



SPRAT Evaluation Session Host Contract

This form must be submitted to the SPRAT Office once per year, prior to any session being conducted. All fields must be completed. Place N/A in any non-applicable field. It is the responsibility of the host to notify the SPRAT Office of any changes to the provided information.

1. General Information:

Host Company Name: _____

Company Mailing Address: _____

Administrative Contact Name: _____

Administrative Contact Phone Number: _____

Administrative Contact Email Address: _____

2. Payment Options:

Accounts Payable Contact Name: _____

Accounts Payable Phone Number: _____

Accounts Payable Email Address: _____

Preferred Payment Method:

*Automatic Payment

**Credit Card

Check

Wire / Bank Draft

Other, please explain:

*An executed automatic authorization form required, please contact the SPRAT Office at info@SPRAT.org for information.

**Credit Card will be provided with each session.

3. Special Requests:

Please detail below any special requests for the processing or shipping of the certification materials:

By default, hardcopy certification materials will be shipped individually to the addresses listed on the Technician Evaluation Forms. Electronic copies of the certifications are emailed to the Host's administrative contact.



SPRAT Evaluation Session Host Contract

4. Host Affidavit

Acting on behalf of the host company, I confirm the following:

- The facility and equipment which will be used for the administration of all written and field evaluations meets the minimum Site Requirements as outlined in [Evaluation Guidelines](#), and verified by [Site Safety Checklist](#).
- Applicable [Direct Entry Applications](#) will be submitted to the SPRAT Office for consideration by the Evaluations Committee six (6) weeks ahead of the session date.
- Prerequisites for all candidates will be verified based on their desired levels of certification according to Sections 5-7 of [Certification Requirements for Rope Access Work](#).
- Adequate liability insurance in accordance with SPRAT's approved [Evaluation Session Insurance Policy](#) is on file with the SPRAT Office. If the filed insurance certificate expires during the year, an updated certificate will be provided to the SPRAT Office ahead of any scheduled evaluations.
- The Evaluator or Host can submit Evaluation Session documentation to the SPRAT Office, although the Evaluator remains the responsible party for all Session documentation. All submitted documentation, regardless of the submitting party, is considered confidential and must be received to the SPRAT Office within 15 days of completion of the Evaluation Session.
- If the Evaluation Session paperwork is submitted electronically via the host, all hardcopy documentation must be held until confirmation of receipt has been provided by the SPRAT Office, at which time documentation shall be destroyed.
- The means in which digital photos will be taken of all successful candidates will be organized ahead of all scheduled evaluations, and submitted to SPRAT Office within 15 days of the completion of the evaluation.
- Notification of all pending and confirmed upcoming sessions will be submitted to the SPRAT Office at least 24 hours in advance of the start of the evaluation session.

Initials



SPRAT Evaluation Session Host Contract

5. Terms and Conditions

I verify on behalf of the above listed host company that all provided information and validations appearing within the above application are accurate. In addition I understand:

- All SPRAT certification activities must be in compliance with the SPRAT Certification Requirements for Rope Access Work;
- All SPRAT certifications are considered to belong to the certified technician. While certification documentation may be sent to a host, the SPRAT Office will comply with any technician requesting for certification documentation.
- The Evaluator of Record has the ultimate authority on confirming the facility's capacity to conduct the session in a safe and efficient manner. If deemed unsuitable, the Evaluator has the right to refuse services;
- The Evaluator of Record has the ultimate authority on confirming all prerequisites for the candidates at their desired levels of certification;
- If adequate liability insurance in accordance with SPRAT's approved Evaluation Session Insurance Policy is not on file with the SPRAT Office by the date of the session, such session will be invalid and all certifications conducted will in turn be invalidated;
- If a direct entry applicant is to participate in a session without pre-approval by the Evaluations Committee, the candidate's certification will be invalidated;
- The SPRAT Office has full authority to discuss in detail any processing delays with candidates when such delays pertain to lack of payment and/or missing paperwork;
- A delay in payment over 60 days following an evaluation session will prevent a host from hosting another session until payment has been submitted. If a session is conducted during that time, all certifications from that session will be invalidated.

Signature

Name

Date