

## **EHS EXTERNAL TRAINING RECOGNITION**

EHS recognizes training or certifications obtained from other institutions if the following criteria are met:

- 1) The training was obtained from a recognized Canadian institution/company;
- 2) The content is equivalent to that provided by the Concordia University EHS training program;
- 3) The training was taken within the last 3 years;
- 4) The requester provides EHS with proof of successful completion of the training (e.g. training certificate or written confirmation).

If the individual is unable to provide official written proof, he/she must provide EHS with the following information:

- 1) The name of the institution/company where the training was obtained.
- 2) His/her student or employee ID number from the institution/company where the training was given.
- 3) The name of the department or person who provided the training.

Any external training recognized by EHS is valid for a period of 3 years from the date it was originally taken.

Please note that this does not apply for Hazardous Waste disposal trainings.