WITPAC ATP and Instructor Guidelines

Updated March 2025

General guidelines for ATPs and Instructors

WITPAC is designed for people working in the wind turbine transportation industry. It was developed in conjunction with – and is enforced by – the manufacturers of wind turbines, in response to fatalities in the industry. It is a one-day training that educates wind transport teams about the best practices and standards for safe operation. Even though it is not a state-mandated program, we aim to hold WITPAC students to the highest standards.

Course overview

Only students with valid Class A CDLs or pilot car (PEVO) certifications from particular states can earn WITPAC certification (see the Prerequisites section for details). Students without these credentials may still attend the course (and often do). They will earn a Proof of Completion rather than a certification.

The WITPAC course is structured as a blended learning course. Students must do the following in order to earn their WITPAC certification:

1. Take the self-directed online Prep Course. This course includes a prep exam, which they must pass in order to be eligible to attend the instructor-led course.
2. Attend the instructor-led course.
3. Pass the written knowledge exam (administered at the end of the instructor-led course).

WITPAC certifications are digital and are emailed directly to each student.

All WITPAC classes and course documentation may be audited by Evergreen Safety Council.

The WITPAC training material is copyrighted. Duplication or redistribution of the material without express written permission from Evergreen Safety Council is prohibited.

ATP Guidelines

Course schedule

ATPs are required to provide Evergreen Safety Council with a listing of their courses in advance of the course date(s).

Student registration and data collection

The ATP is responsible for student registrations and payment for all WITPAC classes they offer. Once the class has concluded, the ATP will send a roster to Evergreen Safety Council and we will issue the certifications or Proofs of Completion to the students directly via email.

Class size limitations

The maximum class size for in-person classes is 30 participants.

Prerequisites for earning WITPAC certification

Individuals who wish to obtain a full WITPAC certification must hold one of the following:

- A Class A Commercial Drivers License (CDL) from any U.S. state or the Canadian CDL equivalent, OR
- A Pilot/Escort Vehicle Operator (PEVO) certification from one of the following states:
    - Arizona
    - Colorado
    - Florida
    - Georgia
    - Minnesota
    - North Carolina
    - Oklahoma
    - Utah
    - Virginia
    - Washington

Students who **do not** hold a CDL or a PEVO certification **are still allowed** to attend WITPAC training. They will receive a Proof of Completion of WITPAC Training rather than a certification card.

Renewing a certification

Certifications expire after 3 years.

- Students with certifications that are non-expired may retake the instructor-led course without retaking the Prep Course.
- Students whose certifications have expired must retake both the Prep Course and the instructor-led course.

Registration confirmation

ATPs will be responsible for student registrations and for sending out confirmations for upcoming classes.

Confirmation messages must include:

- The self-directed Prep Course link and instructions on how to access the course
- Expectations for completing the Prep Course prior to class time
- The link to the digital student packet
- Class location/time

Student information to be collected/reported

During the instructor-led session

At the beginning of the instructor-led class, either the instructor or other ATP staff should use the roster template to complete the following:

- Verify the self-directed online course has been completed by each student. You may do this through LMS reporting, or by having students send in or show verification of completion.
    - **If a student has not completed the self-directed online course, they may not attend the instructor-led session. They should be rescheduled for a class on a later date.**
- Have the student verify their email address to make sure it is correct on the roster. This is important since the certification is digital and will be issued via email.
- Make sure that each student's information is filled out correctly, including address, phone, birth date, Driver License, and pre-requisite information.
- **For those with Washington PEVO certifications, please check [ESC's database](#) to verify their cert (please do not share the link)**. Exception: if the number starts with "US" it is not issued by ESC and will not be in our database.

The roster will automatically highlight fields that are incomplete or invalid.

At the end of the instructor-led session

- Administer the open-book knowledge exam, either on paper or via a digital testing system. The exam must be proctored.
- **Exam questions or answers may not be altered by ATPs or instructors.**
- Grade the knowledge exam, and record student scores in the roster. Students must score 90% or higher on the exam in order to pass.
- Send the completed roster to witpac@esc.org within 24 hours.
- Instructors/ATPs must collect and maintain all student exams for a minimum of 3 years. Exams are subject to audit by Evergreen Safety Council.

Retesting after a failed exam

Students who fail the in-class exam are eligible for one retest. Scheduling for the retest is the responsibility of the ATP. Retests must be conducted according to the testing procedures and requirements outlined above. Rescheduled exams should not be scheduled more than 5 business days after the initial training.

Submit a new roster with the student's information and the retest score in the "Score 2" column.

If a student does not pass the retest, they should be required to attend and pay for another certification class.

Training delivery requirements

Live online sessions
If your ATP is authorized to teach online, live sessions must be held using stable videoconferencing software that allows participants to be seen, heard, and the PowerPoint and videos to be shared, and exams must be proctored using video and audio.

Students should have received a link to the student packet with their registration confirmation. They can print the packet at home or use it digitally.

In-person (classroom) sessions

Facility

WITPAC classes offered in-person must be held in facilities suitable for learning. The facility must be capable of providing a positive learning experience and accommodating student needs such as temperature, restrooms, tables, and chairs.

Equipment

Instructors must use the following to display the PowerPoint presentation during the instructor-led session:

- A computer running a current operating system
- A projector or large LCD display
- Speakers connected to the computer that are loud enough to be heard by the class

Student materials

It will be the responsibility of the ATP to provide paper copies of the student packet to everyone in the class.

Instructor evaluations

Evergreen Safety Council requires all instructors to ask for student evaluations. These evaluations help us monitor the quality of instruction on our programs, and help instructors themselves improve.

The WITPAC student evaluation should be completed online. It can be used on a mobile device if needed. The link to the student evaluation is displayed in the instructor PowerPoint, but if needed, it can be accessed at http://esc.org/witpaceval.

Replacement WITPAC cards

If a student loses track of their digital certification, they should contact Evergreen Safety Council directly for a replacement.

Changing a Proof of Completion to certification

If a student receives a Proof of Completion and wishes to earn a WITPAC certification, they must submit a valid, accepted prerequisite (CDL or PEVO card that meets the requirements set out above) to WITPAC@esc.org no more than 6 months (180 days) from the date of Proof of Course Completion was issued.

Please note that even if the student earns a Washington PEVO certification in an Evergreen Safety Council (or ATP) class, our system does not link the two. The student should contact us directly to upgrade their WITPAC to a certification.

Instructor guidelines

Instructor materials

As part of the WITPAC instructor course, all instructors will receive digital copies of the PowerPoint presentation, handouts, and (upon successful completion of the course) exams.

You can also find them at https://www.esc.org/witpac-instructor-resources-2024-version/.

As a WITPAC Instructor, you are required to:

- Conduct classes in a manner consistent with the standards and materials made available as part of the WITPAC instructor training.
- Train students using the full content of the WITPAC PowerPoint and related material. Instructors are not allowed to add to or subtract from the curriculum.
- Perform all training in a nondiscriminatory manner consistent with federal and state regulations.

Instructors may not:

- Duplicate and/or distribute any of the course materials received in this training, other than exercises and handouts designed for that purpose.
- Remove or alter the PowerPoint slides in any way.
- Function as a WITPAC instructor independent of Evergreen Safety Council unless contracted specifically by Evergreen Safety Council for this purpose.
- Conduct WITPAC classes for any entity other than the Authorized Training Provider (ATP) they are contracted under.

Testing guidelines

- At no time during the training course should the instructor identify specific information as a question and/or answer on the test.
- Students should be given a maximum of 2 hours to complete the knowledge exam.
- All students must be visible and audible during the testing session.
- The instructor or an approved staff member must be present the entire time the test is taking place.
- If at any time you suspect a student of cheating on their exam, collect the exam from the student and politely ask them to leave.
- The exams are sensitive documents and instructors must keep control of them. **Never allow a student to leave class with an exam.**

- If using paper exams, we recommend that you print the different versions on different colors of paper and distribute them in an alternating fashion. This will decrease opportunities for cheating.

Testing accommodations

Evergreen Safety Council is committed to creating a testing environment that empowers all students to achieve their potential. Student needs during the testing session must be met in compliance with federal and state requirements as they pertain to accommodation.

- **Interpreters:** Students may be accompanied by an interpreter to assist during testing sessions. The student will be immediately dismissed from the test ("fail") if there is any indication the interpreter is providing answers or steering the test taker to a particular answer.
- **Verbal tests:** Instructors or other qualified ATP personnel may administer a verbal test by reading questions and answer choices for students who have trouble reading or communicating due to literacy, dyslexia, or other reasons.

Instructor training

New instructors

To become a WITPAC Instructor, you must:
- Have a current WA PEVO certification issued by Evergreen Safety Council
- Be a valid WA PEVO Instructor
- Successfully complete WITPAC operator training
- Submit a resume
- Operate under an ATP agreement
- Attend a WITPAC instructor class, successfully complete a teaching evaluation (teach-back), and pass a separate instructor exam

Instructor recertification

The WITPAC instructor certification is valid for 3 years from the date of issue. Instructors have two months beyond the three-year certification date to attend an Evergreen Safety Council WITPAC Instructor Recertification Course. However, once the certification has expired, Instructors **are not allowed** to teach the course.

Instructors must conduct a minimum of two classes per calendar year in order to maintain their instructor certification.

Curriculum updates

From time to time, instructors may be required to attend training due to curriculum updates. This is typically done in a half-day online session.

Revocation of credentials

Evergreen Safety Council has a responsibility to ensure that our licensed programs are administered and delivered according to standards as established in this document, the instructor agreement, and in the ATP agreement. An ATP or instructor's failure to abide by our standards may lead to suspension or revocation of instructor credentials at the discretion of the Council.