



RSES Certified Trainer



Trainer Application Form

Date: _____

Please print.

Instructor ID: _____

RSES use only

Name: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ RSES Member Number: _____

I have read and agree to the Requirements and Guidelines listed in 1200-101 and submit this application to become an RSES Certified Trainer (RCT)

Signature

Four References Required:

1. Name: _____ Company: _____

Phone: _____ E-mail: _____

Professional Relationship: _____

2. Name: _____ Company: _____

Phone: _____ E-mail: _____

Professional Relationship: _____

3. Name: _____ Company: _____

Phone: _____ E-mail: _____

Professional Relationship: _____

4. Name: _____ Company: _____

Phone: _____ E-mail: _____

Professional Relationship: _____

Additional information may be attached to this form.



RSES Certified Trainer



Trainer Application Form

- **Attach your bio/resume to the application (maximum 2 pages)**
- **Please attach your proof of experience in the HVACR field (you must be a CM, SM or CMS to apply)**
- **Please attach your payment of \$150.00**



RSES Certified Trainer



Sample Course Submission Form

Date: _____

Please print

Instructor ID: _____

RSES use only

Name: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ RSES Member Number: _____

Select all that apply:

RSES Published Materials

RSES Certified Instructor Developed Program

Site-Specific Facility Training

.....
Attach list of topic(s)/course(s) you will teach for RSES. Please provide a separate form for each topic. Provide the instructional level and learning objectives for each course you will teach for RSES



RSES Certified Trainer



Educational Committee

Application Evaluation Form

Confidential Document: For RSES Use Only

Date: _____

Please print.

Instructor ID: _____

RSES use only

Name: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ RSES Member Number: _____

Evaluation of Credentials for an RCT:

- 1. Is applicant's professional bio adequate? () yes () no
- 2. Has the applicant provided documentation of successful completion of a qualified "Train the Trainer" program () yes () no
- 3. Evaluation of responses by references: Fact Finder Name: _____

3a Reference 1:

i. Attesting to one or more of the following items:

- 1. Technical knowledge in the hvacr field () yes () no
- 2. Hands-on experience in the hvacr field () yes () no
- 3. Teaching experience and ability () yes () no
- 4. Professional conduct () yes () no

ii. Additional comments by reference:

iii. Comments by interviewer:



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Educational Committee

Application Evaluation Form

Confidential Document: For RSES Use Only

3b Reference 2:

i. Attesting to one or more of the following items:

- 1. Technical knowledge in the hvacr field () yes () no
- 2. Hands-on experience in the hvacr field () yes () no
- 3. Teaching experience and ability () yes () no
- 4. Professional conduct () yes () no

ii. Additional comments by reference:

iii. Comments by interviewer:

3c Reference 3:

i. Attesting to one or more of the following items:

- 1. Technical knowledge in the hvacr field () yes () no
- 2. Hands-on experience in the hvacr field () yes () no
- 3. Teaching experience and ability () yes () no
- 4. Professional conduct () yes () no

ii. Additional comments by reference:

iii. Comments by interviewer:



RSES Certified Trainer



Educational Committee

Application Evaluation Form

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3d Reference 4:

i. Attesting to one or more of the following items:

- 1. Technical knowledge in the hvacr field () yes () no
- 2. Hands-on experience in the hvacr field () yes () no
- 3. Teaching experience and ability () yes () no
- 4. Professional conduct () yes () no

ii. Additional comments by reference:

iii. Comments by interviewer:

4. Is the information supplied by the references sufficient to support the application? () yes () no

5. Evaluation of any additional information supplied:

Date: _____

Instructor ID: _____

Approved by Education Committee

Denied by Education Committee

Committee Chair: _____ Signature: _____