

Accreditation and Credentialing for Instructors and/or Training Programs

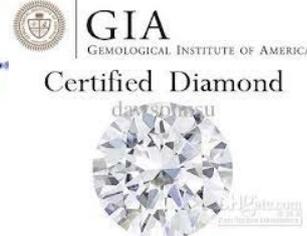
Cindy Herleikson

Carol Rice

Kenny Oldfield

Elizabeth Harman

Mitchel Rosen



Overview of Panel

- Define credentialing and accreditation
- Identify successful examples of credentialing and accreditation
- Identify challenges of credentialing and accreditation
- Application of credentialing and accreditation to the WETP Programs

Credentialing

- Designates that an individual, organization, or product has met established standards
- Includes
 - Licensure
 - Certification
 - Accreditation

NJ Licenses



THE STATE OF NEW JERSEY

DEPARTMENT OF LAW & PUBLIC SAFETY

DIVISION OF CONSUMER AFFAIRS

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Eric T. Kanefsky
Director



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Division of Consumer Affairs

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Professional Boards and Advisory Committees

The New Jersey Division of Consumer Affairs supervises the activities of 46 boards and committees, regulating more than 100 professions and occupations. Approximately 600,000 New Jerseyans are licensed by these boards or committees.

The overriding mission of each board, and committee, is to protect the public by ensuring that only qualified individuals are licensed to practice in New Jersey.

Boards are supported by professional staff members who receive and process complaints and related information, and present them to the Board for review.

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Accreditation

- Voluntary process by which a nongovernmental entity grants a time-limited recognition to an organization after verifying that it has met predetermined and standardized criteria.

Public Health Example

- National Board of Public Health Examiners
 - Certification of public health workers
 - Demonstrate commitment to public health beyond your academic training
 - Show public health expertise
 - Ensure high standards
 - Assure the community that you serve/protect that you maintain a national, professional standard
- Public Health Accreditation Board
 - Accredits health departments
 - Development of a set of standards
 - Measure health department performance against standards
 - Recognize health departments who meet the standards

Remember 1910.121?

federal register

Friday
January 26, 1990

Part V

Department of Labor

Occupational Safety and Health
Administration

29 CFR Part 1910
Accreditation of Training Programs for
Hazardous Waste Operations; Notice of
Proposed Rulemaking

(H) Topics covered in the training program.

(I) A copy of all course materials (student manuals, instructor notebooks, handouts, audio visual aids, etc.).

(J) A detailed statement about the development of the examinations used in the training program, including skill demonstration examinations.

(K) Required qualifications for each instructor position by subject area. Instructors shall have academic credentials, field experience or a combination of both and training experience for the specific subject they are teaching.

(L) The applicant's experience in providing related training programs.

(M) Description and an example of the numerically identified certificates issued to students who attend and successfully complete the training program.

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(O) The maximum number of students to be accepted into a given training program course.

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(Q) Certification that the information submitted in the application is accurate and complete.

(ii) *Application for reciprocal accreditation.* Applicants for reciprocal accreditation shall provide as a minimum the following:

(A) The applicant's name, address and telephone number.

(B) The name, title, address and telephone of the person who will act as a liaison with OSHA.

(C) Certification that the information submitted in the application is accurate.

(D) A copy of the letter granting accreditation from any of the OSHA approved state programs.

OSHA estimates that the assembly of the application package will consume two hours of professional time at \$20.00 per hour, one hour clerk typist time at \$9.00 per hour and a fee of \$3.50 for administrative expenses (photocopies, packaging, postage, etc.). Individual item costs are as follow: video tape copies at \$5.00 a copy, one video tape of a slide show at \$25.00 a copy (approximately 20 minutes of running time accounting for 200 slides at 5 seconds per slide), and \$5.00 for photocopies of pamphlets and handout materials. The total cost of the application package is \$92.50.

Applying this cost to the number of first year applicants (1,400 potential applicants), the first year cost of applications will be \$129,500. OSHA

assumes that of the 1,400 first time potential applicants, two thirds will apply for reciprocal accreditation (accreditation in several states). This is estimated to consume half an hour of clerical time at \$9.00 a hour and \$1.50 in administrative expenses for a total application cost of \$6.00. The first year cost of reciprocal applications is \$5,598.00. The total first year cost is, therefore, \$135,098.00.

