



Flagger Instructor Candidate Instructor Applicant Declaration

FOR: Flagger Instructor Candidates

FROM: Evergreen Safety Council

Updated 6/11/2017

To confirm your acceptance into the **three (3) 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 submit the completed application form and the required supporting documentation to the Evergreen Safety Council, no later than 10 business days prior to the class date. Forms and documentation received after that time will not be accepted. You can submit the paperwork via:

fax: 425-814-3930, email: Flagger@esc.org or

mail to: Evergreen Safety Council, 12545 135th Ave NE, Kirkland, WA 98034

Please Print:	
Applicant Full Name:	
Company:	
Mailing Address:	
City, State, Zip:	
Phone Number:	
Email Address:	

According to the reciprocity agreement between the Departments of Transportation in the States of Idaho, Oregon, Montana and Washington the following teaching restrictions apply:

- All states agree that an instructor authorized to teach flagging courses in one State **may not** cross into another State and teach a curriculum, other than the curriculum or card for the State in which the training is conducted, without express written approval from the State Department of Transportation Safety and/or Traffic Office of the State where the training will be conducted. **Failure to comply can result in the Instructor's decertification.**



Instructor Applicant Declaration

Individuals desiring certification to teach flagging training shall meet the following requirements as defined by the Washington State Traffic Control Oversight Committee

In order to become an instructor you must sign up and successfully complete the Evergreen Safety Council 3-day Instructor training course. In addition, instructor candidates must submit the following:

- Proof of successfully completing a WSDOT approved Traffic Control Supervisors Course within the last 4 yrs
- Letter of Recommendation regarding previous instruction and/or work zone experience
- Copy of Driver's License or Government Issued photo ID
- Copy of a current Washington State Flagger certification card

During the first day of the three (3) 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 two 30 minute presentations they will issue during days 2 and 3 of the class. (Homework may require up to two (2) hours in order to complete.)

Initial _____

I understand:

- Evergreen Safety Council will only allowing individuals to take our Flagger Instructor class if they are employed by an organization and will only be training co-workers of that organization.
- Once certified, instructors will not be authorized to offer open-enrollment Flagger classes.

Initial _____



Instructor Applicant Declaration

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 company 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 administrative 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 _____

Signature: _____

Date: _____

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.