



Higg Facility Environmental Module (FEM) Trainer Status Maintenance Protocol

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Acknowledgments

This document is prepared by the Training Program Manager, Sumerra for Cascale.

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1 INTRODUCTION

1.1 PURPOSE

- 1.1.1 The purpose of the Cascale Trainer Status Maintenance (TSM) program, managed by the Training Program Manager (TPM) Sumerra, is to ensure that Trainers develop and enhance their professional-level sustainability and Training knowledge and skills during the time period that they retain the status of Trainer for the Higg FEM program.
- 1.1.2 The TSM program primarily emphasizes direct Training experience but also makes allowances for other professional development activities when there is an environmental sustainability or Training aspect.
- 1.1.3 Trainers are required to submit documentation on an annual basis in order to maintain their status as a Trainer.

1.2 TRAINER CODE OF PROFESSIONAL CONDUCT

- 1.2.1 During the applications process, each Trainer agreed to adhere to the [Trainer Code of Professional Conduct](#).
- 1.2.2 Any individual may report an ethics concern. All concerns are treated seriously and where warranted, further investigated by TPM in conjunction with Cascale.
- 1.2.3 Ethics concerns should be reported to the TPM by email to: FEM@sumerra.com or by phone at: +1 (503) 601-0717 (US) or +852 2824 8802 (Asia).
- 1.2.4 A Trainer found to be in violation of the Trainer Code of Professional Conduct will be subject to a range of sanctions up to and including loss of status.

2 TRAINER IDENTIFICATION

2.1 FEM TRAINER

- 2.1.1 A Trainer is a person who is employed by a FEM Trainer Body (TB) and has met the qualifications for education, experience, and examination; and, has continued to meet the obligations for TSM which include: practicing ethically; submitting an acceptable TSM worksheet or retaking the full training; and, passing a TSM audit (if audited).
- 2.1.2 A list of Trainer Bodies can be found here [Trainer Body List](#)

2.2 CONTACT INFORMATION & COMMUNICATIONS

- 2.2.1 TBs and Trainers are responsible to maintain up-to-date contact information with the TPM to ensure that communications are sent to a current address.

- 2.2.2 Changes to TSM program requirements are announced by the TPM via email to TBs and Trainers and posted on the STEP training platform when appropriate. It is the responsibility of the TB and Trainer to ensure communications are read and understood.
- 2.2.3 Updated Trainer contact information or questions regarding the TSM process should be directed to the TPM at: FEM@sumerra.com.

3 FEES

- 3.1.1 When submitting the TSM worksheet, the TB/Trainer will be required to pay a fee. Payment of fees is a condition of maintaining status. Fees are non-refundable.
- 3.1.2 Current TSM Fees are as follows:
 - 3.1.2.1 *Cascale Member: \$320.00usd*
 - 3.1.2.2 *Non Cascale Member: \$400.00usd*

4 STATUS MAINTENANCE BY TRAINING

- 4.1.1 Every year, Trainers must take action to maintain their status. This can be accomplished by submitting a TSM Worksheet (see next section) or by retaking the full training, including the proctored exam.
- 4.1.2 Trainers should contact the TPM if they wish to use the re-training route as prior training records must be reset.

5 STATUS MAINTENANCE BY WORKSHEET

- 5.1.1 A Trainer maintains status via TSM Worksheet by meeting the minimum requirements as listed in the next section.
- 5.1.2 Each Category is further explained in this protocol. The categories for status maintenance points include:
 - 5.1.2.1 *Category 1: Higg Index FEM Training Delivery*
 - 5.1.2.2 *Category 2: Other Specialized Training Delivery*
 - 5.1.2.3 *Category 3: Environmental Training Attendance*
 - 5.1.2.4 *Category 4: Conducting Verifications*
 - 5.1.2.5 *Category 5. Capacity Building Projects / Consultancy work for impact areas included in FEM*
 - 5.1.2.6 *Category 6: Environmental Training or General Training Provider Accreditation / Qualification*

5.1.2.7 *Category 7: Environmental Related Professional Accreditation / Qualification*

5.1.2.8 *Category 8: Attendance at Environmental Conferences*

5.2 MINIMUM POINTS REQUIREMENTS

5.2.1 Trainers must accrue the minimum amount of points in order to maintain status. The minimum number of points is 100.

