

Instructor Application

Submission of the WVU SafeLandUSA Instructor Application does not guarantee authorization, but is only the beginning of the process for seeking authorization by WVU. See WVU SafeLandUSA Guidelines of Accreditation for details. WVU SafeLand Director has the authority to make the approval decision based on their Subject Matter Expertise (SME).

Instructions: Each instructor must submit his/her own application. The application must be filled out completely, in ENGLISH, without referencing a resume. **(Please refrain from writing "see attached.")** [Submit the application, supporting documentation, and proof of payment in PDF format to WVUSafeLand@mail.wvu.edu.](mailto:WVUSafeLand@mail.wvu.edu)

SECTION 1 - TYPE OF REQUEST

- Initial
 Resubmittal

SECTION 2 - PERSONAL INFORMATION

First Name	Middle Name	Last Name	Suffix
Gender	Street Address, City, State, Zip Code, and County		
<input type="checkbox"/> Male <input type="checkbox"/> Female			
Work Phone Number:		Personal Phone Number:	
Work Email Address:		Personal Email Address:	
Language(s):		Date of Birth (MM/DD/YYYY)	
Company Name:		Current SafeLand Instructor, if applicable:	

Additional: Describe what audience will you be delivering SafeLandUSA to: In-house or consulting?

SECTION 3 - QUALIFICATIONS

Evidence of satisfying the requirements must be submitted with this application and are subject to WVUSHE review and approval. Examples of suitable evidence include certificates, instructor logs, letters of recommendation, and other documentation.

Document titles must reflect applicant's name and the Requirement and Option the document is referencing.

Requirement 1 - Instructional Experience; may be satisfied by any one of the following:

- Possession of an instructor certificate; course must have included 8 hours of adult learning techniques taken within the last 2 years.
- Minimum of 20 hours of instructional experience with adult learners within the last 2 years.

Requirement 2 - HSE Experience; may be satisfied by any one of the following:

- Minimum 1 year of full-time HSE experience with emphasis on prevention of harm to employees and property
- HSE-related college degree from an accredited institution
- Currently held industry recognized certification; CSP, CIH, COSS, CHST, CSS, etc

Requirement 3 - Oil and Gas Experience; may be satisfied by any one of the following:

- Must provide sufficient evidence of having a minimum of 1 year of oil and gas field experience

Section 4 - PERSONAL INFORMATION, SKILLS, AND EXPERIENCE

HSE EXPERIENCE

Title	Name of Company	Start Date	End Date

OIL AND GAS EXPERIENCE

Title	Name of Company	Start Date	End Date

Teaching Experience

Title	Name of Company	Topics	Start Date	End Date

EDUCATIONAL BACKGROUND AND/OR CERTIFICATION

Field of Study or Certification	Name of Company or Institution	Completion Date

ADDITIONAL COMMENTS

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SECTION 5 – PHOTOGRAPH REQUIREMENTS FOR INSTRUCTOR CARD

Photograph provided **MUST** meet **ALL** of the following requirements

- Photo should be focused on Instructor's head, with the face centered within frame, head shot only from top of hair to the shoulders
- Pose should show Instructor with neutral facial expression and both eyes open, not wearing a hat, cap, sunglasses, or other item of attire that would obstruct view of the face
- Photo background should be a solid, light color.
- Photo taken with high resolution.
- Image should be clearly focused with lighting sufficient to allow details of face to be clearly discernible, with no distracting shadows showing.
- Photo size must be 300 x 300 pixels.
- Photo file format must be jpg file.
- Photo should not be retouched or enhanced in any way.

SECTION 6 – APPROVAL & AUDIT POLICY AGREEMENT

Contingent on receipt of approval by WVU Safety and Health Extension, the Instructor submitting this application ("Instructor") hereby agrees to the following conditions:

1. ATTESTATION AND AGREEMENT

The Instructor agrees to indemnify and hold harmless WVUSHE and their directors, officers, members, employees, and agents from and against any and all liability, loss, damages, costs, or expenses, including reasonable attorneys' fees, which they may incur, suffer, or be required to pay by reason of, or in consequence of, Instructor's actions, or breach of this Agreement or any acts or omissions of WVUSHE in respect to the right granted hereunder to obtain approval or to display formal approval certificate, or that may be sustained or incurred in making any investigation on account of any claim, loss, damage, or expense, or in defending or prosecuting any action, suit, or other proceeding that may be brought in connection therewith, or in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

2. AUTHORIZED INSTRUCTOR DUTIES

The Instructor voluntarily agrees to accept WVUSHE'S accreditation standards and to submit necessary information for participation as an approved Instructor in accordance with procedures set forth in the Guidelines of Accreditation. Failure to submit necessary supporting information and to abide by accreditation standards shall be due cause for revoking this agreement and any approval that has been granted to the Instructor

