

Asbestos abatement training

Submission checklist

This checklist identifies the documents you need to prepare and submit as part of your application process to become a WorkSafeBC-approved training provider. We will review these documents to determine your eligibility to become an approved provider for training asbestos abatement workers in B.C.

Required documents

Ensure you complete and include electronic copies of the following documents in your application package.

Document(s)	Confirmation
Provider application form	Our application package includes the completed form. <input type="checkbox"/> Yes
Complete the Provider application form , identifying the level of certification you are applying for, contact information, and an overview of your organization and training program.	
Curriculum mapping template	Our application package includes the completed template. <input type="checkbox"/> Yes
The Curriculum mapping template lets you map out your curriculum for addressing the core competencies for a given level of certification. Use the template to describe how each competency will be addressed during your training program (e.g., in a participant manual or resource guide, identified with a page or slide number). The mapping template also captures how you will address core competencies during the practical skills test (for Level 2: Asbestos Safety only).	
Course outline and/or training agenda	Our application package includes a course outline and/or training agenda. <input type="checkbox"/> Yes
The course outline or training agenda specifies your course title, course length, prerequisites if applicable, and course fee. It also describes how the course will be delivered (online, in person, or blended). Use the outline and/or agenda to describe the topics covered and activities done during the course or training.	

Document(s)	Confirmation
Training and testing materials	Our application package includes training and testing materials. <input type="checkbox"/> Yes

Provide copies of all training and testing materials you will use. These will include, but are not limited to:

- Presentation slides, a participant manual, and an instructor guide
- Quizzes
- A link to your online course platform (if applicable)
- Practical skills testing tools (for Level 2: Asbestos Safety)
- Any handouts, guides, or training resources

Administration documents	Our application package includes all these documents. <input type="checkbox"/> Yes
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Provide information about the following:

- The qualifications and responsibilities of the person or people conducting the training (and conducting the practical skills test for Level 2)
- Your maintenance plan for training records (i.e., how you will maintain participant training records and ensure their accuracy)
- Your monitoring and evaluation plan for maintaining the quality of training and testing (typically in the form of policy, procedures, and related reports, including a mechanism to collect participant feedback)
- Your policy and procedures related to complaints and appeals
- Your policy and procedures for registration, withdrawal, and refund processes

Note: In addition to the documents listed here, ensure you complete this checklist and include it in your application package.

Document submission

Once your application package is complete, email Certification Services at certification@worksafebc.com. We will share instructions on how to transmit your completed package and will provide a time frame for the review stage of the approval process. For details about the review process, see the [Guide for training providers](#).