



## *The Sun Never Sets on Safety* *“The Rules for Comtrain In-House Instructors”*

Certification as a Comtrain In-House Instructor is unique. This certification allows your company to implement Comtrain training materials and course structure because **you have a certified trainer to administer the programs.**

**The In-house Instructor is subject to limitations and legal responsibilities:**

- ✚ **If the instructor leaves the company** that they were certified under, they cannot take the Comtrain training program with them and **they can no longer teach the Comtrain course for that employer**
- ✚ The In-House Instructor is not authorized to **certify employees of any other company** other than the company which employs him/her. He/she cannot train as a consultant or independent contractor.
- ✚ In-House Instructors **must be Re-Certified every 2 years (24 months)** to stay current and supported by Comtrain.

**The In-house Instructor will be required to meet the following prerequisites:**

- ✚ A minimum of 12 months tower climbing experience working on towers
- ✚ Be recognized as being a “Competent Person” (as defined by OSHA) on a job site

**Your paperwork and getting your students certified through Comtrain:**

✚ **You MUST send the following documents:**

- 1) Certificate Order Form – Please write each student’s name legibly and mark which level the student is to be certified in.
- 2) Verification of Training page – **COMPLETE Student’s Information & the In-House Instructor MUST SIGN the In-House Instructors Signature box for each student. The instructor should also mark the student field checklist for each task completed.**
- 3) Tests.
- 4) Student Photos must be sent to Comtrain to receive a Comtrain certificate. Photos can be sent by scanning the following QR code or by visiting <https://www.comtrainusa.com/instructor-photo-tool/>



- ✚ **Make copies** of all paperwork for your files.
- ✚ Send the original class documents **using a trackable delivery service** (Fed Ex or UPS).