

SIGNING AUTHORITY DESIGNATE GUIDELINES FOR MODULAR TRAINING

Signing Authority Designate:

A person designated by their employer and authorized by the Ministry of Training, Colleges and Universities (MTCU) to be accountable for the quality of training, maintenance of training records and determining the competency of company employees for modular accreditation.

Responsibilities:

- determines, for accreditation, the company employees who have demonstrated competency in the training modules as outlined in the MTCU Training Standards;
- signs training reports and maintains training records for the company employees;
- ensures and maintains quality training for company employees;
- submits **original** training applications and training reports to the local MTCU Apprenticeship office;
- informs the local MTCU Apprenticeship office of any changes to the trainer/training agency;
- ensures company employees are trained to work in compliance with the *Occupational Health and Safety Act (OHSA)* and related legislation;
- may be called on to describe the training received by company employees and provide evidence of its adequacy in a court of law.

Approval Criteria:

Only one person, per program, can be the signing authority designate for their company.

That person must:

- know the training requirements for the specific modular program under the Occupational Health and Safety Act;
- be the owner, or be an employee designated by the employer as the signing authority designate;
- identify which approved trainer/training agency will be used to train company employees.

Please note: When an employer representative first contacts the local MTCU Apprenticeship office field staff, the following is done:

- MTCU field staff will confirm if the employer is involved in operations defined by the OHSA and MTCU program guidelines
- MTCU field staff will complete the Signing Authority Request Checklist form and Signing Authority Application with the employer representative
- the employer representative is given a copy of the Training Standard for the applicable modular program
- the employer representative is given a copy of the program specific guidelines **outlining** the definition of signing authority designate and the related responsibilities and accountability
- The employer representative is given a copy of the list of trainers and/or trainer guidelines.