

Scaffold & Access Industry Association
**ACCREDITED TRAINING INSTITUTE
APPLICATION FOR ACCREDITATION**

1. Organization Name: _____
Contact Name: _____
Address: _____
City: _____ State/Province: _____ Zip: _____ Country: _____
Phone: _____ Fax: _____
E-mail: _____
Web site: _____
2. Attach a short organizational history and description.
3. Location(s) of training: _____
- 3a. Are you willing to travel to provide training? Yes No
4. Levels of training sought:
 User Hazard Awareness Training Primary Access Training (PAT)
 Competent Person Training (CPT) Scaffold Erector Apprenticeship
 Journeyman Scaffolder Challenge Program
- 4a. Type(s) of supported scaffold:
 Tube and coupler
 Frame
 System
- 4b. Suspended scaffold courses:
 Suspended Scaffold Hazard Awareness
and Operator Safety Training
 Safety Training for Suspended Scaffold
- 4c. Mast Climber/AWP courses
 Operator Training
5. Lead instructor: (Instructor must meet certain requirements – attach resume)

6. Sub-instructors: (Instructors must meet certain requirements – attach resumes)

7. Training offered in these languages: English Spanish Other _____

Scaffold & Access Industry Association Accredited Training Institute (ATI) Agreement Updated - Effective May 1, 2015

1. ACCREDITED TRAINING INSTITUTE (ATI):

Approval of an Accredited Training Institute (ATI) is based on the resume of the Lead Instructor, also known as the Instructor of Record. If the Lead Instructor were to leave the employ of an ATI at any time, then the ATI would be put on a three-month probationary status. The purpose of this probationary status is to allow the ATI to submit a new application for a new Lead Instructor. If after three months no new Lead Instructor has been approved, the ATI would be placed on an inactive status and could potentially lose its accreditation status and may need to reapply as a new ATI in the future. All ATIs must maintain current membership within the Scaffold & Access Industry Association (SAIA).

2. QUALITY ASSURANCE PLAN:

Upon acceptance of your Accredited Training Institute (ATI) application, and payment in full of the accreditation fee, each Lead Instructor and all Sub-Instructors will be sent an ATI Agreement for signatures and a Policy & Procedure Manual to use as a guideline for instruction. These documents are available for inspection during the application process. Failure to comply with these documents could result in an audit of your activities and possible revoking of your ATI status.

All courses shall be taught in person in an instructor-led format. Practical sessions where there is a requirement to display competence through erection of components must be done either at a central training site where appropriate equipment is available, or on the job where qualified personnel can supervise the activity and verify competence.

It is further understood that most courses have a post test that requires a trainee to display competence. Record of performance on post tests must be maintained by the ATI. Also, at appropriate intervals, comprehensive theoretical and practical tests will be administered, the marks of which will be compiled to arrive at a final rating for each trainee.

All completed post tests must be sent to Scaffold & Access Industry Association (SAIA) Headquarters to be processed, graded and completion documentation issued.

All post tests sent to SAIA Headquarters must include the following documents:

- SAIA Training Program – ATI Test & Renewal Request Class Cover Sheet (one per class)
- Course Participant Information Form (one per student)
- Indemnification, Waiver and Release of Liability Form (one per student)
- Class Evaluation Form (one per student)
- Scantron Test Answer Sheet (one per student – with the exception of Supported Hazard Awareness)

If documentation is not provided, or incorrectly completed, delays in processing or additional fees may be incurred.

3. SCAFFOLD & ACCESS INDUSTRY ASSOCIATION (SAIA) COURSES:

The following courses are offered by Scaffold & Access Industry Association (SAIA). Ability to teach these courses is based on approval received at time of Accredited Training Institute (ATI) application.

