



## RSES Certified Trainer Requirements and Guidelines



*The goal of the RSES Certified Trainer program is to make quality hvacr instruction widely available to those working or conducting business in the hvacr industry.*

An RSES Certified Trainer (RCT) provides high-quality training focusing on safety and the improvement of operational and maintenance competency in the hvacr environment. The RCT may use RSES published materials, RSES Certified Instructor developed materials, industry standard materials and other materials such as machinery specific operating and maintenance manuals necessary to provide quality instruction.

### **RSES Certified Trainer Benefits**

1. Recognition of achievements – succeeded to level of RSES Certified Trainer (RCT).
2. RCTs will be able to conduct classes, seminars, etc. that will apply to certificate programs, certifications and/or college credit.
3. RSES will use RCTs to fulfill requests for specific training needs from businesses, schools, wholesalers, distributors and organizations within the hvacr field.
4. RCTs will be listed on the RSES website with their topics for more exposure and will receive recognition in RSES communications.
5. RCTs will be the first considered for national/state/association seminars.
6. RSES materials sold at a discounted rate.

### **RSES Certified Trainer Qualifications**

1. All RCTs must operate under the specifications of the RSES Code of Ethics.
2. All RCTs must be an RSES CM (Certificate Member), RSES SM (Specialist Member) or RSES CMS (Certificate Member Specialist).
3. RCTs must be capable of:
  - Lesson planning to include outlines and learning objectives
  - Establishing and maintaining a good learning environment
  - Delivering a training message and instruction effectively
  - Establishing a measurement system for student learning
4. RSES expects each RCT to refrain from teaching topics for which he/she is not fully qualified by training, education and experience.



5. RSES expects each RCT using training materials they have created which have been approved by the RSES Education Committee to provide a minimum 20 question exam/test/quiz (based on the learning objectives for that course) for a one day session for each student to assess student comprehension. Seventy percent (70%) correct will be considered a passing score.

### **RSES Certified Trainer Application Review and Approval**

1. RCT applicants shall submit a completed RCT Application Form RCT 1200-102, a bio/resume (to be no more than 2 pages) and four professional references.
2. RCT credentials are issued only after review by the RSES staff, RSES Education Committee and approval of the candidate's application. The RSES Educational Committee may request a verbal interview prior to approval.
3. The initial trainer's credential fee is set by the RSES Education Committee and renewal of the credential is required every three years. RSES reserves the right to adjust fees as RSES deems appropriate.

### **RSES Certified Trainer Educational Material Approval**

RCTs are not required to submit all-inclusive educational material, only documentation supporting comprehensive educational material. Provide an example of an outline of training objectives and how you will meet those objectives.

The RCT shall submit their initial application with current course/seminar offerings. Once the applicant has been approved as an RCT they are required to submit additional courses/seminars on an ongoing basis.

### **RSES Certified Trainer Credential Maintenance Requirement**

Renewal of the RSES Certified Trainer credential is required every three years. Renewal is contingent on:

1. Maintaining RSES CM, SM or CMS status.
2. RCTs must present 36 CEHs or 3.6 CEUs for a CM and 54 CEHs or 5.4 CEUs for an SM or CMS on or before the 3<sup>rd</sup> anniversary of their application.
3. Satisfactory adherence to the requested documentation necessary for RSES Certified Trainer Program. RCT Evaluation Form, RCT 1200-106, shall be submitted to RSES Headquarters subsequent to RCT training program.

The RCT shall supply students with the trainer evaluation form, RCT 1200-106 to be completed and forwarded to RSES Headquarters.



RCTs are required to forward students' grades to RSES Headquarters for issuing of certificates.

4. Attend RSES Train the Trainer Session
5. Proof of attending a third-party train the trainer program
6. RCT reviews/evaluations are satisfactory.
7. Renewal application forms and fees are correctly submitted.

### **Restrictions**

1. RCT marketing claims shall be in compliance with policies and guidelines of the RCT program.
2. Teaching the test for a technician to pass a specific exam is contrary to RSES Policy. Marketing of any program to pass a specific certification exam (TABB, NEBB, NATE, CM, CMS, STAR) shall not be acceptable. All education shall be focused on developing a technician's knowledge, skills and abilities. If the KSAs of an exam are so integrated in the educational program that the program helps a technician pass a specific exam it proves the educational material's excellence.
3. Although the RSES Education Committee will review and approve educational submissions from an RCT it does not authorize RCTs to advertise their class or course as RSES approved.
4. RSES will issue course/class certificates with the RCTs name and RCT designation. If the RCT does classes other than through RSES Headquarters RCT will advise RSES Headquarters and if issuing certificates for the class will have said certificates approved by the RSES Education Committee. In these cases RSES Headquarters reserves the right to apply an administrative fee for the issuance of a certificate.
5. RCT agrees that usage of RSES's name and the RCT logo will be restricted to matters related to this Agreement or in conjunction with the RCTs organizational name, and that the exploitation of such right of usage shall be to the best advantage of the protection of the name and good will of RSES.
6. In connection with the use of the RSES name and RCT logo, RCT agrees to not represent that it has any ownership in the RSES name and RCT logo.

