



Certification Services

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WORKING TO MAKE A DIFFERENCE

First Aid Training Agency Application Package

- **Procedures for Application**
- **Agency Registration Agreement**
- **Examination Materials Agreement**
- **Agency Guideline**

Procedure for becoming a First Aid Training Agency

1. Identify agency status as “In-House” or “Public”

Registration as an in-house agency is appropriate if a company wants to train its' own employees, an association wants to train its' members, or a secondary school wants to train its' students. No course fees will be charged to course participants and the agency provides the training materials at no charge.

Registration as a public agency is appropriate if course will be open to any one. Fees for tuition, registration, materials, examination etc. may be charged.

2. Private Career Training Institutions Agency (formerly PPSEC) will be responsible for registering private institutions in B.C. offering career programs 40 hours or longer and with tuition of \$1,000 or more. Registration entitles their students to be covered under the student training completion fund, which will be paid for by pooled contributions from the registered institutions.
3. Identify the level of OFA courses to be offered.

Agencies must decide to offer OFA Level 1 and Transportation Endorsement courses OR all levels (OFA Level 1, 2, 3 and the Transportation Endorsement). Please refer to Page 30 of the Occupational Health & Safety Guidelines Part 3 for course descriptions.

If an agency decides to certify OFA Level 2 and/or 3 attendants an “Examination Materials Agreement” must be signed by the agency principal before the exam CD-ROMs can be purchased. An “Examination Materials Agreement” is enclosed. Please also review Guideline D.

4. Review and sign the Agency Registration Agreement

One of the conditions of the Agreement states, in part, that an agency must “be in compliance with the Workers Compensation Act and all applicable Workers' Compensation Board Occupational Health & Safety Regulation, Policy and Guidelines.” The WCA and OH&SR may be viewed on the WorksafeBC website at www.worksafebc.com. From the home page click on “Safety at Work”, then “First Aid.”

The Guidelines and an Agency Registration Agreement are enclosed.

5. Submit an application letter and the documents listed below to Certification Services, WorksafeBC.

Please include:

- the type of agency status requested (in-house or public)
- which levels of first aid will be taught
- a notarized document declaring the registered owner of the company
- the signed (by registered owner) agency agreement
- the signed (by registered owner) Examination Materials Agreement (if agency personnel will be certifying OFA Level 2 and/or 3 attendants)
- a copy of an organizational chart of the Agency, listing each official and position by title (e.g. Training Coordinator, Assistant Instructor, etc.)
- company policies and procedures to include:
 - ◆ appeal procedures for examination results; instructor misconduct; student misconduct; how will they monitor; acceptable standards of performance for instructors
- company health and safety program and written procedures as required by the Occupational Health and Safety Regulation, for example:
 - ◆ written procedures for first aid;
 - ◆ violence program;
 - ◆ blood borne pathogen exposure control plan

6. Agency inspection

Upon receipt of the application, a Certification Officer will make arrangements to conduct an inspection of the agency's records of instructors'/evaluators' qualifications, equipment, supplies and facility.

7. Notification

The agency will be advised in writing when the registration is approved and a printed version of the Agency Registration Agreement will be provided to the agency for posting.

8. Course materials

All WCB developed training materials (i.e. CD for training manuals and guides) must be purchased from Certification Services. Allow at least two weeks for delivery and payment must accompany the order. Order forms and information about payment options can be obtained from Certification Services by phone 604-276-3090 or by fax 604-279-7494. The order form is available on our website at:

<http://www2.worksafebc.com/Topics/FirstAid/Home.asp?from=firstaid.healhandsafetycentre.org>

Requests for further information should be directed to Certification Services at 604-276-3090.

Excerpt from OH&S Guidelines Part 3 (page 30)

Types of First Aid Attendants and Training Programs

The Board recognizes three types of Occupational First Aid attendants: Level 1, Level 2, and Level 3. The Board has developed training courses for each of these levels as well as endorsement training courses that are available to Level 1, Level 2, and Level 3 attendants.

All certificates and certificate endorsements are valid for 2 years. Extensions of the duration of certificates are not permitted.

Level 1 First Aid Certificate

Level 1 certification requires successful completion of an Occupational First Aid Level 1 training course. This is a 7-hour course. Renewal of Level 1 certification requires successful completion of the full course. In some circumstances, restricted Level 1 certificates may be issued to firefighters employed by municipal fire departments who have not taken the course.

Level 2 First Aid Certificate

Initial Level 2 certification requires participation in a 36-hour training course and passing an examination acceptable to the Board. Renewal is normally accomplished by retaking the course and exam; however, the candidate may elect to take the exam without additional training. Based on qualifications and experience, restricted Level 2 certificates may be issued to physicians and registered nurses in hospitals and to firefighters in municipal fire departments who have not taken the course.

Level 3 First Aid Certificate

Initial Level 3 certification requires participation in a 70-hour training course and passing an examination acceptable to the Board. Renewal is normally accomplished by retaking the 70-hour course, or a 35-hour refresher course, before taking the exam; however, the candidate may elect to take the exam without additional training.

Transportation Endorsement

A Transportation Endorsement for a Level 1 or Level 2 first aid certificate requires the certificate holder to successfully complete a 7-hour Occupational First Aid Transportation Endorsement training course.

Other training courses, providing they meet specific standards set by the Board and are approved by the Board, may qualify candidates for equivalent Level 1, 2, and 3 certification, or a transportation endorsement. These other courses, however, cannot be titled Occupational First Aid Level 1, Occupational First Aid Level 2, Occupational First Aid Level 3, or an Occupational First Aid Transportation Endorsement.