



**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

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# BCRSP Ethics Training Provider Application

# Training Provider Application

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## Scope

This standard specifies the criteria that a program must meet to be approved by the BCRSP. It further outlines the minimum standard that must be met by training providers who are seeking approval by the BCRSP to deliver an approved ethics training program.

This ethics program and provider standard allows for a variety of program and delivery options to meet the BCRSP established ethics training requirements as set out in BCRSP's Continuous Professional Development (CPD) requirements.

Commencing in 2020, the ethics component of the CPD requirements is a mandatory component for individuals certified by the BCRSP.

## Introduction

The Ethics Training Program Standard specifies the criteria that a program must meet to be approved by the BCRSP.

This standard applies to all individuals, educational institutions, sole proprietors, corporations or not-for-profit organizations who seek to be approved as a training provider by the BCRSP to deliver an approved ethics training program.

Upon successful completion of an approved ethics program delivered by an approved ethics training program provider, certificants should have the required knowledge to apply the code of ethics with issues that may arise from time to time of an ethical nature.

## The Application Process

The BCRSP's approval process will verify that both the technical content and program delivery elements meet the requirements of the BCRSP Ethics Program and Provider Standard.

### BCRSP Approval Process

- 1) Upon submission of an application, the BCRSP office will review the application to ensure all components of the application are complete.
- 2) The BCRSP office will conduct a review of the submitted Application, and all supporting documentation. The BCRSP may contact students, faculty, instructors, etc. as part of their review of the program.
- 3) The BCRSP office will submit a recommendation to the Continuous Professional Development (CPD) Committee for their review and approval.
- 4) The CPD Committee will provide a formal approval or rejection of the Application.

### BCRSP Contact Information:

Website: [www.bcrsp.ca](http://www.bcrsp.ca)  
Phone: 905-567-7198 or 1-888-279-2777  
Address: 6700 Century Ave Suite 100  
Mississauga, ON L5N 6A4  
Email: [info@bcrsp.ca](mailto:info@bcrsp.ca)

### Stay Informed

Ethics Program Provider Applications and other required documentation submitted to the BCRSP will be processed according to the policies and procedures in effect at the time.

The BCRSP website [www.bcrsp.ca](http://www.bcrsp.ca) contains the most up to date information and forms. Check back periodically to make sure you have the most current information. The administrative process and other information for approved training providers are subject to change.

### Application Form Format

The application form is available in PDF format only. You need to submit this form and other documents with your application in electronic format as specified. Your documents may be submitted in English or French only. Hand written forms will not be accepted. If your application does not include all the required documentation, it will be returned to you with the deficiencies noted.

## Applicant Information

Training Provider – Operating Name				
Training Provider – Legal Name				
Mailing Address				
City				
Province				
Postal Code				
Country				
Designated Authority	FirstName		Last Name	
	Telephone #		Email	
Have you previously been approved by the BCRSP to deliver an approved training program?				
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

<b>Location of Training Records</b> Is the location of your training records the same as the mailing address listed above?
<input type="checkbox"/> Yes
<input type="checkbox"/> No



**Notice of Posting Approval Status**

For information purposes, the BCRSP will post information about training providers who have been approved on the BCRSP website.

I want to be listed as a training provider on the BCRSP website

**Declaration**

I certify that the information given on this form and all documents attached is complete, accurate, and true. False or inaccurate statements may result in rejection of your application.

<b>First Name</b>	
<b>Last Name</b>	
<b>Title/Position</b>	
<b>Email</b>	
<b>Date</b>	
<b>Signature</b>	

## BCRSP Ethics Program and Provider Standard

The following includes a list of requirements that the applicant must comply with, as per the BCRSP Ethics Program and Provider Standard, to be approved by the BCRSP CPD Committee and to maintain your approval. You must select indicating yes/no or n/a (not applicable) to attest that you meet and will continue to meet these requirements throughout the duration of your approval.

