

## **Arborist Safety Training Institute Grant Terms and Conditions**

The Arborist Safety Training Institute (ASTI) provides grants to help fund half or full-day workshops that can be held locally at a reasonable cost to working arborists in the tree care industry. These workshops may be held either in person or via Zoom.

It is your responsibility to read the terms and conditions and understand your responsibilities of accepting this Grant before applying for the Grant. Additional details will be provided to those applicants awarded a grant.

### **Workshop Information**

- Workshops should be designed to train approximately 20-30 individuals per instructor. Attendance is capped at 30 for these workshops unless approval is granted by the ASTI Committee.
- Grantee agrees to immediately notify the ASTI Coordinator if any workshop details change after an application is approved, including but not limited to location, instructor, date/time, etc.

### **Workshop Details**

- Full-day workshops are typically eight hours in length and includes a 30-minute lunch and two 15-minute breaks.
  - Examples of full day workshop topics include Electrical Hazards Awareness Program (EHAP), and Tree Climber Specialist.
  - Grantee can charge up to \$35 per attendee to assist with workshop costs.
- Half day workshops are typically four hours in length and include one 15-minute break.
  - Examples of half day workshop topics include all the Ground Operations topics.

### **Workshop Location**

- Workshops must be held at a neutral location (not on the grantee's company property or other tree care company's property) as to not deter other tree care workers from attending. Zoom workshops must be open to all commercial tree care employees, not limited to only one company.
- Workshops that require a demonstration in an outdoor area will require an adequate outside location, such as a parking lot or field.
- Audio visual (A/V) must be available, either provided by the location or rented. A/V may include a laptop (if the instructor is not bringing one), a DVD player, a projector, and a screen.

## Workshop Marketing

- Workshops **must be** open to all local tree care companies and interested parties, not just the grantee's organization (municipal employees are not authorized to attend). Workshop marketing should target small tree care businesses and any untrained tree care personnel that may not otherwise be afforded the training opportunity.
- The ASTI Grants Office will provide example marketing materials as templates when requested. Publicly marketed materials need to be reviewed and approved by the ASTI Grants Office at **least eight weeks in advance** of the workshop date.
- All materials need to acknowledge that the workshop is funded in part by a grant from the Arborist Safety Training Institute. Example materials will be provided.
- The ASTI Grants Office will provide marketing support by posting workshop registration and marketing on our online calendar at [www.tcia.org](http://www.tcia.org) and other TCIA publications, when possible.

## Workshop Registration

- Grantee must have an accurate way to take registrations and payments for the workshop. Registrants **MUST** be required to provide an individual email address at registration so they will have access to all testing materials. Duplicate email addresses for multiple registrants will not be accepted. **Having email address issues will delay grant monies being delivered until issues are resolved. If the registrant does not wish to provide an email address, they must sign the testing waiver form.**
- Grantee must provide on-site personnel during the workshop to check attendees in/out, obtain attendee signatures and email addresses (required for all attendees), distribute materials, and make sure the workshop runs on time.
- Municipalities are not eligible to receive an ASTI grant or to attend an ASTI workshop. The ASTI Grant is funded by the Commercial Tree Care Industry and is only available to workers in this industry however, if a municipality is donating space to host the ASTI workshop, they may initially register three individuals for the workshop. If space remains seven days before the scheduled workshop, the municipality may register additional attendees. Space is considered as less than 25 attendees per instructor.

## Workshop Instructor

- A TCIA qualified instructor is required for all ASTI Funded workshops regardless of if the topics are TCA or NON-TCA topics. Exemptions may be made for non-TCA topics, but the instructor must be deemed “qualified” by TCIA. Submit your request to apply for an exception to the TCIA Foundation Director a minimum of 8 weeks prior to the workshop date.
- Instructor list can be found at [TCIA Qualified Trainers](#).
- It is the Grantee’s responsibility to find an instructor and negotiate payment terms with them. It is required to submit all covered instructor expense receipts (see budget form) to the ASTI Coordinator to receive your Grant funds. Send to [ASTI@TCIA.ORG](mailto:ASTI@TCIA.ORG) or reply to any of the emails you receive from the coordinator.