3. APPROVAL DETERMINATION

The Instructor shall be deemed "authorized" when WVUSHE has determined that the applicant meets Instructor standards and WVUSHE has issued a formal certificate to the applicant enabling applicant to publicly stipulate the Instructor's compliance with approval procedures and standards. Instructor may publicly display said certificate only during such period as the Instructor is in compliance with the accreditation procedures and standards. Instructor shall not display the certificate when the necessary panel's finding of compliance has been withheld or withdrawn. Subject to the right of due process appeal defined in the accreditation procedures, Instructor shall abide by the decision of WVUSHE as to the compliance or noncompliance of Instructor with applicable approval

standards. Instructor shall not permit the display or use of the certificate other than as permitted by WVUSHE and the terms of this agreement and the accreditation procedures. Use of the certificate in contravention of this agreement will be due cause for WVUSHE to revoke this Agreement and to issue a public announcement to this effect in accordance with the provisions of the Guidelines of Accreditation

4. INSTRUCTOR APPROVAL PROCEDURES

Both WVUSHE and the Instructor shall follow and be controlled by the procedures and rules regarding the formulation of standards, reporting of information, complaints, display of formal certificates of approval, and due process appeals from decisions of WVUSHE and other matters to which this Agreement refers, as set forth in the Guidelines of Accreditation developed and periodically reviewed and updated by WVUSHE.

5. INSTRUCTOR'S GOOD FAITH COMPLIANCE

Instructor shall use all practical means at his/her disposal continuously to assure that the services he/she provides fully comply with the applicable approval standards at all times.

6. RIGHT TO AUDIT

When an audit of an Instructor is required, requested, or otherwise deemed necessary or desirable by WVUSHE notifies the Instructor of the approximate dates of an audit. If an audit is declined and cannot be scheduled to the mutual agreement of WVUSHE and the Instructor, the Instructor will be placed on probation, notwithstanding the provisions of appeal in the accreditation procedures. Upon scheduling an audit, WVUSHE selects, from a list of names it has approved, the auditor(s). Detailed arrangements for the audit are made through direct contact between the Instructor and the auditor(s)

7. CHARGES OF INSTRUCTOR NONCOMPLIANCE

Instructor agrees that if a claim of noncompliance with approval/accreditation procedures or standards is filed against Instructor, Instructor will promptly comply with any requests of WVUSHE for necessary information. Instructor or the company contracting Instructor or company Instructor is directly affiliated with agrees to reimburse WVUSHE for any expenses related thereto, unless the claim was filed by a Program and is found to be without merit, in which case the charging Program shall reimburse WVUSHE. Instructor or the company contracting Instructor or company Instructor is directly affiliated with agrees to reimburse WVUSHE for expenses incurred in connection with a meritless charge that it files.

8. APPROVAL REPRESENTATION

When reference is made to Instructor approval at any time, only the following shall be referred to or used: 1)The term "WVUSHE Authorized"; 2) an official certificate or stamp issued by WVUSHE, provided such certificate or stamp shall be printed in full, without alteration of any kind; or 3) an approved version of the WVUSHE logo and trademark owned by WVUSHE and whose nonexclusive use by Instructor is hereby licensed to Instructor upon official notification that Instructor has received approval. WVU shall have the right to notify Instructor of any material used or issued by Instructor that WVUSHE considers to be misleading to the public in regard to any reference to WVUSHE or to Instructor's approval, and Instructor agrees on receipt of notice from WVUSHE to terminate use of such materials and take such other steps as WVUSHE may deem appropriate in the public interest.

SECTION 7 – REQUIREMENTS FOR APPLICATION SUBMISSION

Each of the following items **MUST** be submitted in one (1) email, along with this application to WVUSafeLand@mail.wvu.edu (i.e., one (1) email with attachments).

Check each box as an indication of submission of documents.

- Application must be complete, dated, signed, and printed; then scanned with Resume attached, and e-mailed back in PDF format.
- Resume must be scanned with application to make one PDF file.
- Digital photograph submitted in jpg format (see section 5 for more photo requirements)
- Government issued ID (Passport or Driver's License) submitted in picture format

***NOTE: PAYMENT MUST BE SUBMITTED AT TIME OF APPLICATION**

- Any additional supporting documentation (in PDF format), such as Certificates, Instructor logs, letters of recommendation.
- All files and folders must be labeled with name of applicant (ex:TiffanyRicePhoto.pdf,etc.).
- One instructor application submitted per e-mail

THE UNDERSIGNED HEREBY ATTESTS THAT ALL INFORMATION CONTAINED IN THIS DOCUMENT AND ALL SUPPORTING DOCUMENTS ARE ACCURATE AND COMPLETE

Signature of Applicant

Date

Printed or Typed Name of Applicant

Training Provider Name