Design	yes/no
<ul style="list-style-type: none"> <li>a) The course complies with adult learning principles               <ul style="list-style-type: none"> <li>i. Ensures learners know why they need to learn specific content, its relevance to them and their occupation;</li> <li>ii. Relate learning to certificants own experience in situations that simulate actual application in the profession;</li> <li>iii. Challenge learners using a variety of activities that allow opportunity for participation, feedback and interaction;</li> <li>iv. Recognize limits of attention span and various ways that adults learn; and</li> <li>v. Use realistic activities to support knowledge transfer</li> </ul> </li> <li>b) The training program is geared towards a professional audience.</li> <li>c) Content is accurate, current, and any legal information is referenced and verified</li> <li>d) Learner materials follow principles of instructional writing and good graphic design</li> <li>e) Regardless of which delivery method, course design adheres to an instructional design model (e.g. ADDIE, Merrill’s Principles of Instruction, Gagne’s Nine Events, Ontario Ministry of Labour E-Learning Instructional Design Guidelines, etc.)</li> <li>f) Course providers can provide evidence of the standard to which their course has been designed.</li> </ul>	
<p><b>Please describe how the training program is designed in compliance with adult learning principles.</b></p>	
<div style="border: 1px solid black; height: 140px;"></div>	



Delivery Mode	yes/no or n/a (not applicable)
A minimum duration of 2 hours has been set for the training program to ensure adequate time is available for program delivery.	
<i>Face to Face / Classroom</i>	
<ul style="list-style-type: none"> <li>a) Class size is between four and twenty-five learners per facilitator.</li> <li>b) The program includes opportunities for critical thinking, reflective learning, and consideration of different perspectives via case studies, simulations, or facilitated conversations.</li> </ul>	
<p><i>Distance Learning</i></p> <p>Distance learning is an educational situation in which the instructor and learners are separated by location. The instructor is leading the training in real time and moving through the learning outcomes together with the learner, although not in the same physical location. Delivery can be either asynchronous or synchronous.</p>	
<ul style="list-style-type: none"> <li>a) The program includes opportunities for critical thinking, reflective learning, and consideration of different perspectives via case studies, simulations, or facilitated conversations.</li> </ul>	
<p><i>eLearning</i></p> <p>Learning in this context is a wide set of applications and processes such as web-based leaning and computer-based learning. Learning is delivered electronically in which a learner sets their own pace and is not being led in real time by a qualified instructor.</p>	
<ul style="list-style-type: none"> <li>a) The program includes opportunities for critical thinking, reflection, and consideration of different perspectives via case studies, simulations, or facilitated conversations.</li> </ul>	

Resource Material	yes/no
<p>Learner materials:</p> <ul style="list-style-type: none"> <li>a) Clearly describe learning objectives, agenda, training content and evaluation;</li> <li>b) Clearly indicate the date and version of the materials.</li> </ul>	
<p>Instructor materials:</p> <ul style="list-style-type: none"> <li>a) Clearly describe learning outcomes and training content;</li> <li>b) Clearly describe: <ul style="list-style-type: none"> <li>i. Instructional methods;</li> <li>ii. Learning activities; and</li> <li>iii. Lesson plan timing.</li> </ul> </li> </ul>	

Learning Outcomes	Document Reference
The following learning outcomes must be achieved:	
<b>1) the learner will be able to analyze the purpose of professional ethics as it applies to a certificant</b> <ol style="list-style-type: none"> <li><b>a. Evaluate one’s ethical decision-making process</b></li> <li><b>b. Evaluation of biases in decision making</b></li> </ol>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference
<b>2) the learner will understand the relationship between psychological health and safety and professional ethics</b>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference

Learning Outcomes	Document Reference
<b>3) the learner will be able to describe and apply the expectations of a certificant</b> <ul style="list-style-type: none"> <li><b>a. Describe the BCRSP's Code of Conduct</b></li> <li><b>b. Describe the obligations of a certificant as outlined in the BCRSP Bylaws</b></li> <li><b>c. Analyze how other professional codes of ethics may apply</b></li> </ul>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference
<b>4) the learner will be able to analyze ethical challenges based on proposed courses of action and</b> <ul style="list-style-type: none"> <li><b>a. Apply a Code of Ethics in professional practice</b></li> <li><b>b. Evaluate limitations</b></li> <li><b>c. Recognize the requirements for professional liability and indemnity</b></li> </ul>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference

Learning Outcomes	Document Reference
<b>5) the learner will be able to recognize when disclosure and whistleblowing may be appropriate and take action in an ethical manner</b>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference
<b>6) the learner will be able to identify the Professional Conduct &amp; Disciplinary process for certificants</b>	
Instructor material: describe how the requirement is met	Reference
Participant material: describe how the requirement is met	Reference
Evaluation material: describe how the requirement is met	Reference

Learner Evaluation	yes/no
The training program includes a plan for the evaluation of learning.	
The evaluation tool is a reflective exercise on the course content and how it applies to one's practice.	

