

Proof of Caltech Training

On-Campus Training

General Description:

This section provides verification of training from a Caltech affiliated shop. For example, a Caltech student who has taken the Mechanical Engineering shop training course can have this form signed by the trainer to prove fulfillment of requirements. Also, if you are trained through Caltech specifically for the Student Shop, you must complete this form as proof. This form should be submitted to:

Caltech Student Shop
MSC 718 – Nate Morison
Pasadena, CA 91126

If you are a student, it is a violation of the honor code to claim training on a machine for which you have not been trained on.

I hereby assert that _____(please print applicant name) has been trained on the following equipment (date applicable tools for which training has been received):

Tool	Date	Tool	Date
Mill		Wood Lathe	
Metal Lathe		Jointer	
Arc Welder		Planer	
Gas Welding		Belt/Disc Sander	
Drill Press/Hand Drill			
Table Saw		Shaper	
Radial Arm Saw		Handheld Routers	
Band Saws		Router Table	
Miter Saw		Sheet Metal Tools	
Scroll Saw		Nail Guns	

Trainer Signature: _____

Date: _____(mm/dd/yy)

Trainer's Name (print)_____

Trainer's Contact Information:

Phone Number: _____

E-mail: _____

Applicant Signature: _____

Date: _____(mm/dd/yy)

Proof of Alternate Training

Alternate Training

General Description:

This section provides a way for previously trained or qualified applicants to show proof of training. Each Application will be carefully reviewed to determine if the applicant has been trained to operate the desired machinery safely. This application should be submitted to:

Caltech Student Shop
MSC 718 – Nate Morison
Pasadena, CA 91126

Completion of this application does not guarantee your waiver from the training requirement. You might be asked to be re-certified by a Caltech shop or equivalent. If you are a student, it is a violation of the honor code to claim training on a machine for which you have not been trained on.

Example of sufficient proof

Written proof of completion of any shop class in which you were trained on the machinery you wish to use in the shop. Please include a list of tools. Written proof must contain signature and contact information of trainer.

Also, if you have been employed in a shop, written proof of this employment with an included list of tools you used may be sufficient.

Requirements

- List of Tools (similar to the one above)
- Name of Establishment
- Signature of Supervisor/Trainer
- Contact Information for Supervisor/Trainer
- Your Name (printed and signature)
- Your Contact Information
- Date(s) of Training/Employment