



3M Safety Training’s Certified Instructor programs are designed to provide and prepare future instructors with a well structured curriculum which is focused on learner engagement and retention. All key elements of a properly constructed curriculum are part of our Certified Instructor programs. Individuals participating in one of our Certified Instructor courses will have access to not only the materials required by a student attending a training course, but also the essential materials that would be required by an instructor for delivery.

This document has been created to provide general information to help understand our Certified Instructor program, answer frequently asked questions, and provide our program policies. Please take the time to read this document carefully to learn more about our program.

General Course Information

Student Activation

Each participant in a 3M Safety Training course will receive a student activation package. This package includes a serialized student workbook manual, a secured student record booklet to document a student’s learning assessments and completion of the program, and serialized student training certificate.



Certified Instructor Kit

Each participant in a 3M Safety Training Certified Instructor course will receive an instructor kit. This kit includes a messenger style bag containing all of the materials necessary for program delivery such as course outlines, equipment lists, electronic presentation, instructor guides, lesson plans, administrative guide, and assessment tools.

SafetyNet Portal

A few days prior to the course, you will receive a system email with your Instructor number and a password to log in to our online portal. Your Instructor will provide you with details on the portal and how to access your presentation password, submit training records, and order additional student activation packages. Please ensure that you have access to this email when you arrive at the course.

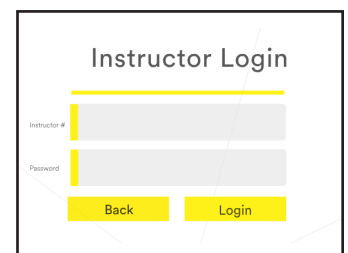


Electronic Presentation

Each of our safety programs are designed to address the different regulatory jurisdictions that may be applicable to the students you will teach. You will be provided access to the jurisdiction where you are taking your training. Your Instructor will review and discuss options for adding additional jurisdictions (if applicable) during your course.

Electronic Presentation Passwords

Your Instructor will show you how to obtain your presentation password in SafetyNet. Please note that your password will be valid one year from your certification date. You will be able to obtain a new password in SafetyNet providing that you maintain an active certification by delivering the minimum number of courses each year, and successfully complete the annual validation process.





Frequently Asked Questions (FAQs)

What safety equipment do I bring to the program?

You are required to bring appropriate footwear (steel-toed boots) and gloves for the workshop exercises. If you are attending training at either of our Airdrie AB, Red Wing MN, Pasadena TX, Tustin CA training centers, we will be able to provide you with a hardhat, and safety glasses. Otherwise, please bring a hardhat, safety glasses, boots, and gloves.

Should I bring a laptop computer?

Yes. During the course you will be asked to download the slideshow presentation that you will use to deliver the training. Either a Windows PC or Mac will function for the slideshow. Please note that Smart Phones (including iPhones or android OS devices), and Tablets (including iPads, or Android OS devices) will not be able to run the presentation.

Will I be leaving the program with any course materials?

Yes. During the course you will receive an instructor kit, weighing approximately 10 lbs and having a dimension of (18" x 14" x 3"). Please ensure that you have sufficient space in your luggage to be able to return with these materials. The training centers will not be able to send these materials to you after the program.

What equipment will I need to deliver the program?

There is specific equipment required to deliver the content of the prescribed curriculum. An equipment list will be provided during the Certified Instructor course. You are not required to have this equipment during the Certified Instructor program, but you will require the equipment to deliver any courses once you obtain your certification.

Will I be asked to do a presentation during this course?

Yes. You will be required to deliver a portion of this curriculum to the group as part of your instructor assessment. Individuals who have not taught or may experience severe anxiety with small group public speaking should reconsider participation in this program.

Is the Certified Instructor course a pass or fail program?

Yes. Participants will be evaluated on their understanding of course content and their ability to deliver the information in an effective manner. Participants who are unable to meet the minimum course requirements would be required to re-take the two-day Certified Instructor program in its entirety to re-attempt course completion.

Will I be ready to teach the course at the end of this program?

