

### COURSE TITLE

ARA Certified Forklift Train-the-Trainer

### COURSE DESCRIPTION

ARA's Forklift Train-the-Trainer course qualifies professionals to train forklift operators – both employees and customers – using ARA materials that satisfy OSHA requirements and ANSI standards. As an ARA Certified Forklift Trainer, you will be able to train forklift operators on Class 1-5 forklifts and 7 forklifts. During this program, the learner will complete the self-paced, online portion (theory) through RentalU and then complete the in-person, hands-on portion of the training facilitated by an ARA Certified Forklift Instructor.

### LEARNING OBJECTIVES

After completing this course, you will be able to:

- Prepare to operate a Class 1-5 and Class 7 forklift by reading the manufacturer's operation and safety manuals as well as the data plate or capacity chart
- Complete a thorough workplace assessment and pre-start inspection of a forklift
- Operate a Class 1-5 and Class 7 forklift in a safe and efficient manner
- Perform the correct parking and shut down procedure for the forklift
- Train your employees and customers to become ARA Certified Forklift Operators

### PREREQUISITES

To enroll and complete this program, you must:

- Be at least 20 years old (at least 18 years old plus 2 years of experience)
- Work for a company with ARA membership
- Hold certification as a forklift operator for at least 2 years, with no significant lapses in operating a forklift during that time OR submit and gain approval through the Prerequisite for ARA Certified Forklift Train-the-Trainer form
- Have experience with the particular kind(s) of forklifts used in training
- Have sufficient knowledge of the regulations, manufacturer's requirements, and safe use practices
- Have the ability to identify and avoid hazards associated with forklifts and worksites
- Have the capacity to read and understand English
- Be physically and mentally able to operate a forklift

**Note:** For the ARA Certified Forklift Train-the-Trainer certification to be CSA-compliant, the learner must first complete:

- WHMIS (Workplace Hazardous Materials Information Systems)
- TDG (Transportation of Dangerous Goods)
- Fall Protection training (only when training on Class 2 order pickers)

### METHOD OF INSTRUCTION AND WORK EXPECTATIONS

The theory portion of this course will be delivered entirely online through the course management system RentalU. You will use your ARA Rental account to login to the course from the ararental.org webpage. In RentalU, you will access online modules, course materials, and resources. The course will take learners approximately 4.5 hours to complete.

The in-person, hands-on portion will be facilitated by an ARA Certified Forklift Instructor and will take learners approximately 4 hours to complete.

## COURSE OUTLINE

### Theory (online):

- Module 1 – Train-the-Trainer Information
- Module 2 – Forklift Standards and Regulations
- Module 3 – Know Your Responsibilities
- Module 4 – Identify the Right Forklift for the Job
- Module 5 – Forklift Controls and Features
- Module 6 – Manuals, Decals, and Placards
- Module 7 – Forklift Safety
- Module 8 – Pre-Start Inspection & Function Check
- Module 9 – Safely Operate a Forklift (Class 1-5 and Class 7)
- Module 10 – Refueling/Recharging

### Hands-on Training:

- Review material learned in online training portion
- Perform a workplace hazard assessment
- Become familiar with Class 1-5 and Class 7 forklift component and functionality
- Complete a hands-on evaluation
- Practice training techniques

## EVALUATION AND GRADING CRITERIA

Learners will complete knowledge checks throughout the course. There is a final exam at the end of the online theory portion. Learners must earn 80% or better to pass. Then, the learner will complete an in-person, hands-on training and evaluation. Once successfully completed, the learner will receive an ARA Certified Forklift Operator certification card (Class 1-5 & Class 7) and an ARA Certified Forklift Train-the-Trainer certification card.

The operator certification expires 3 years after the date of issue, and the train-the-trainer certification expires 5 years after the date of issue. Trainers must maintain a valid ARA Operator certification for the duration that their trainer certification is valid.

## STANDARD POLICIES

- The learner has 90 days to complete the theory portion after starting the course, and it must be completed at least 48 hours *prior* to the hands-on training. The in-person, hands-on portion of the training must be completed within 90 days after completing and passing the theory portion. If the learner fails to complete the course within this timeframe, the learner may be required to repurchase the course. The learner can contact the Education Department to request an extension.
- Learners are expected to adhere to the ARA Rental standards for academic integrity. Academic dishonesty in any portion of the academic work for a course/program shall be grounds for removal from the course/program. You are expected to do your own academic work. Failing to do so is scholastic dishonesty. Scholastic dishonesty means cheating on quizzes; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without association permission; or submitting false or incomplete records of prerequisite achievement.
- Learners may not record, livestream, screen capture, or redistribute any materials from this course/program without advanced written consent of ARA. Failure to comply with requirements regarding recordings may result in legal action.

## TECHNICAL REQUIREMENTS

The online portion of the course can be accessed via computer or mobile device. Ensure that your device and internet connection meet the technical requirements for the course. Familiarize yourself with the online learning platform and troubleshoot any technical issues promptly.

## EDUCATION DEPARTMENT CONTACT

If there are any questions or concerns at any time during the course/program, or to report a problem with RentalU, you can seek assistance from the Education Department via email: [education@ararental.org](mailto:education@ararental.org).