



Accreditation Policy Agreement

The Training Provider and authorized trainers of the Training Provider agree to the following conditions:

1. The Training Provider voluntarily agrees to accept the ETC/SafeLandUSA accreditation requirements and to submit necessary information for the participation as an accredited Training Provider in accordance with the details in this agreement. Failure to submit necessary supporting documentation and to abide by accreditation standards shall be due cause for revoking this agreement and any accreditation that has been granted to the Training Provider.
2. The Training Provider shall be deemed “accredited” when ETC has determined that the applicant meets ETC/SafeLandUSA accreditation standards and has issued a formal certificate to the applicant, enabling the applicant to publicly stipulate the Training Provider’s compliance with accreditation standards. The Training Provider may publicly display said certificate only during such period as the Training Provider is in compliance with ETC/SafeLandUSA accreditation standards. Training Provider shall not display the certificate when ETC finds the Training Provider is not compliant with ETC/SafeLand accreditation requirements and accreditation is withdrawn because of failure to correct the non-conformance. Subject to the right of due process appeal, the Training Provider shall abide by the decision of the ETC Executive Committee. Use of the certificate in contravention of this agreement will be due cause for ETC to revoke this agreement.
3. ETC shall prepare and publish periodically a list of all trainers and their Training Provider organizations at the time of issuance.
4. ETC shall use all practical means at its disposal to continuously assure that the services it provides fully comply with the applicable accreditation standards at all times.
5. The Training Provider shall ensure that facilities used are adequate to provide a positive learning environment. Requirements include but are not limited to: clean/quiet classrooms, proper lighting/temperature, desks/seating, adjacent restroom facilities/break areas, and adequate means to deliver program context and supporting materials.
6. All trainers for a Training Provider must meet certain qualifications to be provided before ETC will consider an applicant to be a trainer of the ETC/SafeLandUSA program including experience in classroom instruction, Health, Safety and Environmental

experience and oil and gas experience. Translators must be provided if the student's native language is not English.

7. All ETC training materials must be used solely for teaching an approved class and are not to be altered or misused in any way. Additions can be made to the training material but no materials may be deleted. All students must present a state or federally issued photo ID and a Social Security Card (government issued alternate form of identification). All testing must be done under strict supervision and students will be counseled on the correct answer if any questions are missed. All tests and questions must be secured at all times. Additional versions of the test are available at the request of the Trainer Provider. All class rosters must include at a minimum: Name, identifying number, date of training, course name, and instructor's name and signature. Students will be required to complete a course evaluation at the end of the instructional process. All testing materials, rosters, evaluations and photos of class attendees will be kept by the Training Provider for a period of 5 years and will be available for audit upon request of ETC.
8. An audit process is in place to ensure the quality of training is maintained at all times. The audit will be conducted by a person, or persons knowledgeable about the industry and the material contained in the ETC/SafeLandUSA curriculum. Detailed arrangements for the site visit are to be made through direct contact between the auditor and the Training Provider. ETC will audit Training Providers every 3 years.
9. The Training Provider agrees that if a claim of noncompliance with Accreditation processes is filed against the Training Provider, the Training Provider will promptly comply with any request of ETC for necessary information. The Training Provider agrees to reimburse ETC for expenses related to the investigation.
10. Training Providers who receive accreditation from ETC will be allowed to display a SafeLandUSA logo, or utilize a SafeLandUSA stamp. The accredited Training Provider agrees that, when they are notified by ETC that they are no longer accredited, they will immediately discontinue use of the SafeLandUSA logo or official stamp.
11. Training Provider agrees to indemnify and hold harmless ETC and their directors, officers, members, and agents against any and all liability, loss, damages, costs, or expenses, including reasonable attorney's fees, which they may incur, suffer, or be required to pay reason of, or in consequence of, Training Provider's actions or breach of this Agreement or any other acts or omissions of ETC in respect to the right granted hereunder to obtain and to represent accreditation status or to display formal accreditation certificates, or that may be sustained or incurred in making any investigation on account of any claim, loss, cost damage, or expense, or in defending or prosecuting any action, suit or other proceeding that may be brought in connection with , or in enforcing any of the obligations herein contained, or in connection therewith, or

in enforcing any of the obligations herein contained, or in obtaining a release from liability in connections therewith.

12. Training Provider agrees that ETC may, on ten days written notice to Training Provider, terminate this agreement for any of the causes set forth in this Agreement and in accordance with the due process stated. This Agreement shall be effective on the date of execution and shall remain in effect for the duration of the accreditation period or until such time as either party terminates the Agreement.

Signature of Training Provider Administrator or Responsible Person

Date

Printed or Typed Name of Training Provider Administrator or Responsible Person

Title

Name of Company or Institution

Signature of ETC Officer or Responsible Person

Date

Printed or Typed Name of ETC Officer or Responsible Person

Title

Name of Company or Institution