Instructors must renew their accreditation three years from the date of initial accreditation and five years after the first renewal. OSHA estimates that 1,400 accredited instructors will be needed each year to meet mandatory retraining needs of employees and initial training of new employees. Assuming 1,400 potential applicants, the total cost of reapplications for accreditation and reciprocity for the third and eighth years of regulation is \$135,098.00.

OSHA assumes that the application cost per instructor will be recovered in the fee charged for his services. As the standard imposes a minimum cost of compliance on firms and individuals seeking accreditation, OSHA has determined that there will be no substantive economic impact as a result of this standard. Also, since the demand for instructors is expected to be relatively inelastic (due to the mandatory training requirement), costs should be passed along to those requiring instruction.

Regulatory Flexibility Analysis

Pursuant to the Regulatory Flexibility Act (Pub. L. 96-353, 94 Stat. 1164 (5 U.S.C. et seq.)), the Assistant Secretary has assessed the impact of the standard and concluded that full compliance with the standard will not have a significant impact upon a substantial number of small entities.

The important criterion that governs a Regulatory Flexibility Analysis is whether the standard adequately considers the special compliance problems faced by small entities. "Significance" is determined by the effect upon the profits, the market share, and the financial viability of small entities. In particular, OSHA must determine whether compliance with the standard will place small entities at a competitive disadvantage to large entities.

The standard applies uniformly to all potential applicants. Also, since OSHA's analysis of costs indicate that the standard will impose minimal compliance costs, OSHA believes that there will be no substantial differential impact on small firms.

Impact on International Trade

OSHA evaluated the potential impact that this standard will have upon international trade. Based upon the minimal potential impact of the standard upon the prices of the affected products and services, OSHA determined that there will be no effective change in the level of exported or imported products as a consequence of this standard.

Environmental Impact Assessment

In accordance with the requirements of the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321, et seq.), the Council on Environmental Quality (CEQ) NEPA regulations (40 CFR part 1500, et seq.), and the Department of Labor's implementing regulations for NEPA compliance (29 CFR part 11), the Assistant Secretary has determined that the standard will not have a significant impact on the external environment.

Benefits

The primary economic benefits expected from this proposed regulation would be a guaranteed level of adequate training at hazardous waste operation. The main beneficiaries would be the employees and the employers at hazardous waste operations. At present, there exists no private or public training accreditation program which would ensure the integrity of training courses. The guarantee of effective training programs ensures not only that the benefits outlined in the RIA on hazardous waste operations are met, but also that there will be a greater level of information available in the appropriate markets regarding safety instruction and procedures. Economic theory suggests that greater information leads to greater efficiency in the competitive market.

References

1. Eastern Research Groups, Inc. "Preparation of Data to Support a Regulatory Analysis and Environmental Impact Assessment of the Proposed Standard for Working at Hazardous Waste Sites." Preliminary Report prepared for the U.S. Department of Labor under Contract No. T-9-P-5-0057. Arlington, Massachusetts, April 1987.
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OSHA evaluated the potential impact that this standard will have upon international trade. Based upon the minimal potential impact of the standard upon the prices of the affected products and services, OSHA determined that there will be no effective change in the level of exported or imported products as a consequence of this standard.

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(C) The training program curriculum including the topics to be covered and the length, format, content and passing scores of examinations.

(D) An analysis of how the training program meets the subject criteria noted in this section, and which training requirements in § 1910.120 the training program is targeted to meet.

(E) Length of training in hours.

(F) Amount and type of hands-on training.

(G) A copy of all student textbooks and instructor notebooks including lesson plans.

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(D) An official copy of the letter granting state accreditation of a training program from any of the OSHA approved state programs.

(E) The materials submitted to the state for its accreditation if requested by OSHA.

(4) *Filing office location.* Applications shall be submitted to: OSHA Hazardous Waste Training Accreditation Program, U.S. Department of Labor, Washington, DC 20210.

(5) *Amendments and withdrawals.* (i) The applicant shall be permitted to revise an application any time prior to a final decision on the accreditation application.

