



Energy Training Council – ETC...

BYLAWS and Operational Guidelines

Revised: July 1, 2012

Article I. Name

Section 1. The name of this organization shall be the **Energy Training Council (also known as ETC)**

Section 2. Hereinafter, the **Energy Training Council** will be referred to as **ETC**

Article II. Purpose

The purpose of the Energy Training Council (**ETC**) is to aid in the development and provision of uniform and consistent information, education, and training for men and women working in all energy industry services. Through this effort, workers will be better prepared to do their jobs, employers will be more able to provide safe and healthful working conditions by having a well trained workforce working with them as team participants, and together we all will be more successful in the field of environmental stewardship and occupational safety and health.

Article III. Program Names

For the purpose of establishing uniformity, the awareness level training programs shall be called “**ETC HSE Orientation ‘Upstream or Downstream’**.” All training programs presented under **ETC** will have specific names designed to differentiate them from one another, and make it easily discernible as to the course focus.

ETC HSE Orientation Core courses are:

- Bloodborne Pathogens
- Confined Space Awareness
- Electrical Safety
- Environmental Awareness

- Fall Protection
- Fire Safety-Prevention & Protection
- Hazard Communication (Employee Right To Know)
- Hydrogen Sulfide (H2S) Awareness
- Lockout/Tagout
- Personal Protective Equipment (PPE)
- Substance Abuse Awareness

Article IV. Membership in the reciprocity organization

The **ETC** fully supports the concept and reality of training reciprocity. Members of the **ETC** have entered into a reciprocal agreement that ensures that training provided by approved members under the direction of the **ETC** will be recognized and accepted, such that they meet the requirements of operating companies for the training received. A properly designed, implemented, and maintained reciprocity agreement saves both the contractor membership and the petroleum industry time and money by making facilities, programs, and instructors available throughout areas where we work. More importantly, it allows members and industry to benefit from the expertise of trained professionals in a broad spectrum of disciplines. This in turn enhances the safety, health, and environmental stewardship of not only the workers, but also the community at large.

Article V. Organization

- Section 1. The **ETC** is a not-for-profit organization chartered by its original membership for the purpose of enhancing the safety, health, and environmental stewardship through health, safety, and environmental education of energy industry workers.
- Section 2. The Steering Committee of the **ETC** shall follow the simple rules of order. Voting requires a motion and second by any committee member in good standing (Members in “good standing” shall also require having membership dues paid and current). A motion shall pass after receiving a simple majority vote in the affirmative.
- Section 3. A quorum of active members and training institutions present at any given **ETC** meeting shall be required before a vote can be passed.
- Section 4. The Steering Committee of the **ETC** shall consist of the following executive committee serving 1-year terms:
- Chair
 - Vice-Chair
 - Secretary/Treasurer

- Committee Chairs:
- Program Development
- Curriculum Development
- Liaison

The Chair will appoint a nominating committee at the first regular meeting of the month of April who shall at the first regular meeting of the month of May each year a slate of executive committee candidates shall be presented and an election of the new executive committee by the membership in good standing shall occur at the first regular meeting in June of each year. The new executive committee will take their office and assume their responsibilities by the first regular meeting in July.

Section 5. Changes to the bylaws are allowed when the proposed change(s) is presented in writing by a member in good standing to a quorum of the Executive Committee in regular conference. The written proposal must be submitted a minimum of one (1) month prior to a vote by a quorum of the membership present and in good standing. Change(s) to bylaws shall be approved after a simple majority vote by a quorum of the membership present and in good standing.

Article VI. Program Requirements.

Section 1. Instructor Qualification

- API
- ANSI
- OSHA
- AESC
- IADC
- OTHER RECOGNIZED REGULATORY AGENCIES
- All Instructor applications shall be reviewed by the Instructor Qualifications Committee as appointed by the Chair.

Section 2. The programs developed by the **ETC** will remain the sole property of the **ETC**. All other programs developed and/or presented by active members in cooperation with the **ETC** will remain the property of the authoring entity.

Section 3. These programs, in whole or in part, are not to be provided to contractors or organizations outside of the **ETC**. Non- reciprocal programs may be reviewed with the **ETC** membership on a case-by-case basis.

