

ABB Factory Authorized Trainer Onboarding Checklist

Topic	Required	Responsibility	Date Completed
1. Request to become an ABB Authorized Trainer	Yes	ABB Field Instructor	
· Fill form on Training Webpages. Link is also in Field Trainer Manual			
2. Field Trainer Meeting	Yes	ABB	
· Meet Office Manager and intended Field Trainer(s)			
· Identify classes Training Center intends to train			
· Identify audiences training will be performed for			
· Identify facilities available / resources available			
· Determine class capacities			
· Determine class volume on a monthly basis			
· Review equipment requirements if Field Trainer will be providing class equipment			
3. Receive approval to become a Field Trainer	Yes	ABB	
4. ABB Field Trainer Completes Technical Training	Yes	ABB Field Instructor	
· Trainer completes ABB Training Program they wish to deliver			
· Complete Authorized Startup to lead a Startup Class			
· Complete Usage & Maintenance or DASC to lead a Service Class			
5. ABB Field Trainer Completes Train the Trainer Program	Yes	ABB Field Instructor	
· ABB Training Dept. will enroll Field Trainer in program			
6. Download and review Field Trainer Manual	Yes	ABB Field Instructor	
7. Purchase a Subscription to run classes on ABB's behalf	Yes	ABB Field Instructor	
· Purchase either a 3, 6, or 12 Month Subscription			
· Choose between a Startup or Service Subscription			
8. Receive access to Instructor Documents on ABBnow	Yes	ABB Training	
9. Prepare to lead a class	Yes	ABB Field Instructor	
· Review Instructor Process			
· Review Instructor Documents and materials on ABBnow			
10. Submit Request to Lead a Class	Yes	ABB Field Instructor	
· Coordinate with ABB Training Dept			
· An ABB Instructor will Audit the class			
11. Perform 100% of Class Material	Yes	ABB Field Instructor	
· Field Trainer can work up to 100% with the assistance of ABB			
· Field Trainer can perform 25%, 50% or 100% of the class			
· ABB Instructor will perform remaining portions until Field Trainer is comfortable			
	Name (Print and Signature)		Date Completed
ABB Factory Authorized Trainer Signature:			