- Scaffold User Hazard Awareness Training
- Suspended Scaffold User Hazard Awareness Training
- Competent Person Training – Frame Scaffold
- Competent Person Training – System Scaffold
- Competent Person Training – Tube & Clamp Scaffold
- Competent Person Training – Suspended Scaffold
- Primary Access Training – Frame Scaffold
- Primary Access Training – System Scaffold
- Primary Access Training – Tube & Clamp Scaffold
- Endorsement – Frame Scaffold
- Endorsement – System Scaffold
- Endorsement – Tube & Clamp Scaffold
- Journeyman Scaffolders Program
- Aerial Work Platform Operator Training
- Mast Climber Operator Training
- Train the Trainer Facilitator Skills Workshop

As new curriculum is developed and made available to ATIs, they will be added to the listing of available courses. New curriculum may include revisions of existing content and/or additional delivery methods.

All instructors of an ATI must have completed and maintain a current designation for each course that they have been approved to instruct.

4. COMPETING PROGRAM CLAUSE:

The Scaffold & Access Industry Association (SAIA) Accredited Training Institutes (ATIs) agree to register all students with the SAIA and agree not to utilize or register students in any competing training programs. Additionally, no advertising for competing programs shall reference or utilize the SAIA and SAIA University logos.

5. DOCUMENTS OF COMPLETION:

The Scaffold & Access Industry Association (SAIA) will identify the minimum standards for certification. Upon successful completion, a pocket identification card and a certificate with a certificate number will be issued by the SAIA. Documentation with certificate numbers is available for the courses referenced under Section 3. As new curriculum is developed and made available to ATIs, they will be included in the list of courses offering documentation of completion.

6. DATABASE:

The Scaffold & Access Industry Association (SAIA) will maintain a student database. Prior registration by each applicant with the SAIA may be necessary.

7. INSTRUCTOR REQUIREMENTS:

ATI Lead Instructor (Instructor of Record):

Applicant must be a full-time employee of the Accredited Training Institute (ATI). Applicant must have personal training, work history and experience in the subject matter in order to teach the courses for which they applied. Applicant shall submit an experience resume and a \$100 application fee along with this application for approval by the Scaffold & Access Industry Association (SAIA). The \$100 application fee will be applied against the accreditation fees, once approved. Refunds from non-approved applications will not be issued. Lead-Instructors must have registered and successfully completed all SAIA courses to be taught.

ATI Sub-Instructors:

Each Accredited Training Institute (ATI) Lead Instructor may have up to five Sub-Instructors. All Sub-Instructors must be full-time employees of the ATI. Sub-Instructors must have registered and successfully completed all Scaffold & Access Industry Association (SAIA) courses to be taught. Sub-Instructors must also submit resumes for approval by the SAIA. After the first five Sub-Instructors have been identified, other Sub-Instructors may apply at an additional accreditation fee of \$100.00 per instructor.

All approved instructors must complete the Train the Trainer Facilitator Skills Workshop offered through the Scaffold & Access Industry (SAIA) within one year of being accepted as an Accredited Training Institute (ATI) instructor.

ATIs can utilize approved instructors from other approved ATIs to assist in their training needs.

8. AUDIT PROCEDURES:

The Accredited Training Institute (ATI) and the Instructors shall be subject to an initial and subsequent program quality audits to ensure compliance with the Scaffold & Access Industry Association (SAIA's) Quality Assurance Plan described in paragraph 2 herein. Any change in the original accreditation information could necessitate an audit. Continued accreditation shall depend on compliance with the Quality Assurance Plan. Should an audit be required, the fee will be \$500.00 USD, plus expenses.

9. FEES:

The accreditation and initial start-up fee for all supported scaffold and mast climber/AWP courses listed in Section 4 of the application for each Accredited Training Institute (ATI) is \$2,500.00 USD.

The accreditation and initial start-up fee for all suspended scaffold courses listed in Section 4 of the application for each Accredited Training Institute (ATI) is \$1,500.00 USD.

There will be an annual renewal fee of \$500.00 USD for each training location. The first year's renewal fee is included in the initial start-up accreditation fees. The annual renewal fee will include a \$240.00 ATI training credit, valid during the current renewal year. The Scaffold & Access Industry Association (SAIA) retains the right to make adjustments to training program fees as it deems necessary to accommodate industry, demographic and economic changes.