- Section 4. The **ETC** Curriculum Development Committee reviews reciprocal program content at least annually. Non-reciprocal programs are reviewed as needed by the **ETC** membership. The **ETC** presents the most current versions of all programs in their entirety, without omission. The **ETC** retains the right to add materials to any program to address local issues or enhance the content.
- Section 5. The **ETC** approved instructors employed by active members are responsible for implementation of revised programs as approved by the **ETC** Steering Committee and to maintain the security and integrity of the training materials.
- Section 6. All examination questions used in conjunction with the **ETC** approved programs shall be validated through the **ETC** Curriculum Development Committee. Test questions must not discriminate against religion, sex, race, color, creed, or ethnic origin.

Article VII. Program Directives

- Section 1. Programs shall be taught in English except where programs are translated and approved by the curriculum development committee. Oral testing is acceptable only after approval of the **ETC** steering committee. Non-written examinations apply only to those students who have certifiable reading/writing disabilities as outlined by the Americans with Disabilities Act and documented by a physician qualified in the assessment of that disability. The policy is as follows:
- The student must request examination in other than a written examination format.
 - The student must provide documentation from a qualified physician outlining the reading/writing disability of the worker requesting the special testing.
 - The disability must be certified under the Americans with Disabilities Act.
 - Upon successful completion (a minimum passing score of 80%) of the examination in non-written format, the student shall be issued the appropriate documentation of successful completion from the **ETC**.
 - The appropriate documentation of successful completion shall state that the student completed the examination in a manner other than a written examination.

Article VIII. Security Procedures

- Section 1. Registration to ensure integrity of the programs and training operations, the **ETC** has developed the following procedures outlining registration of students.
- All students must present a valid form of identification prior to attending training classes. Valid identification consists of a photo ID card such as a valid state driver license, a valid federal ID card, I-9 photo identification credentials, current passport, or current **ETC** training verification card.

- All students must complete a sign-in log/class roster consisting of their name, identifying number, date of training and course identification.
- Training will not be completed until sign-in and acceptable identification is completed.

Section 2. Testing Procedures

Procedures have been developed to ensure the validity of the **ETC** training. The **ETC** requires strict adherence to the testing, examination, and security procedures set forth in this section.

- A minimum score of eighty (80%) percent is required for passing all programs. **ETC** approved training providers shall use a pass/fail (P/F) format based on a minimum of an eighty percent (80%) achievement. Tests shall contain a sufficient number of questions to determine that the information taught has been adequately transferred and understood by the student.
- The curriculum development committee will review and create different examinations on a periodic basis in order to limit memorization of examinations. At least two versions should be used in all class subjects.
- Examinations shall be graded, scores maintained at the training institution database, and reported to each student upon completion of the class.
- Examinations and answer keys shall be kept in a secure location and not left where they are available to any student inappropriately.
- All completed examinations shall be discussed and instructors shall ensure that all students have the benefit of reviewing correct information before concluding the class.

Section 3. Examination Retest Policy

- Students must normally retake the failed class before another test may be administered, however, on a case-by-case basis the instructor may give special consideration for students based on extenuating circumstances.
- Students that fail an examination on the second attempt whether the class was retaken or not will not be issued a verification of training, and must wait a minimum of 14 days before the class may be retaken.

Section 4. Cheating Policy

- Cheating on examination has the potential to allow workers without adequate safety training to gain access to hazardous areas. This can lead to the injury or death of not only the student himself, but that of co-workers as well, and potentially members of the surrounding community. Therefore, **ETC** will not tolerate cheating in any form or fashion, and has adopted the following consequences for all students involved in the cheating activity:

- * 1st offense: 30 days before eligible for retesting
- * 2nd offense: 90 days before eligible for retesting

- * 3rd offense: 1 year before eligible for retesting
- The students' employer will be notified at the upper management level.
- The companies for whom the student was scheduled to report will be notified.
- "Test Out" is not allowed for any program approved by **ETC**.

