



UNIVERSITY OF
TEXAS
ARLINGTON

UT Arlington Authorized Safety and Health Trainer Program Requirements

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I. UT Arlington Authorized Safety and Health Trainer Program Overview.

- **Purpose.** The UT Arlington Authorized Safety and Health Trainer Program teaches workers about the basic requirements and actions needed to protect their workplace, the public, and the environment. As part of the Authorized Trainer Program, workers will learn about their rights, responsibilities, and employer responsibilities.
- **Program Description.** The UT Arlington Authorized Safety and Health Trainer Program is not required by any regulatory standard. Some workplaces may consider this program mandatory because of the benefits or specific safety goals.
- **Authorizing Training Organization.** The University of Texas at Arlington is the authorizing organization for the UT Arlington Authorized Safety and Health Trainer Program. The University of Texas at Arlington is the authorized trainer's primary point of contact. For assistance on matters specific to the UT Arlington Authorized Safety and Health Trainer Program, contact information is provided below:

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- **Prerequisites.** To attend the ATP 191 *Safety and Health Authorized Trainer* one of the two following two prerequisites must be met.
 - **Experience.** Participants must have three (3) years of safety and health work experience in any industry (verified on the [prerequisite verification form](#)), or
 - Be a current authorized Outreach Trainer.
- **Maintenance of Trainer Authorization.** To maintain the UT Arlington Authorized Trainer authorization status, trainers must...
 - Attend the Authorized Safety and Health Trainer Update training every three (3) years, and
 - Comply with their respective industry program's/topic update requirements as outlined in that industry's program procedures.
- **Responsibilities and Duties.**
 - **General.** Each authorized trainer must sign a Statement of Compliance (Appendix A) verifying that the training they provide will be provided in accordance with the UT Arlington Authorized Safety and Health Trainer Program requirements and procedures. Failure to comply may result in the revocation of authorized trainer status.

- **Code of Conduct.** UT Arlington Authorized Trainers are expected to conduct themselves in a professional manner during the class, at lunch, and breaks. The following are examples of unacceptable behavior:
 - a. **Inappropriate Behavior or Activities.** This includes serving alcohol, suggesting how to circumvent regulations, or acting in an unprofessional manner.
 - b. **Lack of Professionalism.** This includes discriminatory or defamatory remarks regarding any individual or group of individuals.
 - c. **Improper Class Setting.** This includes holding training at a place not conducive to training.

- **Classroom Duties.** The authorized trainer has the following duties during all classes:
 - a. Plan, schedule, and coordinate the class
 - b. Must be in attendance to answer questions
 - c. Document the class as well as retain class documentation on student attendance and materials covered
 - d. Maintain a list of guest trainers used for each class
 - e. Document the lessons taught by the guest trainers and their qualifications
 - f. Ensure guest trainers teach no more than 50% of the course material
 - g. Coordinate with other authorized trainers when serving the primary or assistant trainer.

- **Obtaining Student Course Completion Cards.** UT Arlington Authorized Trainers are to comply with these requirements or may have their trainer status revoked.
 - a. **Required Information.** After the trainer has completed a class, the trainer will provide the following information to the Authorized Training Organization to receive the student course completion cards. See the individual industry program procedures for additional requirements.
 - i. **UT Arlington Authorized Training Report.** To request student course completion cards, the trainer submit the information online via the Outreach Portal (www.outreachportal.com).
 - b. **Processing Time.** To receive the student course completion cards, all training documentation must be submitted within 30 days of class completion. Report all completed classes individually. Upon receipt, UT Arlington will process the student course completion cards within 30 days. The UT Arlington Authorized Trainer must issue the student course completion cards directly to the students using the addresses provided in class within 90 days of the training completion date. Student cards must be issued directly to the students, regardless of who the payer is.

c. Replacement Cards.

- i. Trainer Cards.** The UT Arlington Authorized Trainers should contact the UT Arlington Outreach Program to receive a replacement trainer card. Fees may apply.
 - ii. Student Course Completion Cards.** The student course completion cards can be replaced under the following conditions:
 - 1.** If a student loses a card, they must contact their UT Arlington Authorized Trainer to request a replacement card. The UT Arlington Authorized Trainer will request a replacement card online via the Outreach Portal: www.outreachportal.com. No replacement card requests will be accepted if the training took place more than two (2) years ago. A data entry error replacement card request will not be processed until the original card is returned to UT Arlington.
 - 2.** If a trainer does not receive their student cards within 30 days of submitting their class report they must contact the UT Arlington Outreach Training Program.
- **Recordkeeping.** As noted above, the UT Arlington Authorized Trainer has duties for managing class data. Below are details on the trainer recordkeeping duties.
 - 1. Retention Time.** Trainers must retain training records for five years. The University of Texas at Arlington may audit class records to verify implementation of procedures at any time during the five years. If the records are not maintained as noted below, a UT Arlington Authorized Trainer may have this status revoked:
 - i. Daily Student Sign-In Sheets.** Printed or typed first and last names must appear adjacent to the students' signatures. Each sign-in sheet must contain the course name, date and time of the course sessions, and include the training location's name, city, and state. The instructors' printed first and last names and signatures must also appear on the daily student sign-in sheets.
 - ii. Student Contact Information.** This is the location where the UTA Authorized Training Program Authorized Trainer will send the student cards. This location must be the student's home or business address.
 - iii. Class Documentation.** Documentation used to request student course completion cards which include the list of topics taught and class time spent on each topic.
 - iv. Guest Trainers.** When guest trainers are used during the class, the trainer must maintain the following information: (1) the guest trainer's name, (2) topics and times taught by the guest trainer, and (3) qualifications of the guest trainer.

v. **Additional Authorized Trainers.** When other UT Arlington Authorized Trainers teach the class, the trainer must maintain documentation on:

- (1) the name of each additional trainer,
- (2) topics covered,
- (3) contact hours for each topic, and
- (4) a copy of their trainer card.

- **Monitoring Visits and Record Audits.** The University of Texas at Arlington periodically conducts monitoring of the training and records of the UT Arlington Authorized Trainer classes and/or trainers to verify compliance with the training program requirements and procedures. The monitoring visits may be unscheduled and the trainer should be prepared at all times. If trainers do not cooperate, their trainer status may be revoked.
- **Investigations.** The University of Texas at Arlington will investigate and/or process complaints or allegations of failure to comply with the training program requirements.

II. Trainer Requirements.

- **General Training Requirements.** To become a UT Arlington Authorized Trainer, the candidate must have successfully completed the ATP 191 *Safety and Health Authorized Trainer* course and the applicable prerequisite training for the various designation(s). See the specific industry program procedures for detailed information. Upon meeting these requirements, trainers will be issued a trainer card for each designation.
- **Trainer Materials.** Instructional materials are available on the Outreach Portal from the training resources link. The instructional materials include PowerPoint slides, student handouts, and links to videos. There is no requirement that these resources be used but trainers are encouraged to utilize these resources in the development of their own curriculum. Videos may be used for up to 25% of class time.
- **Student Requirements.** If students miss any portion of the required training, the trainer may conduct makeup training as follows:
 - Within six months of the student's training date
 - Provided by the trainer who conducted the initial training
 - Amount of time spent in makeup training does not exceed three hours
- **Maximum and Minimum Class Size.** UT Arlington Authorized Safety and Health Program classes are limited to a maximum of forty (40) students and a minimum of three students.
- **Training Methods.** The UT Arlington Authorized Safety and Health class must be conducted in-person in a classroom environment. Training conducted through webinars and video conference is not allowed unless a specific exception is requested. To request an exception, submit a written or

email request to UT Arlington at least 30 days prior to the class. The exception request must include the following information:

- A description of the process used to document the attendance of each student
 - The estimated number of students and training locations
 - An outline with a list of each topic, length of time spent teaching the topic and the date/time the topic will be taught
 - A description of the process used to answer student questions quickly and effectively.
 - A list of the student handouts.
 - A description of how the trainer will evaluate the training provided.
- **Training Language.** The language used to teach the UT Arlington Authorized Trainer Program courses must be taught in the language understood by the students. If translators are used to teach the class the following provisions must be made:
 - (1) The translator must have a background in safety and health and
 - (2) the amount of time appropriated for teaching must be doubled.
 - **Class Certificates.** Trainers may provide training certificates to students at the end of the training class. Prior to receiving the student course completion card, the training certificate is the only verification that the student attended the class. When creating training certificates implement the University of Texas at Arlington advertising policy and include the student's name as well as the end date of the training.

III. Restrictions and Limitations.

- **Advertising Policy.** Trainers may reference the University of Texas at Arlington (UTA) when advertising. However, the trainer cannot use references to UTA to indicate they are UTA employees or that the class is conducted, authorized, or approved by UTA. The use of the UT Arlington logo is prohibited.
- **UT Arlington Authorized Trainer Designation.** This designation indicates that the trainer has completed the ATP 191 *Safety and Health Authorized Trainer* and is authorized by UTA to train their students in the respective classes and to issue student course completion cards.

IV. Length of Training.

- **Length of Training.** A detailed breakdown of the minutes for each lesson objective may be found in the industry specific program procedures. Course attendees will be provided a break of at least ten minutes every two hours. Training should not be conducted during lunch or breaks.

Training can be broken into portions to be taught over days, weeks, or months. All portions must be taught within six months of the initial training date for students to receive course completion.



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UT ARLINGTON AUTHORIZED TRAINER PROGRAM

Statement of Compliance

I certify that I will conduct all training classes in accordance with the UT Arlington Authorized Trainer Program Requirements. I understand that it is my responsibility to ensure that I meet the requirements of the most recent edition of the UT Arlington Authorized Trainer Program Requirements. I will maintain the training records as defined in the Requirements. I understand that I will be subject to immediate dismissal from the UT Arlington Authorized Trainer Program if I provide information that is not true or correct.

Trainer Signature

Date

Typed or Printed Name

Name of Course & Course Dates