## Workshop Materials

- Workshop materials provided by TCIA will include manuals (if applicable), REQUIRED workshop rosters, and ISA CEU forms
- Grantee must submit estimated number of workshop attendees to the ASTI Grants Office two weeks in advance of the workshop.
- You are required to provide a copy of any NON-TCA materials (and their CEUs) to the ASTI Grants Office at least six weeks prior to your workshop date.
- All testing will be completed online via TCIA's Learning Management System. Workshop attendees will be enrolled in the LMS following the completion of the workshop (and receipt of workshop attendance roster by ASTI staff).
- The ASTI Grant covers the cost for all TCA Enrollments in TCIA’s Learning Management System.

## Required Rosters & Receipts

- All required rosters must be returned no later than **3 days** after the workshop is completed. This will delay your Grant funds if not on time.
- **TCA WEB REGISTRATION ROSTER** - Serves as the main roster for verifying workshop attendees. Once form is completed and returned all workshop attendees will be provided with an individual link to register for their online testing (could take up to 10 days), their certificate of completion after passing the test will be available here as well. This form must be TYPED and accurate. All fields are required unless Email Waiver Roster is completed. There are no duplicate email addresses allowed on this roster. Any errors on this form and the form will be sent back to be corrected. **Your grant check will not be disbursed until the form is 100% complete. Please read all directions on this form.**
- **ISA CEU ROSTER** - This form only needs to be filled out by the instructor and attendees if they are registered with ISA and would like to receive CEU's for attendance.
- **EMAIL WAIVER ROSTER**- If any attendant does not want to provide an email, they must sign this form. This form is required if the TCA Web Roster has any blanks in the email address column. Without this form your grant check will not be disbursed if there are blank email addresses on the TCA Web Roster.
- **INSTRUCTOR RECEIPTS** – Hotel and airfare receipts are required for reimbursement. You must send these to the TCIA Foundation Director at the same time as the required rosters. Failure to send these will delay receipt of your grant funds.

## CEU Information

You can see how many CEU's are earned per workshop by visiting the TCIA.ORG website [Earn CEUs | TCIA - Advancing Tree Care Businesses](#)

- **CTSP CEU's**  
To receive CTSP CEUs you must do the following:
  1. Go to [www.tcia.org/ctsp](http://www.tcia.org/ctsp)
  2. Click on "**Continuing Education Provider CTSP CEUs Request**" button under the CTSP Resources at the bottom of the page.
  3. Login with your Username and password. If you don't have a username and password, please create an account.
  4. Follow the instructions to request the CEUs for your upcoming course.

To be eligible for CTSP CEUs, all programs need to be directly related to Safety and Leadership and be assigned under one of the four (4) domains of CTSP program (domains can be found in the CTSP Policy and Procedures, page 22).

CTSP/TCIA will review your course, approve, and provide you with the CTSP CEU code, sign in form & further Instructions.

Our current processing time is **three to four weeks**. **Any course submitted less than two weeks before the course date will not be considered for approval.**

- **ISA CEU's** – Only ISA registered attendees will receive ISA CEU's for attendance. Once the ISA Roster is returned to the ASTI Coordinator it will be submitted to ISA for approval. The ASTI Grant Coordinator will not correct any errors on this roster.

## Other Details

- **Insurance**
  - For TCA program workshops, TCIA's insurance covers the approved instructor to perform the demonstration only. Attendees will not participate in hands-on learning activities.
  - If attendees will be participating in hands-on learning activities, the grantee is responsible for providing TCIA/TCIAF evidence of insurance in the amount of \$1,000,000 commercial general liability and \$1,000,000 professional liability. Additionally, the grantee agrees to provide a Certificate of Insurance naming the Tree Care Industry Association, Inc. and the Tree Care Industry Association Foundation, Inc. as additional insureds.
- **Applications**

Two grant application for live workshops per company/individual are allowed per deadline.