



**AMERICAN SAFETY  
& HEALTH INSTITUTE**

[www.ashinstitute.org](http://www.ashinstitute.org)

## Process for Completing the Guidelines 2005 Instructor Update

ASHI has prepared the enclosed CD to better assist you, the Training Center Director, in updating your instructors to the 2005 Guideline changes. Each of the instructors affiliated with your Training Center **MUST** complete the update process within six months of your receipt of the materials for each ASHI program.

- Schedule an upgrade class for as many of your instructors at once as possible. As all instructors **MUST** complete this class. Multiple meetings may be necessary.
- Each instructor must sign the attendance roster (included on the CD). This is your only proof that every instructor has taken the class. This roster must be maintained by you and made available for inspection by ASHI for the duration of your Training Center's tenure with ASHI.

ASHI understands that it will take some time to complete this process and that some Training Centers have instructors in remote locations. In the case of a remote instructor, ASHI recommends you first hold the meeting with your large group of instructors and then mail the necessary materials to the remote location. The remote instructor will be required to sign the roster but ASHI does not recommend sending the original copy, therefore ASHI will accept a photocopy or facsimile copy stapled to the original roster as proof of completion if an inspection of your rosters is requested.