

ARSC COMMON GUIDELINES

ASSOCIATION OF RECIPROCAL SAFETY COUNCILS, INC.

ARSC Common Guidelines

Revision date 11/11/08.
Adopted by the ARSC Board of
Directors on 11-11-08
Effective 01/02/2009

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ARSC COMMON GUIDELINES

ARTICLE I

PURPOSE

The purpose of these guidelines, as regards reciprocity between the Association of Reciprocal Safety Councils, Inc. (ARSC) member councils is to: Identify, label and approve programs and services and stipulate those requirements necessary for those programs and services to be deemed ARSC programs and services thereby meeting a set standard making them reciprocal between ARSC member councils and forms the basis of the ARSC formal audit process.

ARTICLE II PROGRAMS

The core programs of ARSC are Basic Orientation Plus® and Basic Orientation Plus-Refresher®. Other reciprocal programs or services may be adopted by a majority vote of the ARSC Board of Directors. Reciprocal programs and reciprocal services must comply with the current Board approved ARSC Common Guidelines.

Sec. 1: Making upgrades or changes to ARSC labeled programs may require a name change and will require approval by a majority vote of the ARSC Board of Directors. Program content includes any single component or combination of slides, video, instructor manual, computer based training (CBT) materials, interactive components, audio files, graphics, text, pictures, and test materials.

Sec. 2: It is the responsibility of each member of ARSC to implement programs in their entirety as approved by the ARSC Board of Directors. Each ARSC Member shall maintain the security and integrity of ARSC training materials, tests, records and data.

Sec. 3: Any limitations or qualifying statements as to the purpose, content, degree of compliance with regulations, or being the sole property and responsibility of ARSC will be placed in the beginning of affected programs and incorporated into the training. Such wording will be approved by a majority vote of the ARSC Board of Directors.

Sec. 4: All programs developed by ARSC and labeled with an ARSC code or name will remain the sole property of ARSC.

Sec 5: All other programs approved as ARSC reciprocal programs shall be identified with capital letter A plus the council code in front of the subject name of the program.

Sec. 6: Only those programs with appropriate ARSC codes given in accordance with these guidelines will be acceptable for reciprocity.

Sec. 7: Test questions for approved ARSC programs may be validated by peer review and/or academic review at the discretion of the ARSC Board of Directors. The peer review validates program content and the academic review ensures that test questions do not discriminate against age, sex, race, color, creed or ethnic origin.

Sec. 8: All approved ARSC programs may be reviewed annually by the curriculum committee or whenever a standard changes. A report will be made at the annual meeting of the Board.

Sec. 9: ARSC programs or content of these programs shall not be provided to contractors or any organizations outside of the membership without the approval of a majority vote of the ARSC Board of Directors. Each member of the organization must implement a process for assuring control of program material, as defined in section one of this article, and old versions of same.

Sec. 10: All training and delivery of ARSC programs for reciprocal and non-reciprocal purposes shall be done under the full and complete control of the member councils.

Sec 11: Each member shall have a document outlining instructor qualifications.

ARTICLE III PRESENTATION OF PROGRAMS

Sec. 1: ARSC programs must be presented in their entirety as approved. Any member council who chooses to provide additional information or modules as enhancements will do so at the beginning or end of the program.

Sec. 2: The Programs shall be taught in English and tested in written English to achieve status as a

reciprocal program and qualify for the unique designated ARSC reciprocal code assigned to the member. Any other format (Spanish, coached, assisted, and oral, etc.) will not be acceptable in terms of the reciprocity agreement and may have validity only on a local level. Non reciprocal training must have a unique code and course title that does not conflict with a reciprocal code and reciprocal course title.

Sec. 3: ARSC members must have in writing and implement a procedure to ensure all attendees complete a log/roster consisting of their name, identifying number, date of training and course identification.

Sec. 4: A minimum of seventy percent (70%) passing score is required for all programs with a full remediation of all missed test questions. Tests covering subject matter for the Basic Orientation Plus® and Basic Orientation Plus-Refresher® programs shall contain a minimum of fifty (50) questions from the validated test question pool as designated by the current test question matrix. Records retention requirements to evidence implementation of this section are addressed in Article VI of this document.

Sec. 5: The Basic Orientation Plus® was developed as a core program to be used as the first time training. The Basic Orientation Plus-Refresher® was designed to refresh the training delivered in the core program and learned from work experience. ARSC members shall implement a written program that ensures that all first time students have had the Basic Orientation Plus® before being eligible for the Basic Orientation Plus-Refresher®.

