



## GENERAL INFORMATION BULLETIN

G-11-13

(All CAODC Members)

November 23, 2011

Subject: **Enform Connect – Official Record of Training**

On December 5, 2011 Enform's revised certification search (Connect) will go live. This rollout will mark a change to how industry has traditionally accessed a worker's Enform certifications and what these certifications will look like.

Individuals completing Enform courses will continue to receive original wallet certificates. However, for employers, rather than requesting copies of the wallet certificates or tickets, they will be able to request an Official Record of Training (or *transcript*) from Enform Enrolment Services. The transcript will include a list of all certifications and expirations for a given student and can be used as the official record of training by employers and industry stakeholders.

Copies of these transcripts will be accessible to **approved representatives only** using the online certification search. Ultimately, these transcripts will replace the need for employers to track individual certifications and will also be accepted for the purposes of demonstrating due diligence when proof of training is requested by OH&S officers and operators.

As the certifying body for the upstream oil and gas industry, Enform has communicated these upcoming changes to the three western OH&S government agencies. Industry has been assured this communication has been both welcomed and positively endorsed by all three provinces.

Interestingly, it is important to note that there is no legislative or regulatory requirement in any of these jurisdictions that specifies the method of training verification. In the event of an inspection or investigation, OH&S officers will accept many different forms of evidence that support training, qualification and supervision. Industry's reliance on wallet certificates (original or otherwise) was based on the premise that it was the only tool available to prove completion of training.

Attached is a sample of the new Official Record of Training document – or transcript. While CAODC has forwarded this Bulletin to CAPP and SEPAC to communicate to the operating community, we would encourage our members to provide copies of this Bulletin to their customers as well.

All questions regarding this issue can be directed to Kelli Whitehead at CAODC at (403) 264-4311.

Kelli Whitehead  
Manager, Safety and Training Services

Att.

KEW/122.0



The Safety Association for Canada's  
Upstream Oil and Gas Industry

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tel 403 516 8000 fax 403 516 8166  
Registration, Certification and Enrollment Services 1 800 667 5557  
Certificate of Recognition 1 800 667 5557 ext 3

# Official Record of Training

▶ THIS DOCUMENT IS OFFICIAL ONLY IF ORIGINAL

**Jane A. Student**

**Student ID Number: S123456789**

**Issued: 1 January 2011**

## Program

H<sub>2</sub>S Alive!<sup>TM</sup>

Second Line Supervisor's Well Control

## Status

Passed

Passed

## Expires

1 May 2011

14 February 2011

This Official Record of Training is issued by Enform. Use of this Record of Training is subject to Enform's Certification Agreement which governs its use. Enform's Certification Agreement can be found at [www.enform.ca](http://www.enform.ca). If the recipient of this record of Training is not the requester, please return this record to Enform.

**1 800 677 5557** [www.enform.ca](http://www.enform.ca)