5.3 PROCESS

5.3.1 TSM Worksheet forms will be available in the TSM course on the TPM learning management system (LMS) also known as STEP (<https://training.sumerra.com/>) and also available [here](#).

5.3.2 Trainers will enroll in the course by paying the TSM course fee. Once enrolled, the Trainer can download the most current TSM worksheet for completion.

5.3.3 Worksheets are submitted in the STEP course by following the instructions on the course page.

5.3.3.1 *Instructions for submitting the TSM worksheet are also presented in Appendix A.*

5.3.4 Activities claimed on the worksheet must be supported through a written impartial record.

5.3.4.1 *If a written, objective record is not available, the Trainer should not list the item on the worksheet.*

5.3.4.2 *Examples of satisfactory records are listed in each of the Category sections. Worksheets are initially submitted without proof-of-participation records.*

5.3.5 The TPM reviews each worksheet to judge whether minimum requirements are achieved.

5.3.5.1 *The TPM will contact the Trainer if the minimums are not achieved or if there is anything unclear or missing on the worksheet.*

5.3.5.2 *Points earned in excess of the minimum requirements does not earn extra credit nor does it carry over to a future status maintenance period.*

5.3.6 Maintaining status does not mean that everything listed on the worksheet was acceptable for points.

5.3.6.1 *If a Trainer has questions about what was or was not acceptable (for purposes of future worksheets), the Trainer should contact the TPM.*

5.4 TSM SUBMITTAL TIMING

- 5.4.1 Trainers can complete the TSM worksheet at any time and re-start their annual Trainer status.
- 5.4.2 Trainers will receive a notice from STEP one (1) month before their status will expire.
- 5.4.3 Trainer status expiry dates are also listed on the TB Dashboard.
- 5.4.4 Requests for extension of status beyond the current 13-month period can be made to the TPM.
- 5.4.5 To request an extension of status, the TB or Trainer should contact the TPM via email (FEM@Sumerra.com) and provide relevant information (i.e., Trainer name, Trainer ID number, reason for requesting extension, etc.)
 - 5.4.5.1 *The TPM will evaluate all requests for extension on a case-by-case basis and provide notification to the TB/Trainer if the request has approved and the duration of the extension.*

5.5 WORKSHEET AUDITS

- 5.5.1 During each annual cycle, some Trainers are randomly selected for a TSM audit.
- 5.5.2 During the Audit, activities claimed on the worksheet are verified through written, impartial records.
- 5.5.3 The purpose of the audit is to:
 - 5.5.3.1 *Verify that the Trainer has achieved the minimum requirements necessary for recertification.*
 - 5.5.3.2 *Identify areas where Trainers have difficulty in providing records so that the TPM may continuously improve its programs.*
- 5.5.4 Trainers selected for an audit are notified regarding which records are required.
 - 5.5.4.1 *The provided records must be consistent with the dates and activities listed on the worksheet.*
 - 5.5.4.2 *Examples of satisfactory records are listed in each of the category summaries below.*
- 5.5.5 Trainers are normally allowed 14 days to send the records to the TPM. This may occasionally be adjusted to account for holiday time periods.
 - 5.5.5.1 *Additional time can be granted in some cases due to circumstances where the Trainer does not have access to the records, e.g., extended business or personal travel, location shutdowns, medical or family illnesses.*
 - 5.5.5.2 *The Trainer must contact the TPM to request additional time which may or may not be granted.*

5.5.6 Audit results are reported to the Trainer.

5.5.6.1 *If the provided records support that the Trainer achieved the required minimum points, the status is maintained.*

5.5.6.2 *If the provided records do not support that the required minimum points were achieved, the Trainer will be contacted to secure other records.*

5.5.7 The Trainer will have failed to maintain status if:

5.5.7.1 *The audit records were not submitted, or*

5.5.7.2 *The audit records do not support that the minimum requirements were achieved*

5.6 TSM RECORD RETENTION

5.6.1 Records acceptable for points are described in each of the summary for the various Categories. Ideally, the Trainer should establish a records folder which can be built throughout the year.

