



BEAHR Training Programs

# Licensed Trainer

  

# Guidebook



## Licensed Trainer Administrative Guide

### APPLYING AND REGISTERING FOR PROGRAMS

The following will provide guidance on how to apply for, and register programs:

#### **Step 1: Review the BEAHR Programs Guide**

Review the BEAHR Programs Guide which outlines the qualifications required for both the organization and the instructors. The following will be required for ECO Canada to assess your application:

- A profile of the organization that details previous training experience and experience working with Indigenous communities
- A letter outlining potential employment opportunities in the region
- A letter of community interest
- A resume or CV of the potential instructors that lists previous training experience and provides details related to experience working with Indigenous communities
- A completed self-assessment form for each potential instructor – form provided to you by ECO Canada upon application inquiry

Please ensure the application highlights the organization's and the instructor's previous training experience and work with Indigenous communities. The BEAHR Training Program is a specialized program designed for Indigenous communities and we want to ensure the instructors demonstrate the qualifications and experience to provide high quality training courses.

Your application will be reviewed, and clarifications may be requested regarding the instructor's or organization's qualifications.

#### **Step 2: Sign Licensing Agreement and Pay Licensing Fees for Instructors**

Once your application has been conditionally approved you will be notified by email. You will be sent a licensing agreement in this approval email. Print, sign, and initial 2 copies and mail them to ECO Canada. A copy will be returned to you for your records. You will be sent an invoice for the Licensing fees for



your approved instructors. This fee of \$1500 is to license the instructor to deliver their approved BEAHR Training programs for 3 years. Once this fee is paid and the licensing agreement is completed and returned, you are ready to begin planning your first training program delivery.

### **Step 3: Program Application**

In this case, the term Program refers to 1 of the 8 programs available for delivery. Your organization can deliver any or all the programs, provided the instructors that are licensed are qualified and conditionally approved to teach them. Organizations can add instructors at any time, however, their application must be reviewed and approved by ECO Canada before they are able to deliver programs.

Instructors are conditionally approved until their first course is witnessed by an ECO Canada evaluator. The course witness will usually take place over 1 day, however, based on the instructor's previous experience and performance, ECO Canada may extend the number of witness days. Fees for this witness are \$1250/day plus travel, accommodation, and other reasonable costs for the evaluator. Once the instructor has been evaluated and have passed they will receive final approval. Instructors are approved for a three-year cycle and are subject to a course witness once every 3 years.

### **Step 4: Ordering Materials**

Once your organization has been approved to deliver programs, you may begin to order materials. Please contact [beahr@eco.ca](mailto:beahr@eco.ca) to order your materials. You may order materials you are approved for at any time, but they should be ordered at least 2 weeks before the start of a program.

Please indicate the course(s) you are ordering, the number of instructor guides and the number of student guides required for each course. Once the order is submitted and confirmed you should receive materials within 2 weeks. Shipping and Handling charges will be added to the invoice and you will receive an email when the invoice has been finalized. *Note: We cannot accept returns of materials as they are made-to-order.*

Promotional materials on the program can also be ordered, please contact [beahr@eco.ca](mailto:beahr@eco.ca) for more information.

### Step 5: Program Registration

Once instructors have been pre-approved, your organization may register for the programs the instructors are pre-approved to deliver. **Please ensure your program is registered 2 weeks prior to the start date.**

To register a program please email [beahr@eco.ca](mailto:beahr@eco.ca) with the following information:

- The instructor(s) who will be delivering the program
- The courses you will be delivering
- The delivery location (city, Indigenous community, etc.) and the province
- The partnering communities
- Any partnering employers or organizations
- The start date and the end date
- The minimum and maximum number of students anticipated for the delivery
- If you would like promotional materials for the program
- Please indicate if you would like the certificates to be delivered to you prior to the end of the program or if you would like them to be sent directly to the students. Please let us know at least **3 weeks** in advance of the end date if you would like them to be delivered prior to the end of the program.