Section 5. Verification of Training Issuance

- **ETC** verification of training shall contain a photo image for "Plus" programs. A non-photo verification card approved by the **ETC** Steering Committee is acceptable for **ETC HSE Orientation** only.
- The date on the card shall reflect the date of the training expiration.
- An approved method of identification shall be verified prior to issuance of verification of training (Refer to Article VIII Section 1)

Article IX. Record Keeping

Section 1. The **ETC** will serve as the record retention agent for all programs taught under the **ETC** program. Training records shall be filed according to **ETC** procedures within two weeks of the date of class completion.

Section 2. Training records shall include students' identification (name, identifying number), students' employer (if applicable), test score (test scores are maintained in the training institution's database), instructor name, training institution where class was given, date of successful completion of the class and its expiration date.

Section 3. The students' last four (4) digits of their Social Security, Valid Driver License, and Valid I.D. number shall identify the record.

Section 4. Training records shall be maintained for a minimum of five years.

Section 5. Training verifications (ID Cards) will contain the following information: **Student's Name, Name of the facility where training was received, Title of each course successfully completed, Date the training was completed, and Expiration date of each course and the instructor's name.**

Article X. Auditing

Section 1. Audit Guidelines

- All training institutions providing training per **ETC** guidelines are required to implement audit guidelines contained in this section.
- **ETC** will conduct periodic and detailed audits to ensure program integrity.

- The purpose of the audit procedure is to ensure program quality, integrity, and consistency of presentation.
- The audit is designed to evaluate program content, operational procedures, security measures, and methods of instruction and examination.
- The curriculum development committee is responsible for development of the audit checklist and approved by the steering committee. This procedure will be used to complete the **ETC** audit process. (**Appendix 3**)
- All auditors, whether acting in behalf of the **ETC**, or any other entity must arrange with the educational institution to conduct an audit reasonably in advance of such audit.
- Educational institutions shall give full cooperation to the **ETC** audit team members and outside auditors from companies sending personnel for training.
- The **ETC** shall conduct a minimum of one (1) audit per year at each training institution.
- Approved auditors shall be trained, competent, and approved by the **ETC** Steering Committee.
- Completed **ETC** audits shall be reported to the **ETC** Steering Committee and records shall be maintained for a minimum of five (5) years in the **ETC** database and be made readily available for cooperating companies' review.
- The **ETC** steering committee in cooperation with appropriate sub-committees shall be responsible for addressing all audit findings in an appropriate and timely manner.

Article XI. Instructor Competencies/Guidelines/Requirements

- Section 1. Instructors for the **ETC** should be evaluated for and identified as persons who, are respected by their industry peers for their industry skills and knowledge, and who demonstrate the ability to impart their skills and knowledge to other employees. Instructors are not required to have degrees in education or training, but should become proficient through a combination of train-the-trainer workshops, industry experience, informal day-to-day coaching by experienced instructors, and on-the-job assignments as trainers.
- Section 2. The designated administrator's for all active members are responsible for ensuring that their **ETC** instructors have completed an approved **ETC** train-the-trainer Course and fully understand the expectations set forth in the **ETC** bylaws.
- Section 3. Instructor competencies are divided into four major areas of expertise:
- Program Management
 - Session Delivery
 - Resource Assistance

- Application and evaluation
- Program Management

The main objective in program management is to help identify with the Curriculum Development Committee the training development needs of the **ETC**, and to assist in developing training objectives and cost-effective programs that improve worker safety, efficiency (doing the job right), and effectiveness (doing the job right).

- Session Delivery

The main objective of session delivery is to achieve the increase in safety and ultimate job performance through training desired by companies who send their employees for training.

** Instructors should refrain from presenting unproven information, or information that is derived from hearsay. Information shall only be presented as outlined in developed and approved training materials.

- Resource Assistance

The main objective of resource assistance is to assist with the development, preparation, delivery, and evaluation of instruction.

- Application and Evaluation

The main objective of application and evaluation is to verify that through the instructional process that students have learned the material presented to them through: application of methods, skills, and demonstration of cognitive skills learned in the program.