5.6.2 A single storage folder or location will also increase the chance that documentation will be available when needed.

6 CATEGORY REQUIREMENTS AND POINTS

6.1 CATEGORY 1: HIGG INDEX FEM TRAINING DELIVERY	Points	
	Minimum	Maximum
	None	100
Contact Hours (per training event)	Points Awarded	
4hrs	12.5	
5 - 8hrs	25	
9 - 12hrs	37.5	
13 - 16hrs	50	
Description Higg FEM training providers, can claim status maintenance points for providing Higg FEM training. The level of points awarded are based on the duration of the training as listed above. If multiple instructors were responsible for delivering the training course, only the actual contact hours that were led by the trainer can be claimed for status maintenance points. In order to qualify for status maintenance points, the training must have been: <ul style="list-style-type: none"> • A minimum of four (4) hours in length; 		

<ul style="list-style-type: none"> • Covered at least one (1) of the seven (7) Higg FEM sections (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management); and • Conducted in accordance with the Higg FEM Training Protocol and Terms and Conditions relating to the use and delivery of Higg FEM trainings.
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The trainer’s name and Trainer ID number; • Date(s) and location of the training course; • Course title and duration (in hours); • Information on attendees (i.e. participant list, organizations, etc.); and • The Cascale training registration number <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training agenda/schedule that is not accompanied by the above listed information • Presentation slides

6.2 CATEGORY 2: OTHER SPECIALIZED TRAINING DELIVERY	Points	
	Minimum	Maximum
	None	60
Contact Hours	Points Awarded	
4hrs	7.5	
5 - 8hrs	15	
9 - 16hrs	22.5	
>16hrs	30	
<p>Description</p> <p>Trainers can claim status maintenance points for providing other specialized (non-Higg FEM) environmental or training development/delivery courses. The level of points awarded are based on the duration of the training as listed above.</p> <p>If multiple instructors were responsible for delivering the training course, only the actual contact hours that were led by the trainer can be claimed for status maintenance points.</p> <p>In order to qualify for status maintenance points, the training must have been:</p> <ul style="list-style-type: none"> • A minimum of four (4) hours in length; and • Covered at least one (1) of the seven (7) Higg FEM topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management); <u>OR</u> • Covered topics related to the development/delivery of training to adult learners (i.e., train the trainer) 		
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The trainer’s name; • Date(s) and location of the training course; 		

- Course title and duration (in hours); and
- Information on attendees (i.e. participant list, organization, brief course summary, etc.)

If any of the above information is missing or if the course subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.

Unacceptable Records

- Training agenda/schedule that is not accompanied by the above listed information
- Presentation slides

6.3 CATEGORY 3: ENVIRONMENTAL TRAINING ATTENDANCE	Points	
	Minimum	Maximum
	None	25
Contact Hours	Points Awarded	
4hrs	5	
5 - 8hrs	10	
9 - 16hrs	15	
>16hrs	20	
<p>Description Trainers can claim status maintenance points for attending environmental training or training development/delivery courses (does not need to be Higg FEM specific but should cover relevant environmental topics). The level of points awarded are based on the duration of the training as listed above.</p> <p>In order to qualify for status maintenance points, the training must have been:</p> <ul style="list-style-type: none"> • A minimum of four (4) hours in length; and • Covered at least one (1) of the seven (7) Higg FEM topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management); <u>OR</u> • Covered topics related to the development/delivery of training to adult learners 		
<p>Records An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • The trainer’s name; • Date(s) and location of the training course; • Course title and duration (in hours); and • The name(s) and organization(s) of the course instructor(s) <p>If any of the above information is missing or if the course subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.</p> <p>If the training provider does not generate a participation record for the event, the following will be acceptable:</p> <ul style="list-style-type: none"> • Certificate, letter/email, or other record provided by the training provider showing completion of the training course; and/or 		

