Katherine Potts
Director of Instructional Learning
katherine@amerisafety.com | APAU@americanpyro.com

Education:

BA Social Science and Minor in Pre Law
Cazenovia College

Masters of Business Administration in Leadership
Franklin Pierce University

Work Experience:

10 Years - Apprentice Pyrotechnician in Display and SFX – Atlas

7 Years - Licensed Lead Pyrotechnician (State of MA and NH)

6 Years - Transportation Logistics and Compliance – Atlas

5 Years - Director of Training and Compliance / Online APAU – Atlas

4 Years - Maintained the Administration of APA University

> **- Focus on APA Course Curriculum**

> **- Enhancing the APA Learner Experience**

2022 – Co-Founded AmeriSafety Online Training and Pyrotechnic Course Development

The New APA University

➢ **New Look and Learner Friendly Experience**

➢ **Improved Navigation**

➢ **Company Training Managers:**

❖ **Add Users/Learners More Easily**

❖ **Assign Courses**

❖ **Compatible with ALL Browsers**

❖ **Create Reports**

❖ **Desktop / Tablet / Smartphone**

SINCE 2018 – APA UNIVERSITY

APA Members have access to over **75** Online Training Courses

★ COMPLIANCE

★ STANDARD OPERATING PROCEDURES

★ HELPFUL HR TOPICS

My Courses   My Live Sessions

⬇ Download Training History

WELCOME TO APA UNIVERSITY!

The American Pyrotechnics Association is the voice of the pyrotechnic industry, promoting safety in the design, display, sales and use of all types of legal fireworks. It's members are committed to safety and regulatory compliance.

APAU
Powered By AmeriSafety

Preserving & Promoting an American Tradition!

Total Number of Courses

4	5	1
Enrolled Courses	Completed Courses	Enrollment Request(s)

Recent Activity

You passed module **Lesson 10_State Regulations_Map**

1 day ago

You launched the course **APA State Regulations - Resource**

1 day ago

APA State Regulations - Resource

Passed ● Completed on **27 Jan 2023**

This module will allow users to interact with the map of the United States and see what the specific regulations are required to obtain a pyrotechnic licenses per state.

≡ 1 Module   ↻ Relaunch

Personal Protective Equipment

Not Started ● Enrolled on **19 Feb 2023** ● Due Date **20 Apr 2023**

This course presents fundamental information on personal protective equipment (PPE). Upon completing the course, employees should: - Be able to identify various types of commonly used ... Read More

☰ 75⭐APAU

🔍 Search   ✉️   👤

Navigation

- 🔳 Dashboard
- 👤 Users
- ↪ Enrollments
- ⊙ Reports
- 📊 Report Builder
- 🗄 Catalog
- 📄 Resources
- 💬 Forum

WELCOME TO APA UNIVERSITY!

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Total Number of Courses

9	0
Enrolled Courses	Completed Courses

Recent Activity

You were enrolled in course **Test- KP**
10 days ago

You were enrolled in course **Personal Protective Equipment**
22 days ago

State Regulations - Resource

Passed · Completed on **07 Dec 2022**

This module will allow users to interact with the map of the United States and see what the specific regulations are required to obtain a pyrotechnic licenses per state.

≡ 1 Module   ↻ Relaunch

Test- KP

Not Started · Enrolled on **07 Feb 2023**

Users Tips

On this screen you can manually create a user and set their password. If you're an Admin, double check the "Type of user" because different users have different levels of permission. You can choose whether you want to send the user an invitation email that contains the access link, or set the user's password and communicate the login details to the user.

Basic User Info

First Name

First Name

Last Name

Last Name

Username

Username

Email Address

Email Address

Type of User & Permissions

How will new users get their login details?

Enter Password

Enter Password

Confirm Password

Confirm Password

○ User must change password on login

ⓘ You will need to communicate the login details to the user by your own mechanisms, passwords are not sent automatically to the user.

○ Set Expiry Date for this user

Account Expiry Date

02/21/2023

Group Member & Group Manage

Group Memberships

Atlas Fireworks

Register for APA University

Create a password for your new account and then register.

