



# Energy Safety Canada

## Authorized Training Provider Application Form

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

ATPs and CIs are charged with the delivery of licensed ESC courses and must follow our established procedures and standards.

### Application Process

This application process contains 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 ATP 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(h).

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

#### Stage 3

Once all the required documents have been received, a confirmation of your application status will be emailed to you, along with an unsigned copy of the Agreement, which you must sign and submit. The ATP Maintenance Fee will also be due.

Upon payment of the Maintenance Fee, ESC will return a signed copy of the Agreement, confirming your ATP status. This will conclude the application process, enabling your designated Provider Representatives (Provider Reps) to order materials and submit course documents through the online Provider Portal.

All documents are to be emailed to [Evaluations@EnergySafetyCanada.com](mailto:Evaluations@EnergySafetyCanada.com).



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### 1. Primary Billing Office Location Information:

This location is primarily for handling the financial relationship with ESC. The address and contact information will be used by ESC's Accounting Department when communicating with you regarding matters of invoicing and reconciliation.

Training Provider Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Owner / President / CEO Information:

This individual is typically the legal owner of the training company. However, for larger entities or corporations, the individual responsible for all matters of safety training will suffice.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Primary Contact Person Information:

This individual will be the primary contact for all general matters regarding ESC training that takes place at the applicants' facilities. They will also receive training-related Bulletins from ESC and be responsible for sharing updates with the rest of the ATP.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Email: \_\_\_\_\_



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### 4. Authorized Signatory Information

This individual will be responsible for handling matters relating to ESC contract updates and has the authority to make ATP account updates via documents that require signature. The Owner identified above has this approval by default, therefore it is recommended that a second person be identified here.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### 5. Public Contact Information:

This information will be posted publicly on ESC's website so that the general public will know your preferred method of contact for registering into training courses. If you do not wish to have your company display publicly on Energy Safety Canada's website, leave this section blank.

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

*Please indicate if you intend to offer Energy Safety Canada courses to your internal employees only. If Yes, you will not be added to Energy Safety Canada's public list of Authorized Training Providers. Yes  No*



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### 6. Organization Business Background

a. Describe your organization's experience training adult learners.

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b. List the full address of the location(s) your organization currently offers training. Indicate for each location which Energy Safety Canada licensed courses your organization intends to offer.

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



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c. List any potential Instructors you intend on employing or contracting to teach ESC courses:

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

d. Effectively offering ESC courses requires a properly trained administrator. List your staff that you intend to send for training in ordering materials and submitting post-course student data for certification:

Name	Full-Time, Part- Time, or Contract Employee



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### e. Energy Safety Canada Licensed Courses

Equipment requirement lists can be found on the same webpage as this application form. Please review the **ESC Licensed Course Equipment List** and facility requirements within the **Authorized Training Provider Handbook** before indicating which Energy Safety Canada courses you wish to offer.

While reviewing your Required Pictures Forms, section 7(b), 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 facility visit before course approval is given.

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

- H<sub>2</sub>S Alive®
- H<sub>2</sub>S Alive® Blended Renewal
- Fall Protection
- Common Safety Orientation
- Confined Space Entry and Monitor
- Fire Watch
- Mobile Elevating Work Platforms
- Detection and Control of Flammable Substances
- Oilfield Driver Awareness



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### 7. Submit the following documents with your application:

- a. Business License or Corporation Registration Number
- b. Authorized Training Provider Training Location Declaration Form
  - One form for each location listed in Section 6(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. If the application is pre-approved, an ESC representative will contact the applicant for payment of the Application Fee.

**Note: Incomplete documents will not be reviewed.**

As stated on the process page, Section 7(e) through (h) are not required for the review of this application but may be submitted if available. If your application is pre-approved, ESC 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*)
  - ESC Licensed courses have specific equipment requirements. Consult the Equipment Requirements for ESC courses you selected in Section 6(d)
  - 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?
- g. 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.
- h. The option to pay the Maintenance Fee will become available once all documents have been received.



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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.

Authorized Signatory Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory Signature

\_\_\_\_\_  
Date

### Scheduling a Facility Visit

Indicate your availability to have an ESC representative conduct a visit of your training facility indicated in 6(b). Visits may be done in person or by video.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_