During the course you will have the opportunity to prepare some course content, but additional preparations will be required after you leave this course. In order to have time to prepare all lessons, it is recommended that you do not schedule any of your future course deliveries in the week following the completion of your Certified Instructor program.

Will I need student activations for the students that I will be teaching?

Yes. Each student you will train requires a student activation package. Each package includes a participant manual, student record booklet, and a training certificate. As part of your course registration fee for the Certified Instructor program, you will receive an initial supply. Additional activations can be purchased through 3M Safety Training and the SafetyNet portal.

What is the duration of the instructor certificate?

Ongoing instructor validation will require that you deliver the prescribed curriculum a minimum of three courses per year in order to maintain an active trainer status. Only instructors with active status are permitted to deliver the program to any end-users seeking the training. Additional administrative and delivery instructor validations will occur biannually.

What is the scope of the instructor certificate?

Upon successful completion of the course, you will receive an instructor certificate that reflects your ability to deliver specific 3M Safety Training curriculum. The scope of certification does not extend to other 3M Safety Training programs or courses developed by others.

Will I need to sign a training agreement?

As part of the Certified Instructor program, your employer will be required to sign a training agreement with 3M Safety Training. The agreement will be provided in advance of your program attendance. A signed copy of the agreement will be required before participation in the program.



Cancellation Policy:

The nature of our training is such that, when a course is scheduled for you, it is not possible to schedule other courses at the same time. If you fail to keep the course date(s) scheduled exclusively for you, the time goes unused. Thus, if you are unable to reschedule your training without reasonable notice, the following policies and fees are charged to offset the cost for unused training time.

- Refund policy for any course cancellation:
 - Written notice greater than 15 business days prior to the first date of delivery: refund in full minus any expenses which have been agreed upon that are not refundable (e.g. airline tickets)
 - Written notice between 11 and 15 business days prior to the first date of delivery: refund of 50% of the estimated invoice total or a credit on file for a onetime rebooking of the training within the next 90 days. Any nonrefundable costs (e.g. airline tickets) must be paid.
 - Written notice 10 business days or less prior to the first date of delivery: payment in full of estimated invoice total including all travel expenses.
- 3M Safety Training reserves the right to cancel any scheduled courses up to 5 business days in advance of course commencement due to lack of provision of customer required information, purchase order, or similar prerequisite.
- In the event of instructor illness, travel interruption, or similar circumstance, 3M Safety Training reserves the right to reschedule the training program.
- A company may substitute a registrant up to one day prior to the course date without penalty.

Attendance Policy:

- Instructors are not permitted to accept more than the maximum number of course participants indicated on the quote or pre-course paperwork without course delivery modifications as approved by 3M Safety Training coordinators.
- We strongly recommend registrants arrive 5 minutes prior to course commencement to sign-in. The course begins promptly at the start time.
- Students who arrive 30 or more minutes after the course has begun will not be permitted to participate and will forfeit their course fee.
- The pace of the course is brisk, thus, being present for all instruction is essential. Participants who, for any reason, miss more than 15 minutes of instructional time cannot be caught up to the rest of the class. These individuals would have the option to continue but would not be provided with a training certificate at the end of the course. Alternatively, they could re-attempt to complete the course by attending another training session during the same scheduled onsite training period. For those who must attend to urgent matters during course time and miss fewer than 15 minutes of instruction can be caught up during a course break.

Privacy Policy:

Information collected during the registration process is intended for the purpose of communicating course details, payment confirmation, and certificate delivery. Any personal details retained by 3M Safety Training will be used for tracking valid credentials and providing notification of impending certificate expiry and the process required for recertification. Registrant information may also be used to notify you of upcoming program offerings and special events. All registrants understand that personal information may be shared with corporate allies to obtain or maintain recognition or certification.

Contact:

If you have any questions or concerns about the above policies or course, or to advise us of a possible student literacy or medical condition which may affect their course participation, please contact us at:

Website: safetytraining.3M.com

Email: safetytraining@mmm.com

Phone: United States **800.328.6146** (option 4) / Canada **888.325.5776**