Email

Katherine.potts@keene.edu

Password

Confirm password

Register

Privacy · Terms

AA 🔒 apauniversity.learnupon.com ↻

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75 APAU

Search

Users **Pending Users**

⋮ Actions

Filter

Email (A-Z) ▼

🔍

Invited After

Set Date 📅

Invited Before

Set Date 📅

Filter by group

Apply

kapotts23@icloud.com   📌 Learner   Last invite sent at **2/23/2023**

👤

Users Tips

This is the list of pending users for your portal, i.e. those you have invited who haven't accepted the invite yet. You can resend the invite by clicking on

88 Dashboard
🔍 Users
📖 Courses
➜ Enrollments
◔ Reports
📊 Report Builder

📁 Catalog
📄 Resources
💬 Forum

📚 Library

Navigation Sidebar

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- Users
- Enrollments
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- Report Builder
- Catalog
- Resources
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Main Content

75 APAU CATALOG

Courses | Sessions

Search for courses   Filter   Course Name (A-Z)

Accident Investigation

Course | Intermediate
30 Mins

★★★★★

This course presents fundamental information on accident investigation. Upon completing the course, employees should:

APA Display Operator Training

Course | Intermediate
2 Hours

The APA Display Operator training is a comprehensive course designed for new display operators and fire service personnel seeking to familiarize themselves

APA Driver Training

Course | Intermediate
2 Hours

The APA CDL Driver training is a comprehensive course designed for all drivers, including new and recently hired drivers who are not familiar with Class 1

APA Electrical Igniter Handling

Course | Basic | 20 Mins

★★★★☆

This online training course provides the basic understanding of electrical igniter safety, handling and use in the performance of pyrotechnic operations.
*This module is apart of the APA Display

Create New Enrollments

Create new enrollment

To create a new enrollment, first choose the course, or courses, you want to enroll your users on to. You can do this by scrolling the list, or simply use the search at the top of the Course list. Then choose a user or group from the second list, either by scrolling or using the search at the top of the list. You can easily switch between groups and users by using the link above the search box.

Existing Enrollments
To view your existing enrollments, simply visit your **Users** page, where you can view your team and the number of enrollments for each team member. There, you can also drill down to see the status of your teams' enrollments for each course. If you need more details, try the **Course Status** report.

Select Courses

Search for courses

APA Display Operator Training
Version 2

Floating Vessels and Floating Platforms
Version 2

APA Electrical Igniter Handling
Version 2

Personal Protective Equipment
Version 1

← remove item ▲ go up ▼ go down ↵ add item

Select Users

Switch to Groups

Search for users

Annelise Gillespie
agillespie@americanpyro.com

Barbara Pelkey
barbara.pelkey@gmail.com

Brandon Stevens
brandon.stevens@atlasfireworks.com

Bronson Bain

Search

Resources

Search | Type ▼ | Category ▼ | ☐ Available for download | Reset filters

Dashboard

Users

Enrollments

Reports

Report Builder

Forum

Catalog

Resources

DOT - PHMSA - EX Number Process
Updated: 24 January 2023 | .pdf | File Size: 405 KB
📄 Document   ⬇ Download

Driver Qualification File Checklist
Updated: 8 January 2023 | .pdf | File Size: 191 KB
📄 Document   ⬇ Download

FMCSA Common Violations
Updated: 26 January 2023 | .jpg | File Size: 129 KB
🖼 Image   ⬇ Download

[No Title]

Guidance for Marking of CMVs
Updated: 24 January 2023 | .pdf | File Size: 206 KB
📄 Document   ⬇ Download

Important DOT Checklist for companies
Updated: 8 January 2023 | .pdf | File Size: 177 KB
📄 Document   ⬇ Download

Summary of Regulations for Transportation of Fireworks in the Unit...
Updated: 24 January 2023 | .pdf | File Size: 347 KB
📄 Document   ⬇ Download

Test
Updated: 7 February 2023 | .jpg | File Size: 231 KB
🖼 Image   ⬇ Download

Transportation and Handling of Fireworks Examination - For Printing
Updated: 24 January 2023 | .pdf | File Size: 214 KB
📄 Document   ⬇ Download

UN Standard for Box Testing
Updated: 24 January 2023 | .pdf | File Size: 463 KB
📄 Document   ⬇ Download

Build your progress report

Filter the data you use to build your report using some or all of the fields below. If you don't want to filter your data, you can go directly to **Layout** to get started.

ⓘ If you leave a field blank, the report uses all data available for this filter type.

