



Policies and procedures for trainers as of April 2014

The following terms are non-negotiable instructor requirements.

The Woodland Trainers Association has two instructor categories:

Franchise instructors: One who has taken the train the trainer program and is found fully qualified to instruct level 1 through 3 chainsaw safety programs through an audit process. Franchise instructors are free to bid training jobs and purchase training manuals from the WTA. All franchise instructors must be in good standing with the WTA as per the By-laws and program requirements.

- *Franchise instructors must be audited by a key trainer once per 3 year period*

In-house instructors: One who has taken the train the trainer course and has been successfully audited. In-house instructors are limited to instructing for their organization but cannot instruct outside their organization. Manuals must be purchased through their organization.

The audit process is as follows:

Once the student has completed the train the trainer program offered by the WTA, he or she must be audited. The audit is to be conducted by a Key Trainer representing the WTA. (a list of key trainers and requirements will be on the WTA website)

- *The instructor trainee must sit through a minimum of one full course presented by a registered instructor*
- *The instructor trainee must co-teach a minimum of one full course with a registered instructor*
- *The instructor trainee must then instruct a minimum of one full course with a key trainer present performing an audit.*

The Key Trainer is responsible to provide all supporting documentation to the WTA Standards committee to review the advancement of the instructor trainee to become a registered instructor.

Once instructor status is achieved, the minimum course requirements must be met as per the WTA. (one course of at least 3 days training per 12 month period).

The WTA has the right to revoke instructor registration at any time if there is reason to or the code of ethics are not being followed.

Franchise instructors must attend meetings and must participate in at least one personal development seminar hosted by the WTA every 24 months.

As an instructor you are responsible to set up a recertification before the expiry of your trainer status. If the WTA is not able to do an audit and the instructors status has expired, a 6 month window will be awarded, however no training may be done in that 6 month window.

If an instructor status has expired and no attempt has been made to re-certify, the WTA will consider this trainer expired and the instructor will have to start over with the Train the Trainer program and then follow the audit process as per the WTA.



If an in-house instructor wants to instruct outside of his or her organization or transfer over and become a franchise instructor, the following must be met.

- The WTA must feel the need for more instructors and accept them. Written authorization must be obtained from at least 2 board members.
- An audit must be performed by a key instructor (See key trainer requirements and list on WTA website)
- He or she can challenge an audit by a key instructor as appointed by the WTA. If the instructor chooses to “challenge” an audit and doesn’t meet the requirements, they will be required to attend a train the trainer program before further instructing.
- Yearly dues must be paid and current code of ethics signed
- Must provide proper insurance
- Must maintain and provide proof of proper level of First Aid
- Must provide list of equipment and meet the minimum requirements as per the WTA
 - (Minimum of 4 chainsaws)
 - (Full PPE for each student plus spares)
 - (Proper falling tools)
 - (Manuals for each student)
 - (Minimum of 4 stands)
 - (Required tools)