- Training registration receipt if purchased on site, for single day training

Unacceptable Records

- Training agenda/schedule that is not accompanied by the above listed information
- Presentation slides

6.4 CATEGORY 4: CONDUCTING VERIFICATIONS	Points	
	Minimum	Maximum
	None	50
Activity	Points Awarded	
Higg 3.0 FEM Verification	10 points per verification	
<p>Description</p> <p>Trainers who are also Higg FEM verifiers can claim status maintenance points for the completion of each Higg FEM verification. In order for status maintenance points to be awarded, the verifier must have led (in full or in part) the on-site or off-site verification activities.</p> <p>If the verification was conducted by an assessment team of two or more verifiers, all verifiers on the team can claim status maintenance points for the verification if they were responsible for leading a portion of the verification.</p>		
<p>Records</p> <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The trainer/verifier’s name and Trainer ID number; • The full (legal) business name <u>and</u> address of the facility where the verification was conducted; • The facility Higg ID number (if applicable); • The date(s) the verification was conducted; and • Indication of whether the verification was conducted on-site or off-site 		
<p>Unacceptable Records</p> <ul style="list-style-type: none"> • A proposal/quotation document between the verifier’s organization a facility seeking verification that does not include the above listed information 		

6.5 CATEGORY 5. CAPACITY BUILDING PROJECTS / CONSULTANCY WORK FOR IMPACT AREAS INCLUDED IN FEM	Points	
	Minimum	Maximum
	None	25
Activity	Points Awarded	
Capacity Building Project	5 points per project	
<p>Description</p> <p>Trainers can claim status maintenance points for capacity building projects and/or consultancy work provided to organizations that relate to at least one (1) of the seven (7) Higg FEM topics (EMS, Energy & GHG, Water, Wastewater, Waste, Air, Chemicals Management)</p> <p>If the capacity building or consulting work was conducted as part of a project team, the trainer must have been responsible for working directly with or advising the receiving organization on technical aspects of the project.</p> <p>Both on and off-site project work can be claimed provided that it meets the criteria listed above.</p> <p>Project management, oversight, or other administrative work related to a project cannot be claimed.</p>		
<p>Records</p> <p>An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The trainer's name; • The full (legal) business name <u>and</u> address of the facility where the capacity building project and/or consultancy work was provided; • A description of the scope and details of the capacity building project and/or consultancy work provided by the verifier; and • The date(s) the capacity building projects and/or consultancy work was conducted <p>Unacceptable Records</p> <ul style="list-style-type: none"> • A proposal/quotation document between the verifier's organization a facility seeking capacity building projects and/or consultancy work that does not include the above listed information 		

6.6 CATEGORY 6: ENVIRONMENTAL TRAINING OR GENERAL TRAINING PROVIDER ACCREDITATION / QUALIFICATION	Points	
	Minimum	Maximum
	None	30
Activity	Points Awarded	
Training Accreditation	10 points per accreditation	
<p>Description Trainers can claim status maintenance points for receiving environmental training or general training provider accreditation and/or qualification (i.e., CET, Train the Trainer, etc.).</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Certified Environmental Health & Safety Trainer (CET) • ZDHC Approved Training Provider • Certified Professional in Learning and Performance • Certified Performance Technologist • Certified Professional in Training Management • Certified Training and Development Professional • Certified Training Practitioner <p>Trainers may not claim status maintenance points for re-certification of previously held/expired accreditations or qualifications.</p> <p>Note: Accreditation is not the same as receiving training. Attendance at trainings should be claimed under Category 3.</p>		
<p>Records An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The trainer's name; • The title/designation of the accreditation/qualification received • The full name of the issuing organization or authority • The validity/expiration dates of the accreditation, if applicable <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training attendance certificate (unless it clearly states the accreditation received, accrediting organization, and validity period of the accreditation where applicable) • Training agenda/schedule • Presentation slides 		

