



Office Use Only

COMTRAIN REGISTRATION "Tower Climbing Safety and Rescue" Training

CLASS DATES: _____ CLASS LOCATION: _____

(COMPANY INFORMATION)

COMPANY: _____

Company Contact: _____

Address: _____
(Street, City, State & Zip)

Phone: _____ (Company Contact Phone Number) Email: _____ (Company Contact Email)

"AUTHORIZED" Tower Climbing Safety & Rescue Training (2 Day) \$ 935.00

"COMPETENT" Tower Climbing Safety & Rescue Training (1 Day) \$ 695.00

By checking the box for the Competent Level of training the employer attests to the fact that the Student has the required tower climbing experience and is recognized as being a "Competent Person".

"INSTRUCTOR Train the Trainer" (1 Day) *See 2nd page of this registration form.* \$1835.00

By checking the box for the Instructor Level the company understands "The Rules for Comtrain In-House Instructors" as published by Comtrain as well as having an understanding of the terms of the "Authorized Trainer Agreement".

INSTRUCTOR T-Shirt Size: Med Lg XLg XXLg XXXLg Total Charges: \$ _____

Additional Late Shipping Fees may be incurred with LATE registration (\$25 AUTHORIZED/COMPETENT & \$50 INSTRUCTOR)

(STUDENT INFORMATION)

COMPANY: _____
(Company Name as you would like it to appear on certification documents. **\$45.00 fee for any changes**)

Student Name: _____ DOB: _____
(Student's Full Name: First, Middle Initial & Last). **\$45.00 fee for any changes** (xx / xx / xxxx)

Address: _____
(Street, City, State & Zip)

Phone: _____ (Student Phone Number) Email: _____ (Student Email address)

!!THIS CLASS IS TAUGHT IN ENGLISH ONLY!!
Please contact the Comtrain office to discuss options for training Non-English Speaking students.

Full payment must be received to reserve seat in the class. Class information will be emailed after registration is complete.

Cancellation: NO REFUNDS - Reschedule fee: 15% - Rescheduled Class must be taken within 12 months

Visa MC AMX Discover Company Check (Payable to Comtrain)

Card Number: _____ Exp Date: _____ Sec Code: _____

Name on Card: _____

Billing Address: _____
(if different)

_____ Email: _____



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 into your safety program 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 may **not certify Comtrain training to employees of any company** other than the company which employs him/her. He/she will NOT be allowed to train sub-contractors or independent contractors (1099 climbers) and 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:

- Instructor candidate **MUST PASS the “Authorized” Rescuer & Climber or the Competent Rigger written test with an 80% or better.** If Instructor candidate does NOT pass this written test with an 80% or better, he/she will NOT be able to move forward as an Instructor candidate; only an “Authorized” or “Competent” Climber or Rigger certificate will be issued. *Unused class registration fees will be recorded as a company credit as Comtrain does NOT provide refunds. The employer has 1 year to use the credit.*
- By checking the INSTRUCTOR Class box on the on the Comtrain Registration form you are attesting to the fact that:
 - ⊗ The student has the required minimum experience working on towers
 - ⊗ The student is recognized as being a “Competent Person” and
 - ⊗ That the employer understands “The Rules for Comtrain In-House Instructors” published by Comtrain
 - ⊗ That the Certified Instructor will abide by the terms of the “Comtrain Authorized Trainer Agreement”.

Your paperwork and getting your students certified through ComTrain:

- ✚ **You MUST send the following ORIGINAL documents:**
 - 1) Certificate Order Form – Please write each student’s name legibly.
 - 2) Student Rosters – **COMPLETE Student’s Information & the In-House Instructor MUST SIGN the roster a for EACH student in the space provided**
 - 3) Tests.
 - 4) Student Field Checklists – **Initialed by the student and SIGNED by the instructor**
- ✚ **Make copies** of all paperwork for your files.
- ✚ **Upload student photos to Comtrain’s Photo Tool:** <http://www.comtrainusa.com/instructors-corner/instructor-photo-tool/>.
- ✚ Send the original class documents **using a trackable delivery service** (Fed Ex or UPS).