Sec. 6: The programs shall be valid for a period of one (1) year for reciprocity purposes.

Sec. 7: The programs are not intended to provide full compliance with OSHA requirements.

ARTICLE IV REGISTRATION

Sec. 1: Each member of the organization, who utilizes ARSC programs and services, and desires to have those programs (training) and services reciprocated by other members, must develop and implement prudent steps for verification of identity of the student who is to be trained. A protocol for consistent verification of the identity of the student will be developed by ARSC

and incorporated into this document as an adjunct document.

Sec 2: Each ARSC member must have a written and implemented protocol for registration of students for reciprocal training. The protocols must define the validation of documents, photo of the student, verification procedures for obtaining records from other members and a method of assuring the student who takes the training is the student shown on the badge. Electronic methods of achieving the requirement for assurance that the student that is trained and tested is the correct student is acceptable as long as the electronic methods fully meet the criteria.

Sec. 3: Each ARSC member must have a written protocol implemented for the training of their registration personnel in identity verification.

Sec. 4: All reciprocating ARSC members must provide web access to other ARSC members to verify the training and review a photo of the student trained. For reciprocal purposes only those students who can be verified via web access with photo ID and training history will be acceptable for full reciprocity.

Sec. 5: Students must have a valid form of photo identification. Valid for ARSC purposes is defined as legal and legitimate. Identification documents must be the original documents, copies or facsimiles are not acceptable. The identification must ALSO meet the following criteria:

A valid United States Government issued identification card or license that contains a current photograph. This document must be unexpired or expired no longer than 60 days with valid receipt of renewal. Valid United States Government issued identification consists of: State Driver License, State or Federal Identification Card, State or Federal Inmate Card (includes County & Municipality) or Military Identification or a valid U.S. passport that contains a current photograph. The Government issued "TWIC" cannot be validated and is not deemed an acceptable form of ID.

Sec. 6: The form of photo identification must be shown at a minimum of two times, once at registration and once at testing or prior to badge/card imaging, unless the member has the technology available to clearly display the trainee's image continuously throughout the training and testing at all stations.

ARTICLE V

TESTING

Written procedures must be distributed and followed by instructors, monitors and all affected personnel to ensure compliance with items 1 – 10 of this section. Strict adherence to the testing, examination and security procedures set forth in this section is required.

Sec. 1: Each ARSC member must develop, implement and periodically review methods for assuring control of test questions, results of tests and old versions of same.

Sec. 2: ARSC pool of validated test questions (including original disc) shall be secured at all times and the latest version must be used.

Sec. 3: Tests and answer keys shall be secured at all times. Only the exact number of tests and score sheets required for number of students to be tested are removed from the secured area. Records of discarded and/or replaced examinations must be maintained.

Sec. 4: Tests and/or score sheets as a minimum, shall include corresponding answer sheet/exam numbers (if used), the program name, student's name and unique identifying number, test score or pass or fail indication, instructor name and date of successful completion of the program. There is no instructor of record for computer based training (CBT) programs.

Sec. 5: Member councils shall determine their own retest policy, but for purposes of reciprocity any student failing the program twice, on the same day, will not be approved as having a reciprocal passing grade and shall not be issued a badge with a reciprocal code. The student may retake the program the next day or at a later date and receive a reciprocal badge if the student passes the program without failing twice on that day.

Sec. 6: A system of rotating or creating different examinations for each training session in progress shall be established to limit cheating. Students shall not have identical tests next to one another.

Sec. 7: A written procedure must be implemented regarding electronic devices and note taking in the program and testing areas for all ARSC courses to limit cheating. The use of electronic devices including cell phones and notes shall not be permitted in any area that ARSC test questions are exposed.

Sec. 8: Members shall establish a written policy to address reviewing all missed test questions with students who achieve a passing score. Evidence must be maintained that all missed test questions are remediated to one hundred (100) percent.

Sec. 9: Members shall establish and implement a written procedure to address cheating.

Sec. 10: Completing the test prior to taking the program (testing out) is prohibited for any reciprocal training within ARSC.

ARTICLE VI BADGES

Sec. 1: Badge stock must be stored and maintained in a secure manner. All ARSC members must have a written policy implemented to ensure that badge inventory is secure and accounted for. This section does not apply to those councils using plain blank stock badge materials without any pre-printed ARSC information such as the ARSC logo.

