

## **Certification Summary AMENDED SEPTEMBER 2005**

### Step 1 – Employer obtains Signing Authority

- Employer must contact local Ministry of Training Colleges and Universities (MTCU) office to obtain Signing Authority (Check the blue pages of your phone book under 'Training' for the nearest MTCU office).

### Step 2 – Worker Completes Common Core Classroom Training

- Worker or potential worker must complete the 1-day mandatory classroom training. Classroom training must be provided by an approved Trainer/Evaluator (list of approved trainer/evaluators is available from local MTCU offices).
- Worker/Trainee gets Record of Training and submits to the employer.
- The mandatory classroom training is the same for the Mechanical Harvesting Equipment Operator and Forestry Pit and Road Construction Equipment Operator Programs.
- This training will need to be retaken after one year if the person has not registered as a mechanical harvesting equipment operator or a forestry pit and road construction equipment operator trainee.

### Step 3 – Employer conducts On-site Orientation/Training

- The worker must receive the on-site orientation utilizing the MTCU On-Site Orientation Checklist document prior to operating the designated equipment in a logging operation.

### Step 4 - Employer Registers and Initiates Training for Worker

- Employer registers worker with MTCU by submitting Modular Training Application.

Note : The above steps must be completed prior to the worker operating designated equipment in a logging operation.

- Worker can now continue the on-the-job training with a certified/accredited mechanical harvesting equipment operator or competent supervisor.
- Worker completes training, evaluation and certification within one year.

### Step 5 – Worker Certification Process

- When the employer is satisfied that the worker is properly trained to the program standards, the supervisor and trainee sign the Modular Training Standards Book,
- The employer arranges for the worker to be evaluated by a certified evaluator who conducts the on-site evaluation based on the MTCU on-the-job training standards in the Modular Training Standards Book.
- If the certified evaluator is satisfied that the worker has competently demonstrated his/her skills, abilities and knowledge to operate the specific equipment, the Signing Authority signs the MTCU Modular Training Report. The employer then forwards this form to MTCU.
- If the certified evaluator is not satisfied with the workers abilities, he/she will indicate what the problems are to the employer. Additional practice, on-the-job training or classroom training will be required. A future evaluation is scheduled with the certified evaluator.
- The worker will receive a wallet card upon successful completion of the Machine-Specific, Mechanical Harvesting Equipment Operator program certification requirements.
- Steps 3, 4 & 5 are repeated for each machine the operator is seeking accreditation in.