Training Provider Requirements	yes/no
<b>Course Information</b>	
Training providers must ensure the following course information is provided to the learners in advance of taking the course:	
<ul style="list-style-type: none"> <li>a) the purpose, format and content of the approved ethics training program, including the type and methods of evaluation and requirements to successfully complete the program;</li> <li>b) the process whereby the learner can comment on the training they receive; and</li> <li>c) all costs involved for successful completion of the approved ethics course.</li> </ul>	
<b>Learning Needs</b>	
To ensure the learning experience meets the specific needs of learners, training providers must:	
<ul style="list-style-type: none"> <li>a) oversee the registration process;</li> <li>b) request information about learners' learning needs; and</li> <li>c) request information about learners' specific accommodation needs, if any.</li> </ul>	
<b>Program Materials</b>	
Training providers must ensure all materials used for the approved training program are:	
<ul style="list-style-type: none"> <li>a) legible and of good reproductive quality;</li> <li>b) available in sufficient quantity;</li> <li>c) free of bias, including but not limited to gender;</li> <li>d) free of preference;</li> <li>e) compliant with copyright rules;</li> <li>f) appropriate for targeted learner language and literacy level; and</li> <li>g) compliant with provincial and federal applicable legislative requirements related to learners with disabilities (eg: Ontarians with Disabilities Act, The Accessibility for Manitobans Act, etc.)</li> </ul>	
<b>Learning Environment</b>	
To support the transfer of learning, training providers must ensure a safe, healthy and accessible learning environment regardless of location.	

Training Provider Requirements	yes/no
<p><b>Proof of Training Completion</b>            Upon successful completion of an approved Ethics Training Program, training providers must provide learners with a record of successful completion of an approved training program that includes the following information:</p>	
<ul style="list-style-type: none"> <li>a) learner's name;</li> <li>b) name of the approved Ethics training program;</li> <li>c) program delivery date and date of successful completion;</li> <li>d) statement that the learner has successfully achieved the learning outcomes of the approved Ethics training program;</li> <li>e) length of course in hours or CEUs based on the IACET standard;</li> <li>f) name of the approved training provider; and</li> <li>g) name of the course facilitator, instructor, or assessor.</li> </ul>	
<p><b>Support Transfer of Learning</b>            Training providers must support the transfer of learning by evaluating the learner's successful achievement of learning outcomes in the approved training program.</p>	
<p>The training provider must ensure that:</p> <ul style="list-style-type: none"> <li>a) the learner's identity is verified;</li> <li>b) the methods of evaluation are clearly communicated so learners understand the performance expectations and how they will be assessed;</li> <li>c) the evaluation activities are bias-free, valid, reliable and lead to appropriate decisions regarding the learner's achievement of learning outcomes;</li> <li>d) learners have the opportunity to receive feedback on their progress;</li> <li>e) the instructor has an opportunity to review program content with learners who are struggling to meet learning objectives;</li> <li>f) evaluation activities meet learner's language, literacy and accommodation needs.</li> </ul>	

<b>Instructor Qualifications</b> Training providers must ensure an instructor’s qualifications are valid and current before he or she delivers an approved Ethics training program.	<b>yes/no</b>
<p>Instructors must have one or more of the following qualifications:</p> <ul style="list-style-type: none"> <li>a) hold a CRSP designation; <b>or</b></li> <li>b) A degree in occupational health and safety from a recognized post-secondary institution; <b>or</b></li> <li>c) a non-occupational health and safety degree, that would support knowledge related to ethics, law, or a related field.</li> </ul> <p><b>AND</b></p> <p>A combination of adult education delivery experience and knowledge of adult education principles obtained through at least one the following:</p> <ul style="list-style-type: none"> <li>a) more that 900 hours of adult education delivery experience in the last five years;</li> <li>b) a degree, diploma or certificate in adult education principles form a recognized post-secondary institution; or</li> <li>c) a professional training and development certification (eg. CTP, CTDP, etc.).</li> </ul> <p><b>OR</b> be:</p> <ul style="list-style-type: none"> <li>a) Faculty member at an OHS program at a Canadian post-secondary institute University;</li> </ul>	
<p>In addition, for programs delivered via eLearning or distance learning, training providers must ensure that it will be delivered by instructors with experience delivering through this mode of training and who are proficient in the use of the software, platform or other technology that is to be used.</p>	