(ii) The applicant shall be permitted to withdraw an application, without prejudice, at any time prior to the final decision on the accreditation application.

(c) *Review and decision process.*—(1) *Acknowledgement.* The Agency will acknowledge in writing the receipt of all applications it receives. The Agency may request additional information if it believes information relevant to the requirements for accreditation has been omitted or is incomplete.

(2) *Requirements for accreditation and preliminary decision by the Assistant Secretary of Labor for Occupational Safety and Health.* (i) The requirements for accreditation are:

(A) That the applicant demonstrate that it has a written training program that meets the applicable paragraphs of this section and it will train employees in the topics required by 29 CFR 1910.120;

(B) That it has competent staff and facilities to carry out the training properly;

(C) That it is capable of effectively training employees in the topics required in 29 CFR 1910.120;

(D) That it has an effective method of measuring whether the employees have been adequately trained in the areas of required training;

(E) That it will maintain adequate records of the program and employees who have successfully completed the program; and

(F) That it is capable of and will continue to meet the requirements for accreditation.

(ii) The Assistant Secretary of Labor for Occupational Safety and Health (Assistant Secretary) will make the preliminary decision as to whether or not the applicant has met the requirements for accreditation, based

upon the completed application file and the written recommendations of the accreditation staff.

(3) *Preliminary accreditation.* (i) After review of the application and any additional information, the Agency will grant preliminary accreditation if the application appears to meet the requirements for proper accreditation.

(ii) The Agency will notify the applicant in writing of the decision to grant preliminary accreditation.

(iii) Upon receipt of the notification of preliminary accreditation, the applicant may begin to conduct the accredited training program.

(4) *Denial of preliminary accreditation.* (i) After review of the application and any additional information, the Agency will deny preliminary accreditation if the application does not appear to meet the requirements of this section or the training program requirements of the targeted provisions in § 1910.120.

(ii) The Agency will notify the applicant in writing of the decision not to grant preliminary accreditation, and will identify the specific requirements of this section or those of § 1910.120 that were not met and the reasons therefor.

(iii) After receipt of a notification of preliminary non-accreditation, the applicant shall be permitted to submit a revised application for further review by the Agency pursuant to the procedures of this section.

(iv) The applicant may resubmit the original application with a statement of reasons why the applicant believes that the original application meets the requirements for accreditation, and may request accreditation under paragraphs (c)(5) and (c)(6) of this section.

(5) *Public comment period.* (i) The preliminary decision by the Assistant Secretary to grant accreditation or to deny accreditation when the applicant appeals the preliminary decision, with a summary of the application and decision, will be published by the Agency in the *Federal Register*. A decision to deny accreditation which is not appealed will not be published in the *Federal Register*.

(ii) The Agency will provide a minimum of 60 calendar days for written comments on the applicant's fulfillment of the requirements for accreditation and the Assistant Secretary's decision. The application, supporting documents, staff recommendations, statement of applicant's reasons for requesting approval, and any comments received will be made available for public inspection and copying at the Docket Office, U.S. Department of Labor, OSHA, Room N-2634, 200 Constitution

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(C) The training program curricula including the topics to be covered, the length, format, content and pass scores of examinations.

(D) An analysis of how the training program meets the subject criteria in this section, and which training requirements in § 1910.120 the training program is targeted to meet.

(E) Length of training in hours.

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- Demonstrate program meets standards
- Competent staff
- Program evaluation /quality improvement
- Track trainees

1910.120 Appendix E

Certification

- Instructors should be competent on the basis of previous documented experience
 - in their area of instruction
 - successful completion of a "train-the-trainer" program specific to the topics they will teach
 - evaluation of instructional competence
- Instructors should be required to maintain professional competency by participating in continuing education or professional development programs

1910.120 Appendix E

Accreditation

- Training facility should have sufficient resources, organization, support staff, and services to conduct training
- Recordkeeping
- Program quality control

Panel Participants

- Carol Rice - Certification Programs for OSH Professionals
- Kenny Oldfield - OSH Training Accreditation/Credentialing Best Practices
- Cindy Herleikson - ANSI accreditation of the LIUNA Instructor Certification Program
- Elizabeth Harman - IAFF Certification Program