

## COMPLIANCE CHECKLIST FOR SASWH TRAINING MATERIALS

### Purpose

This compliance checklist is designed to ensure that all SASWH instructors/trainers adhere to the copyright and license agreements, follow approved content and guidelines, and maintain the integrity of SASWH training programs, materials and resources.

Please review and complete the following checklist to ensure compliance with SASWH standards. Submit the completed checklist, along with training materials (i.e. PowerPoint presentations) for approval.

### Copyright and License Compliance

- Follow the terms of all copyright and license agreements as provided by SASWH.
- Ensure there are no unapproved:
  - Images;
  - Content; or
  - Materials added to training materials or resources.
- SASWH branding should not be removed or altered in any way.

### Maintaining Instructor/Trainer Status

- Failure to comply with the above terms may result in the removal of instructor/trainer status.
- Maintaining instructor/trainer status is contingent upon adherence to these terms and following the SASWH instructor/trainer guidelines to maintain instructor/trainer status.

### Instructor/Trainer Acknowledgement

- I have read and understand the compliance checklist.
- I agree to the terms and conditions outlined in the contract.

**SASWH Program:** \_\_\_\_\_

**Materials/Resources Version Approved:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Instructor/Trainer Name:** \_\_\_\_\_

**Instructor/Trainer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SASWH Instructor Name:** \_\_\_\_\_

**SASWH Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Ensure that this checklist is completed and signed to confirm compliance with SASWH guidelines and standards to the applicable version. The version approved "as is", no other edits may be completed unless re-approved and documented by an SASWH instructor.

**This contract is binding and will be enforced to maintain the quality and integrity of SASWH programs. For questions or further clarification, contact [info@saswh.ca](mailto:info@saswh.ca).**