<b>Instructor Delivery Expectations</b> Delivery expectations are the same for all modes of instruction. Effective instructors create positive learning environments, engage learners and assess the achievement of learning outcomes.	<b>yes/no</b>
<b>Creating Positive Learning Environments</b> Training providers must ensure that the instructor: <ul style="list-style-type: none"> <li>a) is knowledgeable about the content of the Ethics training program;</li> <li>b) adheres to the instructional design of the Ethics training program;</li> <li>c) communicates expected learning outcomes;</li> <li>d) models positive attitudes toward learning;</li> <li>e) creates a safe and positive learning environment;</li> <li>f) asks learners for feedback;</li> <li>g) models respectful and professional behaviour; and</li> <li>h) resolves and addresses any learner’s inappropriate behaviours promptly and respectfully.</li> </ul>	
<b>Engage Learners</b> Training providers must ensure that the instructor: <ul style="list-style-type: none"> <li>a) links course content and learning activities with learners’ knowledge and experience;</li> <li>b) employs a variety of clarification and feedback strategies; and</li> <li>c) encourages group discussion.</li> </ul>	
<b>Code of Ethics</b> Training providers must adhere to high ethical standards of practice when providing approved training programs. In particular they must: <ul style="list-style-type: none"> <li>a) comply with all relevant workplace legislation;</li> <li>b) maintain high standards of honesty, integrity and trust;</li> <li>c) ensure information is accurately represented, interpreted and communicated without bias;</li> <li>d) respect the confidentiality of personal information;</li> <li>e) treat learners fairly and without bias;</li> <li>f) avoid real or perceived conflict of interest, including;               <ul style="list-style-type: none"> <li>i. accepting a financial or non-financial advantage or award with respect to delivery of the program over and above regular compensation for work done;</li> <li>ii. giving preferential treatment to individual learners;</li> <li>iii. engaging in outside activities that would conflict with the delivery of the approved ethics training program;</li> <li>iv. other actions that create a real or perceived conflict of interest.</li> </ul> </li> </ul>	



<b>Administration</b> This section outlines the administrative standards for all applicants and maintenance criteria for approved training providers.	<b>yes/no</b>
<p>As part of the application process, the training provider must submit a written program delivery plan which includes:</p> <ul style="list-style-type: none"> <li>a) copies of all program materials;</li> <li>b) description of the learning environment;</li> <li>c) template or example of the proof of training completion document;</li> <li>d) description of program and instructor evaluation and continuous improvement processes including frequency of program review</li> <li>e) all training providers who have met the preliminary requirements (training program material approval) of the approval process will provide dates and locations of delivery upon request so program delivery may be assessed by BCRSP.</li> </ul>	
<p><b>Training Records</b></p> <p>Approved training providers must maintain and secure records for each approved training program in accordance with any applicable privacy legislation. Records must include:</p> <ul style="list-style-type: none"> <li>a) program delivery and completion dates, attendance list and instructor for each session;</li> <li>b) learner names and contact information;</li> <li>c) confirmation of learner’s successful completion of the approved ethics training program;</li> <li>d) quality assurance and continuous improvement activities including feedback, complaints and follow-up actions;</li> <li>e) qualifications of current instructors; and</li> <li>f) maintenance of qualification of current instructors.</li> <li>g) Training records should be maintained for a minimum of six (6) years.</li> </ul>	

Maintenance of Training Provider Approval	Yes/No
<ul style="list-style-type: none"><li>a) Annually, I agree to submit a summary of any changes or revisions to the approved Ethics training program with a declaration that the program continues to meet the criteria set out in this standard to the BCRSP.</li><li>b) maintain a list of current instructors, including their qualification and any upgrading activities they have undertaken;</li><li>c) establish a system to maintain instructor qualifications in accordance with this standard;</li><li>d) establish a system to monitor and evaluate instructional delivery and to provide feedback to instructors for continuous improvement; and</li><li>e) establish a system for removing from their roster those instructors who demonstrate poor performance.</li></ul>	

## Documentation to Accompany Application

In addition to the application form, please submit the following documentation.

Documents	
Lesson Plan	<input type="checkbox"/>
Instructor Manual	<input type="checkbox"/>
Presentation Materials	<input type="checkbox"/>
Participant Manual	<input type="checkbox"/>
Any Associated Handouts	<input type="checkbox"/>
Learner Evaluation Plan	<input type="checkbox"/>
Written Tests and Assessment Documents	<input type="checkbox"/>
Quality Assurance and Continuous Improvement Plan	<input type="checkbox"/>
Sample Proof of Training Completion Document	<input type="checkbox"/>
List of Instructors and/or Evaluators and Geographic Locations	<input type="checkbox"/>

### Submit Application Form and Documentation to:

CPD Committee  
6700 Century Ave Suite 100  
Mississauga, ON L5N 6A4

Contact: Nikki Wright, CAE  
Executive Director

Email: [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca)