individual in good standing with CSA Group and free of any conflict of interest.

Target participants include: Regulators, Associations, Electrical distributors, Educational institutions or organizations that provide related technical training.

### **Program highlights include:**

- 1) CSA 2018 CE Code Update RTP organizations provide instruction of C22.1-18 – Canadian Electrical Code and therefore are recognized by CSA Group, under this program. They will receive visibility through a CSA online registry and will be part of an exclusive membership of trainers related to this subject area.
- 2) 2018 CE Code RTP will be acknowledged as industry experts that must maintain a level of quality as evidenced by periodic reporting of class feedback.
- 3) Under the umbrella agreement, recognized trainers will have license to use the CSA C22.1-18 update course curriculum.
- 4) Program participants can use the CSA Group logo to market their status under the 2018 CE Code RTP as referenced in section 7.2 of program Terms and Conditions.
- 5) Program participants will be required to purchase and provide a CSA C22.1-18 student handbook (participant guide) to each student enrolled in the 2018 CE Code RTP course. The CSA C22.1-18 student handbook is exclusive to the training program and cannot be available unless provided by CSA or one of CSA Recognized Trainers.
- 6) Program participants will have the option to purchase and provide a combination package of the CSA C22.1-18 student handbook and the C22.1-18 – Canadian Electrical Code for each student enrolled in the 2018 CE Code RTP course. Program participants will be considered preferred distributors of the C22.1-18 –

Canadian Electrical Code and can purchase at a discount of 15% in combination with the CSA C22.1-18 student handbook.

Please note that this program is not a certification however, it is defined as follows:

*The CSA Recognized Training Program is an acknowledgement of training provider resulting from careful review from a base set of criteria and /or achievement of industry specific competencies and performance.*

## **Organizational Eligibility**

General guidelines and procedures for assessment of recognized training organization status is based on the following requirements:

- 1) Organization has been in business for at least (1) year and operating under the conditions required to fulfill program requirements.
- 2) The Organization has a well-defined structure in which the authority and responsibility of administering training programs is clearly identified.
- 3) Has the ability to provide ongoing feedback reporting to fulfill program reporting requirements (see below section 8).
- 4) Can effectively demonstrate each instructor's minimum qualifications in compliance with the program guidelines (see below section 1.1 under Initial Assessment)

### ***Process for obtaining RTP Status:***

Prior to submitting an Application for RTP recognition, Training Providers should obtain an Application Package from CSA Group and review requirements. Should there be any questions or concerns, contact the CSA Group program administrator to obtain further detail.

#### **1. Application:**

An application is the first step to obtain RTP status. The application will express the organization's interest in the program and provide preliminary details for consideration for further review.

Information in the application will demonstrate whether the organization and its intended instructors meets at a minimum the program guidelines and terms and conditions. Upon review, CSA Group, at its discretion, will determine whether to proceed with further analysis, and or provide direction for eligibility as required based on CSA program guidelines, and terms and conditions.

A review will indicate a path forward:

#### Initial Assessment

- 1) Verification of the organization's ability to conduct training. Providing supportive documents as requested in the program application including the following:
  - a. Details of related training programs.
  - b. Training course schedules that most relate to the 2018 CE Code RTP program.

- c. Organizational chart depicting training program chain of authority and responsibilities.
  - d. Information related to geographic trade areas, facilities, and a summary of your organization's industry credentials, accreditations, awards, and membership (ie. CSA, NETA, NFPA, APPEGA, IEC).
- 2) Verification of Instructor(s)' ability to conduct effective training. Information supporting verification of the instructor(s)' competence shall include the following:
- a. Certificate of completion issued to all intended instructors which includes successful passing of instructor exam with a mark of 80% or higher.
  - b. Past course feedback, specific to the intended instructor(s).
  - c. Documentation of minimum qualifications and experience to include:
    - i. Minimum 5 years specific industry experience such as:
      - 1. Master Electrician
      - 2. Electrical Engineer
      - 3. Electrical Contractor
      - 4. Other considerations may be accepted upon careful review and industry feedback.
    - ii. Industry credentials, awards and memberships (ie. , CSA, NETA, NFPA, APPEGA, IEC ).
    - iii. The ability to deliver effective training as evidenced by past experience.
- 3) The Initial review is required within three months of application.

#### Site Audit

Upon completion of the initial assessment, CSA Group may decline the application. If obtained information and review is satisfactory, CSA Group will request a program / site audit to conduct to visit the organization and facility or to attend instructor(s) class. The site audit shall be scheduled according to a mutually agreed to time and subject to CSA Group auditing fee.