You will be sent documents for both the students and the instructors to complete. These include:

- Publication Agreement Form and Graduate Communications Form
  - Please ensure all students are made aware of this agreement at the beginning of the program. If they choose to sign the agreement and accept to be contacted, please mail the original forms within 30 days of program completion.
- Student feedback form and instructor evaluations (please mail in feedback forms within 30 days of program completion).
- Program report form (to be completed at the end of the program delivery and emailed back to [beahr@eco.ca](mailto:beahr@eco.ca)).

### Step 6: Once a program is registered

Student information must be submitted to [beahr@eco.ca](mailto:beahr@eco.ca) by the third day of the program. Student information required includes:

Student Name  
Mailing Address  
Phone Number  
Email Address

### Step 7: Once a program is complete

Once a program is complete, you will have 30 days to complete the following:

1. Complete the Program Report and send to [beahr@eco.ca](mailto:beahr@eco.ca)
2. Submit the student results over email to [beahr@eco.ca](mailto:beahr@eco.ca)
  - a. Student results include a Pass/Fail score and any comments the instructors would like to add (these results are used for statistics and to make certificates)
3. Mail in the completed documents
  - a. Publication Agreement and Graduate Contact Forms
  - b. Student Feedback and Instructor Evaluations forms





## BEAHR Licensing and Material Price List

| Program                                    | Student Licensing<br>*Per student                                     | Materials<br>*One manual per student | Cost                |
|--|---|--------------------------------------|---------------------|
| Environmental Core Modules                 | \$335.00  | Student / Instructor Guide           | \$125.00 / \$145.00 |
| Environmental Monitoring: Research         | \$135.00  | Student / Instructor Guide           | \$70.00 / \$80.00   |
| Environmental Monitoring: Regulatory       | \$135.00  | Student / Instructor Guide           | \$95.00 / \$105.00  |
| Environmental Site Assessment Assistant    | \$335.00  | Student / Instructor Guide           | \$170.00 / \$180.00 |
| Contaminated Sites Remediation Coordinator | \$335.00  | Student / Instructor Guide           | \$215.00 / \$230.00 |
| Reclamation Assistant (CSRC add-on)        | \$100.00  | Student / Instructor Guide           | \$160.00 / \$185.00 |
| Land Use Planning Coordinator              | \$335.00  | Student / Instructor Guide           | \$170.00 / \$175.00 |
| 2-day Land Use Planning Seminar            | \$300.00  | Student / Instructor Guide           | \$175.00 / \$170.00 |
| Local Environmental Coordinator            | \$930.00  | Student / Instructor Guide           | \$185.00 / \$175.00 |
| Solid Waste Coordinator                    | \$430.00  | Student / Instructor Guide           | \$145.00 / \$130.00 |
| Climate Change Adaptation Training         | \$100.00  | Student / Instructor Guide           | \$210.00 / \$215.00 |
| Leadership in Energy Management            | \$100.00  | Student / Instructor Guide           | \$200.00 / \$200.00 |
| Marine Ecology and Conservation            | \$325.00  | Student / Instructor Guide           | \$130.00 / \$145.00 |
| **Course witness/evaluation fee            | <b>\$1200</b> +travel, accommodation, and meals for witness evaluator |                                      |                     |
| ***Instructor License fee                  | <b>\$1,000</b> (3-year)   |                                      |                     |

\*All students are required to obtain their own copy of the student guide. Prices listed are not inclusive of taxes and shipping charges and are subject to change without notice.

\*\*This Instructor Licensing fee allows Certified Instructors to deliver our programming, effective for a 3-year cycle.

\*\*\*All individual Licensed Instructors are subject to witness and evaluation by ECO Canada once in a cycle of three years, in addition to their initial witness as part of their first-time approval process; the fee includes travel and other expenses which shall be borne by Licensee during the witness evaluation.