10. TRAINING MATERIALS:

Upon approval of the Application for Accreditation, payment in full of the accreditation fee and completion of required instructor courses, all training materials will be sent from Scaffold & Access Industry Association (SAIA) Headquarters to the Accredited Training Institute (ATI). Materials include, but not limited to, manual files, Scantron sheets, required course documentation, resource and presentation files and course/curriculum instruction. The Scaffold & Access Industry Association (SAIA) retains all ownership and copyrights to the training program curriculum and its content. Accredited Training Institutes (ATIs) have the right to use and reproduce materials while remaining in good standing in the training program and only for use for the delivery of the Scaffold & Access Industry Association (SAIA) approved courses.

11. PROGRAM MAINTENANCE:

Each party providing training may submit recommendations for improvement of the training materials. Scaffold & Access Industry Association (SAIA) will provide Accredited Training Institutes (ATIs) and trainers with revised materials as they are updated. Additionally, new courses and content may be made available as they are developed.

12. INDEMNITY:

Scaffold & Access Industry Association (SAIA) shall indemnify, defend and hold the Accredited Training Institute (ATI) harmless from claims, demands and causes of action to include attorney fees, costs and expenses asserted against the SAIA by any other

person (including without limitation the SAIA's and the ATI's employees) for personal injury or death, or for loss of or damage to property resulting from the willful or negligent acts or omissions of the SAIA.

The Accredited Training Institute (ATI) shall indemnify, defend and hold the Scaffold & access Industry Association (SAIA) harmless from claims, demands and causes of action to include attorney fees, costs and expenses asserted for personal injury or death, or for loss of or damage to property resulting from the willful or negligent acts or omissions of the ATI.

Where personal injury, death or loss of or damage to property is the result of the joint negligence or misconduct of the Scaffold & Access Industry Association (SAIA) and the Accredited Training Institute (ATI), the parties expressly agree to indemnify, defend and hold each other harmless from claims, demands and causes of action, including attorney fees, costs and expenses in proportion to each party's share of such joint negligence or misconduct.

The terms of this agreement start May 1, 2015 or at the date of signing, whichever is sooner, and shall remain in effect until the program is completed or until the agreement is revised or terminated, whichever is sooner, with the exception of those provisions relating to copyright protection, which shall survive the completion or termination of this agreement.

13. ACCREDITATION PERIOD, RENEWAL, REVISIONS and TERMINATION:

Accreditation Period: The accreditation of each ATI will run for specific periods. The next accreditation period will run from May 1, 2015 to April 30, 2016. The next accreditation period thereafter will run from May 1, 2016 to September 30, 2016. Thereafter, the accreditation periods will run on a yearly basis from October 1 to September 30.

Renewal: The SAIA will send to the ATI a notice of renewal package approximately 30 days before the beginning of each renewal period. The accreditation of the ATI will lapse if the invoice is not timely paid.

Revisions: From time to time, the SAIA may issue revisions of these Terms of Reference. These revisions will be sent with the notice of renewal. Renewal of the ATI's accreditation is expressly conditioned on the ATI's acceptance of the revised terms.

Termination: The SAIA may terminate the accreditation of any ATI upon 90 days notice to the ATI. The SAIA may also terminate the accreditation of any ATI for non-renewal of SAIA Association membership. There will be no refund of fees in the event of SAIA's cancelation of the accreditation of any ATI. The ATI may terminate its accreditation upon (1) 90 days notice to the SAIA, or (2) non-renewal of the accreditation. There will be no refund of fees should the ATI terminate its accreditation.

14. AGREEMENT:

I acknowledge and agree to the content of these Terms of Reference. I understand that failure to comply with these terms could result in processing delays of courses, or could lead to grounds for termination of accreditation.

Accredited Training Institute (ATI): (print)

Scaffold & Access Industry Association (SAIA):

Primary Contact: (print)

Association Representative: (print)

Signature:

Signature:

Date:

Date:

\$100 application fee enclosed: Yes No

Check

Credit Card

Credit Card Number: _____ Expiration: _____

Name on Card: _____ Signature: _____

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