Article XII. Membership Fee and Course Tuition

- Section 1. Membership is required for all companies who wish to participate in the administration and/or development of the **ETC** program. Companies desiring to be members of “**ETC**” must submit to **ETC...** a completed application approved by **ETC**.
- Section 2. The required industry membership fee is \$1000.00/year and authorizes a vote in the election of executive committee elections, administration, and development of **ETC** programs, policies, and procedures. A member company division, business unit, subsidiary, etc. may obtain a membership for \$250.00/year. **Membership is renewable in June of each year. (See application in Appendix 1) New members membership fees will be prorated to June 1st.**
- Section 3. Non-Profit educational institutions desiring to be members of “**ETC**” must submit to **ETC...** a completed application approved by **ETC...** **(See Approved Application in Appendix 2)** with a **\$250.00** 1 year membership fee. Once the application is reviewed, and approved the institution will receive all appropriate materials and access to

appropriate resources of the **ETC...** and will be authorized to begin training **ETC...** approved materials and authorizes a vote in the election of executive committee elections, administration, and development of **ETC** programs, policies, and procedures. The new Approved designated Administrator is responsible for reviewing and ensuring that **ETC...** bylaws are followed and that all **ETC...** courses are taught as prescribed.

- Section 4. Each member company division, business unit, subsidiary, etc. may have only one representative voting in any business meeting. Member companies may have multiple memberships, but only one per division, business unit, subsidiary, etc. Training can be provided by only those company divisions, Business unit, subsidiary, etc. for which dues are current.
- Section 5. **ETC** reserves the right to increase or decrease the membership fee, or otherwise modify it by simple majority vote in regular council of the membership in good standing.
- Section 6. Membership fees shall be used to develop, upgrade, or implement training programs and offset operating expenses as deemed necessary by the **ETC** Steering Committee.
- Section 7. Certificates of membership for industry & certificate of accreditation for instructional providers are issued to the respective entity, but the certificate remains the property of the **ETC**. If the company or educational provider fails to pay dues or if the education accreditation is revoked the certificate shall be returned to the **ETC**.
- Section 8. When **ETC** affiliates with another organization **ETC** will follow their procedures and policies during affiliated activities. A copy of the affiliated organizations procedures and policies will be added as an appendix to **ETC's** bylaws.



Energy Training Council (ETC)

PO Box 850359

Yukon OK 73085

Industry Membership Application



Name of Organization/Company _____

Mailing Address _____

City _____ State _____ Zip _____

Physical Location of Applicant if different from address above:

Address _____

City _____ State _____ Zip _____

The undersigned hereby agrees to follow all ETC bylaws and operational guidelines outlined. The participating training program member will accept the ETC approved HSE Orientation Training Program provided by an accredited ETC provider for safety training required to perform work for member companies. The company agrees to hold harmless the ETC directors and employees from any and all liability in connection therewith.

Name of Company or Institution _____

Name of Contact Person _____

Title _____ Date _____

Web Site Address _____

Email Address _____

Telephone (____) _____ Fax (____) _____

Signature of Contact Person _____

Membership Fee Payment \$1,000.00 Check # _____ P.O. # _____

Energy Training Council (ETC)

(ETC use only Accreditation # _____)

PO Box 850359

Yukon, OK. 73085

Non-Profit Educational Institution Membership Application

Name of Instructional Provider _____

Address, Location of Administration Office _____

City _____ State _____ Zip _____

Type of Provider:

- ☐ Operator/Producer in-house program
- ☐ Contractor in-house program
- ☐ Educational institution (specify type of school) _____
- ☐ Nonprofit training center
- ☐ Commercial training organization
- ☐ Other (specify) _____

Responsible Institutional or Corporate Official _____

Title _____ Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ Fax (_____) _____

Web Site Address _____

Email Address _____

Signature _____ Date _____

The instructional provider agrees to conduct all of the HSE Orientation training classes listed below:

PPE	HazCom
H2S Awareness	Fall Protection
Electrical Awareness	Bloodborne Pathogens
Lockout/Tagout	Environmental Awareness
Fire Training	Confined Space Awareness
Substance Abuse	SafeLand USA

Please attach to application, a list of instructors with a description of their work history which qualifies them to instruct the courses noted above. If different instructors are used to teach a course, please submit a separate instructor sheet for the courses taught and note which courses will be taught.