6.7 CATEGORY 7: ENVIRONMENTAL RELATED PROFESSIONAL ACCREDITATION / QUALIFICATION (I.E. REP)	Points	
	Minimum	Maximum
	None	45
Activity	Points Awarded	
Environmental Accreditation	15 points per accreditation	
<p>Description Trainers can claim status maintenance points for receiving professional accreditation and/or qualification.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Certified Professional Environmental Auditor (CPEA®) • Certified Environmental Auditor (CEA) • Registered Environmental Professional (REP) • Certified Environmental Scientist (CES) • Certified Environmental Professional (CEP) • Certified Environmental Manager (CEM) <p>Trainers may not claim status maintenance points for re-certification of previously held/expired accreditations or qualifications.</p> <p>Note: Accreditation is not the same as receiving training. Attendance at trainings should be claimed under Category 3.</p>		
<p>Records An acceptable record is one that contains the following information:</p> <ul style="list-style-type: none"> • The trainer's name; • The title/designation of the accreditation/qualification received • The full name of the issuing organization or authority • The validity/expiration dates of the accreditation, if applicable <p>Unacceptable Records</p> <ul style="list-style-type: none"> • Training attendance certificate (unless it clearly states the accreditation received, accrediting organization, and validity period of the accreditation where applicable) • Training agenda/schedule • Presentation slides 		

6.8 CATEGORY 8: ATTENDANCE AT ENVIRONMENTAL CONFERENCES	Points	
	Minimum	Maximum
	None	25
Activity	Points Awarded	
General Attendance	5 points	
Presenter/Speaker	10 points	
<p>Description</p> <p>Trainers can claim status maintenance points for attending environmental conferences or seminars. Different levels of points are awarded for general attendance and presenter/speaker roles.</p> <p>Status maintenance points can only be claimed once per event in accordance with the criteria listed below.</p> <p>To claim points for general attendance the conference:</p> <ul style="list-style-type: none"> • The conference must be least one full day or more of educational content; and • The trainer must have attended at least 6 hours of content <p>To claim points for presenting/speaking at the conference:</p> <ul style="list-style-type: none"> • The presentation must be at least 20 minutes in length; and • Cover an environmental sustainability topic <p>Note: Sales, advertising, and marketing presentations are not eligible for presentation/speaker points.</p>		
<p>Records</p> <p>An acceptable record is one that shows:</p> <ul style="list-style-type: none"> • Trainer’s name • Event title and duration (number of days); • Date(s) and location of the event; • Title and duration (in minutes or hours) of the presentation, if applicable; and • Description of the presentation, if applicable and not clear from the title <p>If any of the above information is missing or if the event topics are not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.</p> <p>If the hosting organization does not generate a participation record for the event, the following will be acceptable:</p> <ul style="list-style-type: none"> • Certificate, letter/email, or other record provided by the host organization showing proof of attendance or speaking engagement at the event; and/or • Event registration receipt if purchased on site, for single day event (for general attendance only) • Event badge only if issued on site, at a single-day event • Registration record <u>and</u> evidence of physical presence in the city on the day(s) of the event, e.g. approved expense report, purchase receipts, etc. <p>Unacceptable Records</p>		

- Event agenda/schedule that is not accompanied by any of the above listed information
- Event badges if distributed prior to the Event
- Presentation slides

7 DOCUMENT CHANGE LOG

Date	Section	Summary of Changes
2022-03-17	n/a	<ul style="list-style-type: none">• Updated document format• Minor wording changes
2024-04-30		<ul style="list-style-type: none">• Updated for Cascale (formerly SAC) rebrand.

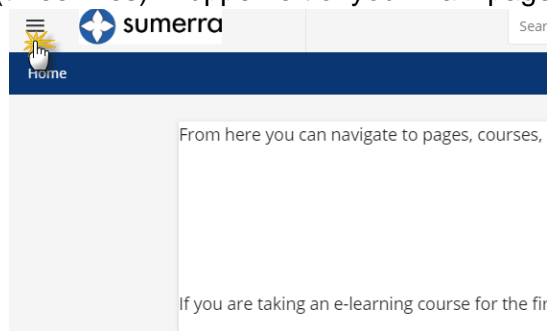
8 APPENDIX A: GUIDANCE FOR RENEWING STATUS ON STEP

WARNING! Failure to follow this process may require you to re-do the process to ensure your renewal is properly logged.

