



# Flagger Instructor Candidate Instructor Applicant Declaration

**FOR:** Flagger Instructor Candidates

**FROM:** Evergreen Safety Council

Updated 12/30/09

To confirm your acceptance into the **two (2) day** Flagger Instructor Certification training course, we must verify that you meet the prerequisites as established by the Washington State Department of Transportation to become a certified trainer.

Please fill out this application form completely and submit it to Evergreen Safety Council along with the required supporting documentation either prior to or at time of registration. You can submit the paperwork via:

fax: (206) 382-0878, email: [tina@esc.org](mailto:tina@esc.org) or [Kathys@esc.org](mailto:Kathys@esc.org) , or

mail to: Evergreen Safety Council, 401 Pontius Ave N., Seattle, WA 98109

<b>Please Print:</b>	
Applicant Full Name:	
Company (if applicable):	
Mailing Address:	
City, State, Zip:	
Phone Number:	
Email Address:	

## Instructor Applicant Declaration

Individuals desiring certification to teach flagging training and issue the Washington State Flagger Certification Card shall meet the following requirements as defined by the Washington State Traffic Control Oversight Committee:

	Please Indicate	
	YES	NO
<b>Applicants must:</b>		
Successfully complete the Evergreen Safety Council Instructor training course		
<b>Must Submit The Following:</b>		
<ul style="list-style-type: none"> <li>Copy of a current Washington State Flagger certification card</li> </ul>		
<ul style="list-style-type: none"> <li>Proof of successfully completed a WSDOT approved Traffic Control Supervisors Course</li> </ul>		
<b>And <u>one</u> or more of the following with Washington or reciprocity states:</b>		
<ul style="list-style-type: none"> <li>Letter verifying prior flagging instruction experience including teaching at least four (4) flagging classes in the last 12 months (an example would include co-teaching with a certified Washington State flagging instructor)</li> </ul>		
<ul style="list-style-type: none"> <li>Letter(s) verifying one thousand (1,000) hours of Flagging experience</li> </ul>		



# Instructor Applicant Declaration

During the first day of the two (2) day class, instructor candidates will be required to take two different exams in order to complete the course. Please read through the description of each and initial in the box that you have read and understand the testing guidelines.

## Pre-Course Exam:

Applicants must pass a timed 30 minute Pre-Course exam. This exam is closed book, multiple-choice, and covers general traffic control best practices. Applicants are required to pass the Pre-Course exam with a score of 80% or better before continuing on to the next session of the course.

Initial \_\_\_\_\_

## Final Exam:

At the end of day-one applicants will have up to 1 ½ hours to complete this open book exam. Applicants will use the course materials received throughout the day to aid in the exam process. Individuals will be required to pass the exam with a score of 80% or better in order to move on to the next phase of the class. Students will be allowed one retest to be conducted the next morning, if needed. Inability to pass the retest will result in dismissal from the class.

Initial \_\_\_\_\_

## Homework:

At the conclusion of day-one, applicants will be assigned homework. The homework will prepare them for the presentations they will issue during day two's class. (Homework may require up to two (2) hours in order to complete.)

Initial \_\_\_\_\_

## Registration/Payment/Cancellation & Rescheduling Policy

1. **Registration:** Registration requests may be by mail, fax or e-mail.
2. **Payment: Payment must be received in our office before registration is confirmed.** Payment may be by credit card, purchase order, money order or check. Once payment is received, a confirmation letter will be sent.
3. **Cancellation/Rescheduling: All Cancellations and Rescheduling must be by letter, fax or e-mail, (phone calls are not sufficient notification).** You will be notified when your cancellation has been received.

**More than six (6) business days notice:** a \$25 administration fee will be applied toward all cancellation refunds. A \$25 administration fee in addition to the class fee will be charged for rescheduling a class.

**Less than six (6) business days notice:** No refund or credit will be issued for cancellations, rescheduling or "no-shows".

4. If a student **does not pass** the pre-course exam, they will be issued a full refund less the \$25.00 admin. fee.
5. If a student **does not pass** the final exam, they will not be issued the instructor kit and no refund will be issued.

Initial \_\_\_\_\_

It is your responsibility to follow up with us to verify we have received all of your paperwork, provided you do not hear from us.

If you have further questions regarding the training or certification, please call us at (800) 521-0778.