



“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 training.**

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 and certify sub-contractors or 1099 climbers who do not work for the company and cannot train others 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 Tower Safety & Rescuer written test with an 80% or better.** If an 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” climbing certificate may be issued. *(Unused class tuition fees can be used to register other climbers from the company as Comtrain does NOT provide refunds. The employer has 1 year to use the credit.)*
- ✦ An Instructor candidate must have completed successfully Comtrain “COMPETENT” Climber/Rescuer Safety Training portion of the class within the last 6 months.
- ✦ By checking the box for the INSTRUCTOR Class days on the on the Comtrain Registration form you are:
 - ⊗ Attesting to the fact the student has the required minimum of 12 months tower climbing experience on towers
 - ⊗ Is recognized as being a “Competent Person” (as defined by OSHA) on a job site and
 - ⊗ That you understand “The Rules for Comtrain In-House Instructors” published by Comtrain as well as having an understanding of the terms of the “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 & In-House Instructor MUST SIGN THE ROSTER for EACH STUDENT in the space provided. One signature per student.**
 - 3) Tests with a passing grade of 75%
 - 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:** <https://www.comtrainusa.com/instructor-photo-tool/>
- ✦ Send the original class documents **using a trackable delivery service** (Fed Ex or UPS).

Copies of all rules and suggestions for In-House Instructors can be found on our website at www.ComtrainUSA.com under the “**Instructors Info**” link. Contact us with questions.

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