

Chemical Safety Qualified Trainer Program

Program Background and Purpose

Electronics manufacturers deep within the supply chain may lack sufficient resources to provide effective chemical safety training. Training workers on their right to know about the chemicals they work with, including associated hazards and required controls, is essential to protecting health and safety and reducing the risk of injury and illness. Effective training programs also help to increase worker engagement and collaboration with management to address workplace chemical safety issues. The aim of CEPN's Chemical Safety Training program is to build resources and capacity to enable effective training to suppliers deep in the electronics supply chain. The program has the following objectives:

- Disseminate best practices in process chemical management to upstream suppliers
- Reduce worker exposures to hazardous chemicals in the electronics industry
- Strengthen worker safety and engagement
- Capacity development for local service providers and in-house personnel to deliver impactful and cost-effective training

CEPN supports these objectives through the following activities:

1. **Chemical Safety Training Materials:** Providing free, easily accessible, deployment ready chemical safety training materials for workers and managers in multiple languages;
2. **Qualified Trainers:** Creating a global network of organizations and individuals qualified to provide CEPN's Chemical Safety Training; and
3. **Supplier Facility Recognition:** Listing supplier facilities on CEPN's website that have delivered the Chemical Safety Training.

Qualified Trainer Program - Purpose

The purpose of the **Qualified Trainer Program (#2 above)** is to establish a network of organizations and individuals qualified to provide CEPN's Chemical Safety Training to support long-term and broad deployment of the training globally.

Qualified Trainer Program Benefits:

For local training organizations:

- Increase training service offerings for existing and new clients to include CEPN's Chemical Safety Training

- Understand the structure and content of the Chemical Safety Training series and share strategies and best practices for engaging workers and managers in chemical safety training by attending a CEPN Train-the-Trainer session
- Enhance staff training and skill development
- Team with CEPN, electronics brands, electronics suppliers and other entities within the supply chain to increase worker and manager chemical safety competency

For individuals/representatives within electronics suppliers and brands:

- Streamline chemical safety training by utilizing a suite of deployment ready training materials available in multiple languages
- Provide cohesive chemical safety training with linked content for workers and managers, and with a focus on increasing worker participation in chemical safety
- Understand how the Facility-Specific Chemical Safety Development toolkit included in the training can be used to create customized follow-on training for facilities
- Understand the structure and content of the Chemical Safety Training series and share strategies and best practices for engaging workers and managers in chemical safety training by attending a CEPN Train-the-Trainer session

Qualified Trainer Program – Criteria

The Program seeks to qualify two types of trainers

1. Businesses that offer environmental, health and safety (EHS) and/or chemical safety training services, termed “**Local Trainers**”
2. Employees internal to electronics suppliers or brands, termed “**Individuals**”

The following entities are eligible to become Qualified Trainers:

Local Trainers: Organizations who have at least two staff located in-country who have at least five years' experience in chemical safety and/or environmental, health and safety (EHS) training delivery, especially to workers in electronics manufacturing settings.

Individuals: Individuals internal to electronics supplier facilities or electronics brands who are interested in learning more and/or seeking to provide chemical safety training within their own organization and/or within their suppliers' organizations.

Qualified Trainer Program – Process

The steps to becoming a Qualified Trainer are as follows:



Step 1: Interested Parties Apply to the Program

CEPN will periodically announce (via its website, newsletter, LinkedIn, and/or other communication channels) a call for Qualified Trainers in specific target country(ies). Interested parties can apply by completing either the CEPN Qualified Trainer Program Application – Local Trainer Submission or CEPN Qualified Trainer Program Application – Individual Submission forms and emailing them to info@cleanproduction.org by the specified deadline.

Step 2: CEPN Reviews and Selects Applicants

CEPN will review Applicant submissions and select parties to attend the applicable Train-the-Trainer session based on the criteria outlined above. CEPN will notify applicants of its selection decisions by the deadline(s) specified on its Program website.

Step 3: Selected Applicants Attend CEPN Train-the-Trainer (ToT) Session

Notified Applicants will be invited to attend a Train-the-Trainer session. For Local Trainers, at least two staff members identified for training delivery must attend the Train-the-Trainer session. These sessions will be either in person (in the applicable target country) or virtual. The session is approximately 12 hours (1.5 days) in length.

Applicants are required to be present during the entire in-person training session and actively participate. Applicants attending virtual Train-the-Trainer sessions must have their computer cameras turned on and participate actively in online discussions and activities. There is no testing requirement associated with the training, however, CEPN reserves the right to exclude a participant from becoming a Qualified Trainer if they miss and/or do not participate in substantial parts of the training.

The Train-the-Trainer sessions are provided in English. For in-person sessions, language interpreters may be provided if there is a significant need based on selected Applicants. For virtual Train-the-Trainers, online interpretation services may be provided.

Applicants are expected to cover their own costs for attending Train-the-Trainer sessions (travel and labor).

Step 4: Applicants Successfully Complete ToT and Sign CEPN Agreement

After successful completion of a CEPN Train-the-Trainer session, Applicants will be asked to sign either the:

- CEPN Agreement for Program Participation – Local Trainers; or
- CEPN Agreement for Program Participation – Individuals.

Once the agreement is finalized, Applicants will be issued a Qualified Trainer certificate from CEPN. In addition, Local Trainers will be listed on the CEPN website as Qualified Trainers.

Step 5: Qualified Trainers Provide Training and Related Data

Qualified Trainers include Local Trainers that provide training for other organizations for a fee, as well as Individuals internal to electronics supplier facilities or electronics brands who perform training for their own organization and/or their supplier organizations.

These Qualified Trainers are expected to issue individual certificates to participants who attend all training sessions and earn an average score of 70% or greater on training quizzes. Qualified Trainers will be required to ask participants to complete a short CEPN training survey (via a CEPN-provided survey link or QR code) to ask their thoughts on training delivery, quality and any comments for improvement.

In addition, as per their signed agreement with CEPN, these Qualified Trainers are expected to track information related to delivery of the training, as explained further below.

Qualified Trainer Program – Impact Reporting

To assess the reach, impact and effectiveness of the Chemical Safety Training Program, CEPN will periodically request training information from Qualified Trainers, such as number of training sessions performed, country(ies) and language(s) of completed training sessions, type(s) of organizations trained, number of participants (workers and managers) who attended each training and number of participants who passed training quizzes.

CEPN will not request and will not collect individualized information, such as factory names or participant names. CEPN will provide a format and deadline for the requested training information. The information collected is for CEPN's impact reporting purposes only and such reporting will only include aggregated and anonymized information. Supplier facilities interested in being individually recognized for their participation in the training can view the required steps on [CEPN's Supplier Recognition website](#).

Qualified Trainer Program – Qualification Period and Renewal Requirements

CEPN will send an annual survey to each Qualified Trainer to verify their continued participation in the program. The survey will request information such as any change in training staff (for Local Trainers) or employer (for Individuals). CEPN reserves the right to exclude Local Trainers and Individuals from the Qualified Trainer program if they no longer meet the program criteria (e.g., Local Trainers do not have at least two staff located in the training target country for which they are qualified).

CEPN may in the future require Qualified Trainers to attend refresher Train-the-Trainer sessions if, for example, there are substantial updates to the training or CEPN deems it necessary to maintain training program quality. Qualified Trainers will be provided at least six months' advance notice of

any refresher training requirements. Qualified Trainers who elect not to participate in the refresher Train-the-Trainer sessions will be removed from the program.