#### **2. Criteria is set based on the following principles:**

The RTP shall:

- 2.1. Have the ability to deliver a training course in subject area with a minimum level of competency demonstrated either by past records or by onsite course audit.
- 2.2. Have the staff resources and stability required to effectively deliver the training course at a level compliant with program requirements and technical ability.
- 2.3. Free of any real or perceived conflict of interest. A conflict of interest would be deemed to exist where there is significant financial, legal or other like connection between the provider and CSA. Any such issues would require disclosure.
- 2.4. Adhere to CSA Group program policies and Code of Ethics.
- 2.5. Have a means of document control (training records) and access to specific information required for initial and on-going assessment including a sound quality management process.

### **3. Administration**

- 3.1. Quarterly reports are required to ensure program compliance and quality and to verify business results. CSA Group may request the following:
  - 3.1.1. Published course schedules for each new period or semester.
  - 3.1.2. Course attendance records, including student Certificates of Attendance.
  - 3.1.3. Course feedback / surveys received.
- 3.2. The “2018 CE Code Recognized Training Provider” approved organization shall be responsible for ordering all course materials without exception from the CSA store.

### **4. Assessment of technical requirements:**

- 4.1. Instructors should have knowledge of:
  - 4.1.1. C22.1-18 Canadian Electrical Code
  - 4.1.2. Secondary: Z462 Workplace Electrical Safety and related industry standards / best practices.
- 4.2. Initially, reviewing past experience and results of the CSA exam will determine technical capabilities
- 4.3. Ongoing quality reviews may be based on:
  - 4.3.1. Observing, spot surveillance
  - 4.3.2. Customer feedback through requests of student survey results.
  - 4.3.3. Feedback from customers, stakeholders.

### **5. Application Checklist:**

The application for the CSA recognition program provides the basis for collection of relevant assessment information. In order to proceed, please ensure that the following are included:

- ✓ Application completed in full and is signed and dated
- ✓ A separate Instructor Sheet is included for each instructor
- ✓ Resumes, Training Certificates, rewards of merit are included for each instructor
- ✓ Payment is included, or a receipt from a payment made on [Shop.CSA.ca](http://Shop.CSA.ca)

### **6. Initial Site Visit (takes place within 6 months of acceptance)**

- 6.1. After review of application and agreement to proceed, an initial site visit will be conducted within 6 months of acceptance. The review will involve a site visit and or course audit (in whole or in part). The site visit is intended to validate information presented on the application and review potential areas of concern for future adjustment or may be cause for rejection of application.
- 6.2. During the site visit, a review of the following documentation will be requested:
  - 6.2.1. Review of course marketing/ promotional material and course outlines

- 6.2.2. Use and Misuse of CSA Group logo
- 6.2.3. Performance of Instructors
- 6.2.4. Complaints and appeals
- 6.2.5. Analysis of student feedback (course, venue and instructors)
- 6.2.6. Financial records related to the 2018 CE Code RTP

**7. Rejection and Appeal**

- 7.1. CSA Group will assess each application on the merits of information provided relative to the technical judgment of appointed assessment team and relative good standing of the applicant. If application has been rejected, applicant may re-apply after a 12 month waiting period.
  
- 7.2. RTP instructors will write the challenge exam upon completion of the train the trainer course. If a mark of 80% or higher is achieved, the instructor may qualify. If not, CSA may grant one other attempt to write the exam at a convenient time and location. After two failed attempts to meet this requirement, the RTP may re- submits the instructor as a candidate to deliver training after one year.

**8. Quarterly / Annual Reporting**

- 8.1. As part of ongoing quality review, and renewal process, Recognized training providers will be required to provide the following reports:
  - 8.1.1. Course attendance statistics.
  - 8.1.2. Course feedback / student surveys.
  - 8.1.3. Upon program anniversary date, a review to address any organizational changes or changes in instructor status.
  - 8.1.4. Renewal fee.

**9. Current Program Fees:**

9.1 Application Fee	\$400.00
9.2 Program Fee	\$2,250.00 Includes annual licensing and program administration.
9.3 Initial Site Visit / Program Audit	\$3,000.00 per audit includes travel
9.4 Instructor Fee	\$2,500 Instructor 2-day training by webex. \$500 for each additional instructor for 2 day train the trainer session.
9.5 Student Handbook	\$60 per student
9.6 Combination of C22.1-18 – Canadian Electrical Code and Student Handbook	\$213 per student training by RTP (Note: C22.1-18 – The price of the Canadian Electrical Code advertised list price less 15% discount)
<i>CSA Group pricing subject to change.</i>	

**Additional information or contact details:**

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