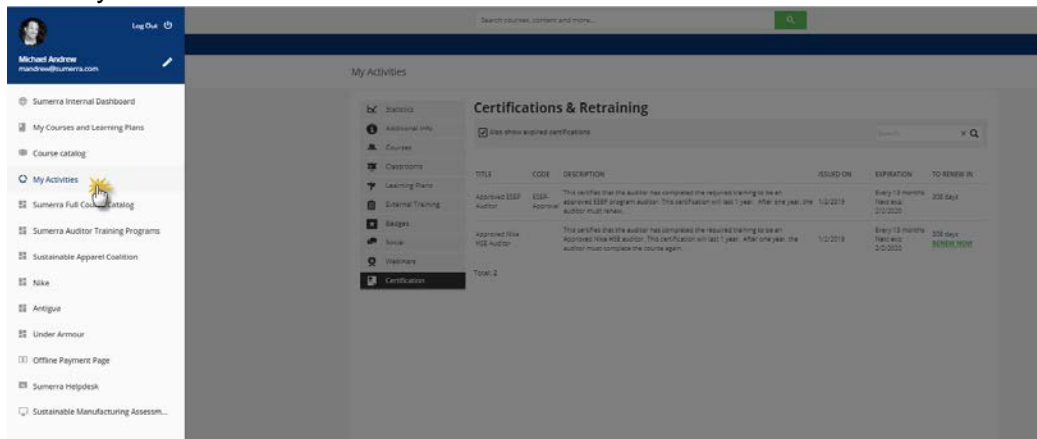
8.1 VIEWING YOUR APPROVALS

In order to view your current approvals, please follow these steps.

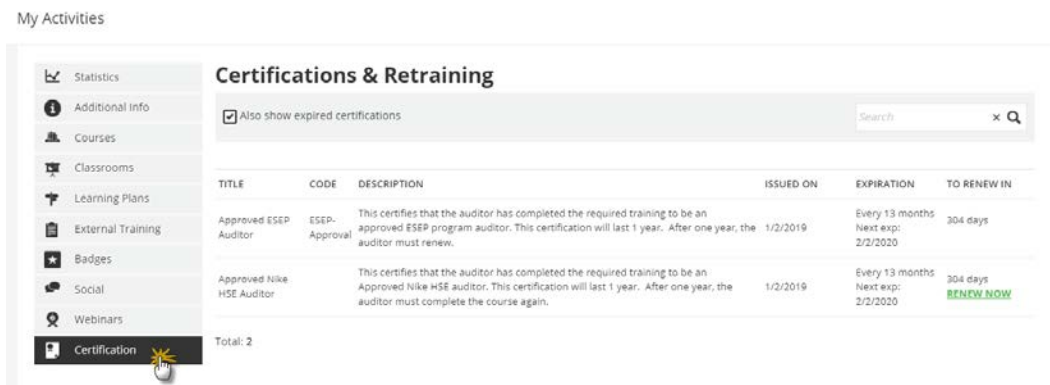
1. Log in to your STEP account
2. Click the menu button (three lines) in upper left of your main page



