



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.*
- ✚ Candidate must have passed the Comtrain “Competent Climber/Rescuer” or “Competent Rigger” course within the last 12 months.
- ✚ 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 of experience working on towers
 - ⊗ The student is recognized as being a “Competent Person” (as defined by OSHA) on a job site 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).