### **RSES Responsibilities to RSES Certified Trainers**

1. To promote RCTs through the RSES web site – "Education Resources" page (s).



2. To secure an RCT for persons from businesses, schools, wholesalers, distributors and organizations in the hvacr industry who are looking for trainers to provide quality hvacr instruction.
3. To support RCTs by supplying RCT evaluations and to furnish printed certificates of completion for those who attend the RCT class and pass the exit assessment exam/test/quiz. In certain cases where course/classes are offered other than through RSES Headquarters, an administrative fee for the issuance of these supplies may be applied.
4. To monitor the performance of all RCTs by observing student success rates and reviewing student evaluations of their trainer.
5. To continue to improve RSES training materials.
6. To enforce RSES guidelines and requirements.

#### **Relationship Between RCT and Clients**

1. RSES will negotiate agreements between RCT and the client or company requesting training.
2. All fees will be paid directly to RSES and RSES will pay the RCT.
3. RSES shall only be responsible for the pre-determined agreed on financial obligations with the RCT.
4. RSES Headquarters will help with booking and logistical services for RCT services as may be needed by RCT.
5. RSES and RCT agree that this Agreement is not intended to create any agency relationship of any kind; and RSES and RCT agree not to contract any obligations in the name of the other, or to represent that RSES is in the business of providing products and/or services provided by RCT.

#### **License and Privileges**

RCTs are permitted to use the RSES name and RCT logo in conjunction with their organizational name. The RCT logo remains the property of the RSES International organization and may not be otherwise produced without written consent and approval from RSES. RCT shall at no time adopt or use, without RSES's prior written consent, any word or mark which is so similar to the RSES name and RCT logo so as to cause confusion with the RSES name and RCT logo.



## **Termination**

1. The RCT agreement may be terminated upon written request by an RCT who chooses to end the relationship.
2. RSES may initiate termination when an RCT fails to maintain their credential through the renewal process or by cause.
3. The effective date for execution of a termination is 30 days after the date of notice.
4. Upon termination of this Agreement in any manner, RCT shall immediately cease and desist from all use of RCT name and logo.

## **Refund of Application Fee**

There will be no refunding of application fees once the process has been started. There will be no refunding of recertification fees once the process has been started.

## **Indemnification**

The RCT shall indemnify, defend and hold and save RSES, its officers, directors, employees and agents and their heirs, administrators and executor, and each of them harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including judgments, interest and attorney's fees and all other reasonable costs, expenses and charges which RSES, its officers, directors, employees and agents and heirs, administrators, executors, or any of them or may at any time, or from time to time, subsequent to attaining RCT status sustain or incur, or become subject to by reason of any claim or claims against RSES, its officers, directors, employees and agents and their heirs, administrators or executors or any of them for any reason resulting from any of them, carrying out the terms and conditions of this Agreement, except for gross negligence, willful misconduct, criminal acts or omissions, or breach of this Agreement on the part of RSES, and provided further that RSES, its officers, directors, employees and agents and their heirs, administrators, executors, or any one of them promptly notifies the RCT and its general counsel of adverse claims or threatened or actual lawsuits. RSES, its officers, directors, employees and agents and their heirs, administrators or executors, as appropriate, shall provide complete cooperation to RCT, its attorneys and agents in such case to the extent possible.

RSES Shall indemnify, defend and hold and save the RCT harmless from any and all actions and causes of action, claims, demands, liabilities, losses, damages or expenses, of whatsoever kind and nature, including judgments, interest, and attorney's fees and all other reasonable costs, expenses and charges which the RCT shall or may at any time or from time to time subsequent to the date of this Agreement sustain or incur, or become subject to by reason of any claim against the RCT for any reason resulting from any allegation that the standardized training materials infringe on any third party intellectual property rights and provided further that the RCT promptly notifies RSES and its general counsel of adverse claims or threatened or actual lawsuits.



The RCT shall provide complete corporation to RSES, its attorneys and agents in such case to the extent appropriate.

### **The Application Review Process**

RSES Staff will review your application upon its arrival. This is a description of the process they will go through:

Staff will:

- Contact you to confirm that your application did arrive intact at headquarters.
- Review your application for completeness.
- Deposit your fee.
- Contact the institution or learning center that you state trained and evaluated you as an instructor.
- Contact the references you provide in the application.
- Review the course submission you provided.
- Check your RSES CM, SM or CMS status to ensure it is current.
- Send a recommendation to the Educational Committee regarding your application.
- Education Committee will review your application
  - If necessary, a conference call will be scheduled with you to interview with the Education Committee
- Upon acceptance RSES Staff will:
  - Generate your credential
  - Issue a certificate of recognition as an RCT
  - Establish your registration number
- Contact you again to receive your updated contact information for posting on the Education Resource page of the RSES website.
- Send an electronic file with one (1) paper copy of resource materials for RCT use. Electronic source may be duplicated as necessary for multiple classes.
- Include your name in a press release announcing your achievement as an RCT.
- Announce your achievement in the next RSES Journal.

This process may take 3 to 4 weeks, depending on the thoroughness of the application data and the reference check process.