Sec. 2: Every badge issued for reciprocal purposes shall contain a photo of the student. Photos shall be updated if an appearance has changed or at least annually. All headwear (hats, scarf's, etc.) and sunglasses shall be removed for photograph.

Sec. 3: The program(s) that has been successfully completed shall be listed on the card with the designated code(s) assigned to the ARSC member.

Sec. 4: The expiration date reflected on the badge is one year from the date of completion of the reciprocal program listed. The date will be shown in month and year.

Sec. 5: ARSC members issuing the Common Badge must implement and adhere to the specific guidelines developed for use with the Common Badge in addition to the ARSC Common Guidelines.

ARTICLE VII RECORDKEEPING

Sec. 1: ARSC members administering reciprocal programs are responsible for accurate record retention.

Sec. 2: A training record will be maintained for every student for a minimum of five years.

Sec. 3: The training record will contain at a minimum: Student's name, social security number, date of birth

(DOB), ARSC member specific code number(s) or course name, test score (pass or fail) and date of the training. A class roster, if appropriate, with the name of the instructor will be maintained showing all students who took the course.

Sec. 4: Class rosters shall be maintained for each training session. As a minimum class rosters shall include: course name, course date, student's name, student's unique identifying number and instructor's name unless it is a CBT program.

Sec. 5: Reciprocal training records must be accessible to ARSC members and verified by the ARSC member via electronic means.

ARTICLE VIII AUDITS

Sec. 1: ARSC has developed and implemented a board of directors approved; third party formal ARSC Audit Procedure. All ARSC members wishing to participate in the reciprocal process must be in compliance with the current ARSC Common Guidelines and ARSC Audit Procedures.

Sec. 2: Self audits must be conducted by the ARSC member for each reciprocal parent and satellite location on an annual basis in accordance with the current edition of the ARSC Audit Procedures. Completion of the annual self audit shall be evidenced by the ARSC Self Audit form, completed and signed by the member. The completed Self Audit shall be forwarded to the ARSC Administrator with the original maintained by the ARSC member.

ARTICLE IX SATELLITE & SUITCASE TRAINING

Sec. 1: All ARSC members delivering reciprocal training at a satellite location or performing suitcase training must be in compliance with these Common Guidelines and the ARSC Satellite Location Guidelines. (The ARSC Satellite Guidelines are an adjunct document- Appendix A).

Sec. 2: Suitcase training is an event based concept and is conducted under the complete control of the ARSC member. Reciprocal training shall be considered suitcase training when ARSC training materials are taken off-site to conduct a class at a remote location and meet all reciprocal requirements contained in these ARSC Common Guidelines.

Sec. 3: All ARSC training materials used in suitcase

training activities must have a documented check-out/check-in procedure. Program security and badge security must be maintained at all times.

ARTICLE X ARSC DATA AND INFORMATION

Sec. 1: Aggregation of ARSC training records, information regarding students and information about member councils into a single source database shall be considered as development of an "ARSC database" and is prohibited.

Sec. 2: The Association of Reciprocal Safety Councils and the member organizations, are non-profit tax exempt organizations and cannot by law sell, give or disseminate data generated in a tax free environment.

ARTICLE XI CONFLICT RESOLUTION

Sec. 1: ARSC members in good standing meeting each of these guidelines and current in their dues and assessments are considered reciprocal members. Once a program or service has been deemed an ARSC reciprocal program or reciprocal service any member council electing to not accept such program or service as reciprocal must provide a just cause for such action, in writing, to the ARSC Administrator immediately upon taking such action.

Sec. 2: The ARSC Administrator will notify the ARSC President and the President will cause a joint meeting or conference call to be conducted between the designated representatives of the ARSC members involved to pursue resolution of the issue.

Sec. 3: Failing resolution, the President will convene a meeting or conference call of the ARSC Executive Committee to review the case and develop a position.

The Executive Board may decide;

- the just cause is valid for the affected council only and thereby allows the status quo to stand,
- the just cause is valid and affects councils outside the original affected council and requires the council to take action to remedy the just cause within a specific timeframe,
- the just cause is not valid and reciprocity should be restored.

Sec. 4: Cases unable to be resolved by the ARSC Executive Committee will be brought before the ARSC Board of Directors for resolution. In all cases

that go before the Executive Committee or the ARSC Board of Directors a communication will be made to all current ARSC members.