3. Click the My Activities

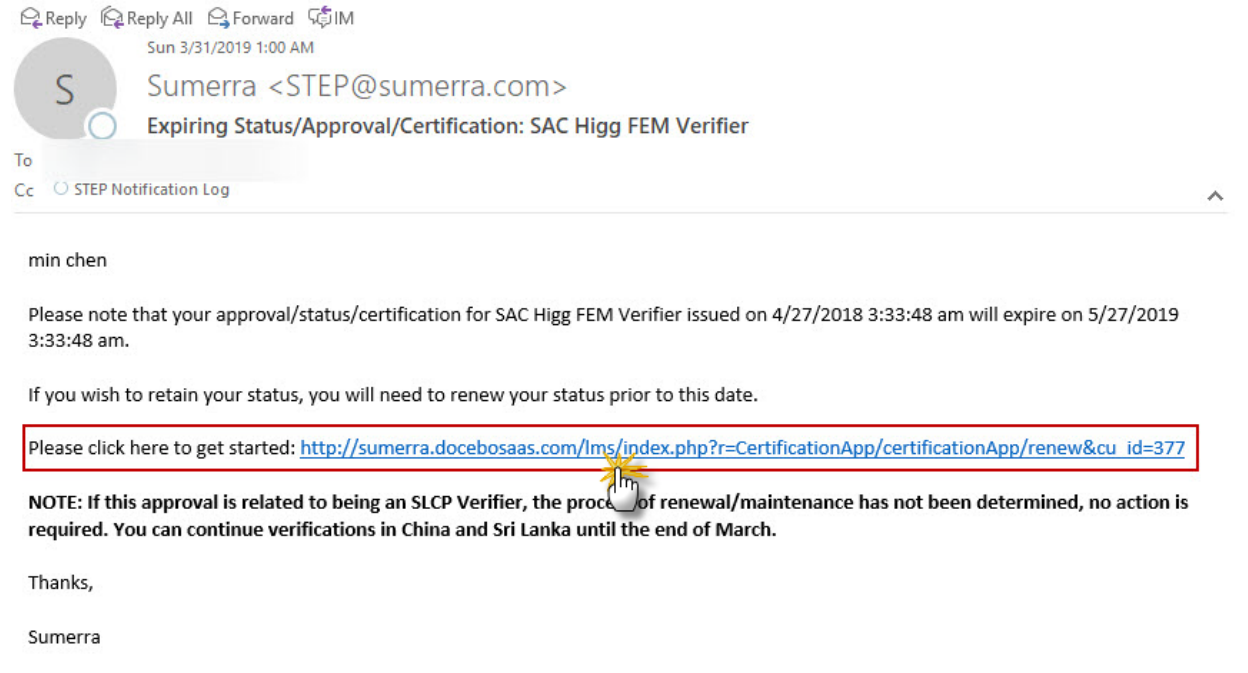


4. Click Certifications, and you will be able to view all of your approvals

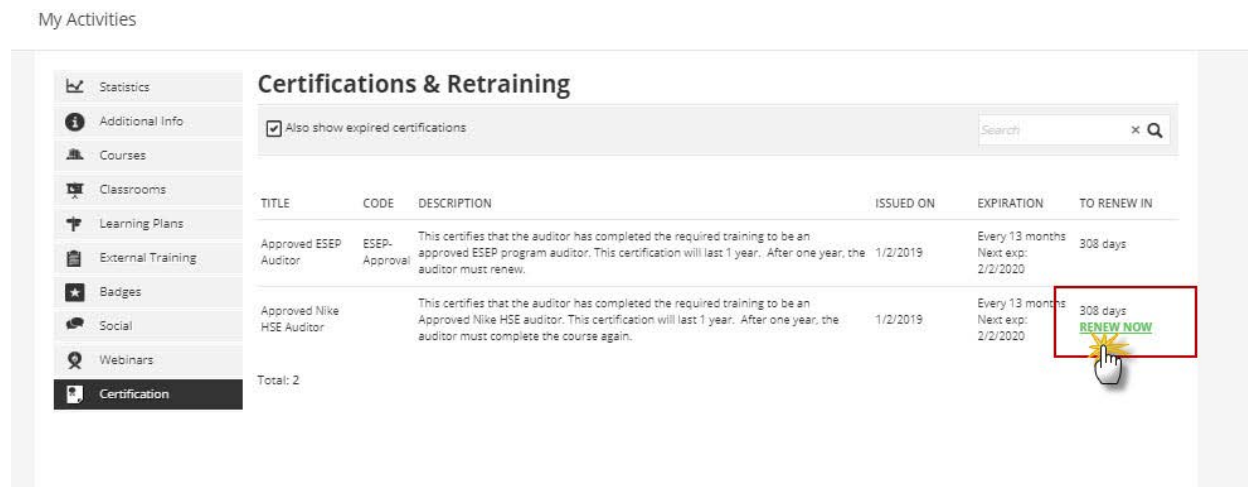


8.2 BASIC PROCEDURES FOR RENEWAL

The process of approval (called Certifications on the STEP site) is the same for all approvals in the Sumerra systems. All approved providers should receive a notification email three months and 1 month prior to expiration. One way to renew is to click the link provided in the email (NOTE: You must be logged into STEP first).



Alternatively, you can click the 'Renew' button found on your approval list

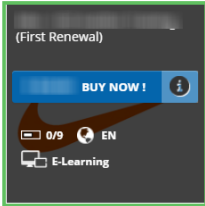


Clicking the email link or Renew Now link will both take you to a list of 'courses' that can be completed to complete your renewal. Click the Buy Now button and complete the enrollment.

Renew your certification

Certifications & Retraining

! Your certification [redacted] is going to expire at 2/2/2020 3:13:50 pm.
 Please subscribe and complete one of the following courses or learning plans in order to renew it.
 Selecting an item you've already used to obtain this certification in the past, will result in a complete tracking data reset for that item!



Alternatively, you can submit a new external activity valid for this certification. Upon upload it will be evaluated for approval

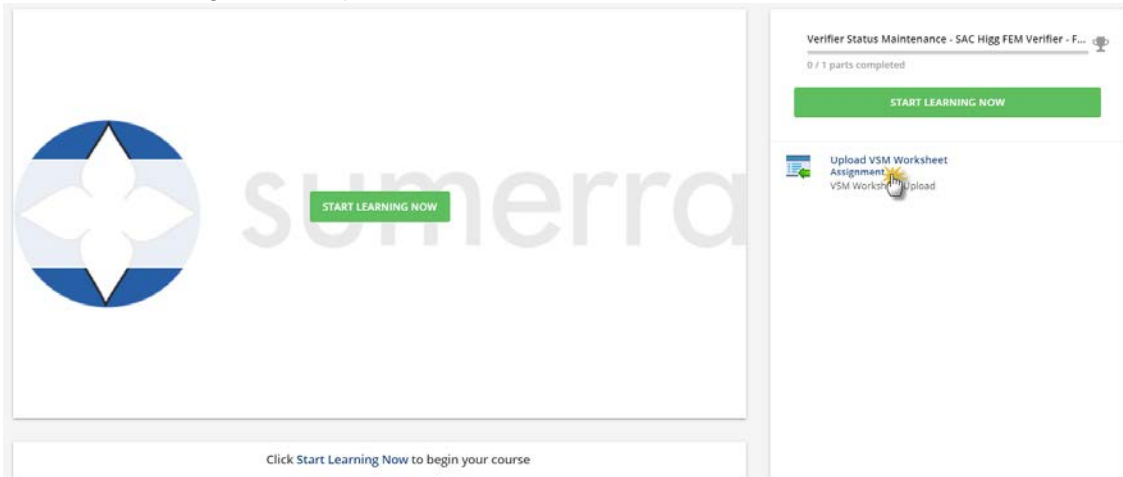
[GO TO MY EXTERNAL ACTIVITIES](#)

NOTE: If you plan to pay via Wire Payment, you will need to first obtain a Coupon Code to use for payment. Contact Sumerra at FEM@sumerra.com and request an invoice. Upon payment, you will be provided a coupon code that can be used for course payment.

8.3 SUBMITTING YOUR WORKSHEET


Submitting your worksheet is easy.

1. Click on the assignment object




2. Drop your worksheet file / or click to upload

Instructions
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.




Drop your file here or browse



Record your screen. **Start Recording**


Alternatively,
you can submit a YouTube/Vimeo video link


Paste your link here 

3. Fill in your name and submit

Instructions
Complete the VSM Worksheet and upload for review by Sumerra. A copy of the worksheet (excel) is provided in the File Repository along with the supporting SOP.

You are submitting 1 items

 SustainableApparelCoalitionHig (2).csv ×

Name *
Michael Andrew 

Description/Comments

SUBMIT MY ASSIGNMENT 