



CSSE Chapter-Sponsored & “In-House” Training Programs

Is the CSSE Schedule of Courses Meeting *YOUR* schedule?

Maybe the timing for a course in your area isn't convenient. Maybe the major city location makes it a travel hassle.

You can control the schedule and respond to the professional development needs of members in your area – when and where it's convenient for them!



Additional courses can be “sponsored” by a CSSE Chapter whenever and wherever you decide. And with sufficient numbers, the Chapter can benefit financially!

Which courses can be arranged “in-house”?

All of the current CSSE educational offerings:

- Obligations & Liabilities of the OH&S Professional (also available in French)
- Consulting Skills for the OHS Professional (also available in French)
- Applied Risk Communication
- Measurement & Evaluation in OHS Managed Systems
- Leadership Development for OHSE Professionals
- Project Management for the Health & Safety Professional
- CRSP Exam ‘Prep’ Course



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What is the cost of the courses?

- The course registration fees remain the same as CSSE normally charges for its courses.
- [Fees](#) can be found on the CSSE website.



What are the financial advantages to the Chapter for sponsoring an “in-house” course?

When arrangements are shared between the local chapter (or local organization) and the CSSE Office, the chapter shares any profits 50-50 with the CSSE after an up-front \$5,000 fee is paid by the chapter. The fee must be paid prior to the Course beginning.

What the finances for an In-House Program with 10 Participants might look like:

\$655 course fee x 10 participants = \$6, 500

Less \$5000 upfront fee = \$1, 500 gross profit, less 50-50 split with CSSE

\$750 Chapter net profit remains with the Chapter for chapter activities or the Chapter may assign a rebate to participant.

This profit sharing can be substantial when an “in-house” course offering has 10 or more participants.

What are “the shared arrangements” between the Chapter and the CSSE Office?

- Arrangements for the facility, food & beverage and audio-visual equipment are made by the Chapter and the Chapter is responsible for any costs associated with these items. These costs may be negligible if a member, or a member’s company, is able to donate a facility and members “brown-bag” their lunch.
- The Chapter takes on the responsibility for the registration procedure, by collecting the registration fees and advising registrants of the course location and timing, etc.
- The CSSE Office covers the costs of all course materials, shipping, course certificates and all costs involved in providing a course Instructor (remuneration, travel, accommodation, etc).



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- The Chapter will need to provide a list of registrants to the CSSE Office prior to the beginning of the course - this is necessary in order to ship the right number of manuals and certificates. It is also required for follow-up, e.g., exam results (if applicable) and CHSC application status.
- The CSSE Office will work with the Chapter to identify course dates that fit with an Instructor’s calendar.

Do we have to do the “Sponsored In-House Program” or can we still arrange for a course in our area?

- Yes, definitely. The CSSE Office can arrange a professional development program in your area for 10 or more participants and make **all** the arrangements – facility, registration, food Instructor costs, materials, etc.
- We just need a date and a place - get in touch with your CSSE Office!

Canadian Society of Safety Engineering

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Please contact Renzo Pella, Manager, Education Services, at (416) 646-1600 or rpella@csse.org with the type of in-house program you would like to pursue.