Membership Fee \$250.00

Check # _____ P.O. # _____

Energy Training Council ETC

HSE Orientation
Site Visit Report

Training Institution Name _____

Application/Accreditation No. _____

Location _____

Site Evaluator _____ Date of Visit _____

Initial Visit Follow-up Visit Other Visit, Specify _____

I. Classroom Observation

1. List instructional materials used to teach the course(s).
2. Describe testing & security procedures used as related to ETC operational guidelines.
3. Indicate methods used for verifying student identity.
4. Review training files for documenting student records.
5. Examine ETC training retention records.

II. Program Management Review Checklist

Meets Requirements

Does Not Meet Requirements

A. Oral testing procedure	_____	_____
B. Test & records security	_____	_____
C. Enrollment records	_____	_____
D. Test versions (2 minimum per unit)	_____	_____
E. Test scoring & entering into data base	_____	_____
F. Test keys security	_____	_____
G. Examine re-test records	_____	_____

Instructor Observation:

Instructor Name: _____

- A. Was the instructor using ETC materials? Yes ____ No ____ N/A ____
- B. Was the instructor using supplemental instructional materials? Yes ____ No ____ N/A ____
- C. Was the instructor using accepted classroom instructional teaching methods?
Yes ____ No ____ N/A ____
- D. Were students maintaining interest in the class? Yes ____ No ____ N/A ____
- E. Was the instructor approved by ETC? Yes ____ No ____ N/A ____

Comments/Suggestions _____

Supplement to Article IX Record Keeping

As stated in **Article IX Section 5**, Training verifications (ID Cards) will contain the following information: Student's Name, Name of facility where training was received, Title of each course successfully completed, date the training was completed, expiration date of each course and instructor's signature. The following will identify the approved numbering system required for proper identification of trainers and students.

I. **Student I.D.**

Students are identified as follows: **XXXX**

Last 4 digits of student's Soc.Sec. Number

Fully accredited instructional providers will provide a class completion card upon completion of all HSE Orientation classes to an individual who has successfully completed all required units of training. An instructional provider may issue a separate completion document of its choosing in conjunction with the HSE completion cards.

The ETC completion card must be completed by the accredited instructional provider. Pre-numbered cards are to be given to all successful trainees which includes the following information:

1. **Student's name**
2. **Student identification number-last four digits of their social security number**
3. **Date of completion and expiration date**
4. **Location - name of educational provider**
5. **Name & signature of the instructor**

The instructional provider will keep a list of all students who have been provided a training completion card on the pre-numbered log sheet. The log sheet may be sent to the **ETC** office at any time.

Pre-numbered training completion cards may be obtained from the **ETC**. All cards sent to the instructional provider must be the responsibility of the provider to account for all cards issued. No credit will be given for lost, damaged or incorrect use of the card or for any other reason where a completion card is not issued.

Information regarding the issuance of the **ETC** card must remain strictly confidential and will be used for verification purposes only.

Training completion cards may be purchased by the instructional provider upon final accreditation by the **ETC**. Additional cards may be obtained upon evidence of the provider conducting training and submission of the completed card log.

II. **Authorized I.D. Cards**

Authorized I.D. Cards shall be printed on **Avery Brand blank stock # 8371 only**.

ETC Student ID Wallet Card

XXXXXXXX **Energy Training Council**
HSE Orientation

Name: _____
Student ID No.: _____
Completion Date: _____
Expiration Date: _____
Provider: _____
School I.D. No. _____
Instructor Signature: _____

HSE Orientation

**Applicant has completed the following
courses successfully:**

- | | |
|----------------------------|------------------|
| 1. Bloodborne Pathogens | 7. Fire Safety |
| 2. Confined Space | 8. HazCom |
| 3. Substance Abuse | 9. H2S |
| 4. Electrical Safety | 10. LO/TO |
| 5. Environmental Awareness | 11. PPE |
| 6. Fall Protection | 12. Other: _____ |