Course

Select course

User

Select user

Group

Select group

Enrollment period   **From**   **To**

Custom range   MM/DD/YYYY   MM/DD/YYYY

Completion period   **From**   **To**

Custom range   MM/DD/YYYY   MM/DD/YYYY

Progress	**Overdue**	**User login**
☐ Not started	☐ Yes	☐ Enabled
☐ In progress	☐ No	☐ Disabled
☐ Pending review		
☐ Completed		
☐ Passed		
☐ Failed		

← REPORT BUILDER

Progress report

Export   Edit

Full name	Email	Course name	Progress	Score	Percentage complete	Enrolled	Started	Last accessed	Com
Barbara Pelkey	barbara.pelkey@gmail.com	**APA Display Operator Trai...**	PASSED	100%	0%	01/30/2023 21:26	02/07/2023 00:00	02/07/2023 00:00	02/0

Reports

Filters

Report Type
Course History

Date From
Set Date

Date To
Set Date

User
Barbara Pelkey (barbara.pelkey@gmail.com) ⊗

Statuses
Not Started
In Progress
Pending Review
Completed

0	0	0	3	0	0	0
Not Started	In Progress	Completed	Passed	Failed	Pending Review	Past Due

Barbara Pelkey (barbara.pelkey@gmail.com)

Course Name	Enrolled	Started	Completed	Score	Status
APA Display Operator Training v.2	01/30/2023	02/07/2023	02/07/2023	100%	Passed
APA Electrical Igniter Handling v.2	01/30/2023	02/07/2023	02/07/2023	100%	Passed
Personal Protective Equipment v.1	01/27/2023	02/06/2023	02/06/2023	100%	Passed

⊙ Reports Tips

Select the report type to get filtering parameters, then click on the "Run Report" or "Export to Excel" button in the action footer at the bottom of the page to generate the report. You can export your reports as excel or PDF files. If you use a report often, we suggest you schedule this to be sent out regularly by email as an attachment. You can choose to receive your reports daily, weekly or monthly.

Powered by LearnUpon

▶ Run Report   ↺ Reset Filters   📄 Export to Excel   📄 Export to PDF

2023 Live Company Training

In Progress ● Last entered on **21 Feb 2023**

[ ] **1 Module** | **0%**   ▶ **Resume**

Optional Upload

Status
In Progress

Assignment Details   **Your Response/Notes**

Your Response/Notes

Attach files

Upload a file or record a video here to attach to your assignment.

Upload File   ▶ **Record video now**

500MB size limit per file; 15-minute length limit per video

Save

Submit Assignment

Actions

Users > Bronson Bain > Enrollments

Total Number of Courses

5
Enrolled Courses

5
Completed Courses

v. 1 **2023 Live Company Training**
In Progress ● Last Entered 21 Feb 2023
Progress 0%

v. 2 **APA State Regulations - Resource**
Passed ● Date Completed 27 Jan 2023 ● Last Entered 20 Feb 2023

v. 1 **Personal Protective Equipment**
Not Started ● Enrolled 19 Feb 2023 ● Due date 20 Apr 2023

v. 2 **APA Display Operator Training**
In Progress ● Due date 04 Apr 2023
Progress 8%

v. 1 **Office Ergonomics**
Not Started ● Enrolled 24 Jan 2023 ● Due date 25 Mar 2023

Manual Enrollment Completion

Bronson Bain will be marked as complete for course **2023 Live Company Training**

Status

Completed

Date

Notes

Save   Close

v. 1 **2023 Live Company Training**
In Progress ● Last Entered 21 Feb 2023

v. 2 **APA State Regulations - Resource**
Passed ● Date Completed 27 Jan 2023 ● Last Entered 20 Feb 2023

v. 1 **Personal Protective Equipment**
Not Started ● Enrolled 19 Feb 2023 ● Due date 20 Apr 2023

v. 2 **APA Display Operator Training**
In Progress ● Due date 04 Apr 2023
Prog

Unenroll

Set Complete

Set Expiry date

Set Due date

v. 1 **Office Ergonomics**
Not Started ● Enrolled 24 Jan 2023 ● Due date 25 Mar 2023

Course Name	Status	Enrolled	Completed	Score	Pass/Fail
2023 Live Company Training	Completed	02/21/2023	02/21/2023	-	-
Accident Investigation	Completed	01/24/2023	02/18/2023	100%	Passed
Hazmat Awareness: Safety & Security	Completed	01/27/2023	02/18/2023	100%	Passed
Diversity in the Workplace for Managers and Supervisors	Completed	01/24/2023	02/16/2023	100%	Passed
Warehouse Safety	Completed	01/24/2023	02/16/2023	100%	Passed
APA State Regulations - Resource	Completed	01/24/2023	01/27/2023	-	Passed
APA Electrical Igniter Handling	Completed	01/24/2023	01/24/2023	0%	Passed

APAU

Dashboard

Users

Enrollments

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Forum

Search for topic

All Posts

The posts from all topics and courses can be found in here.

General Industry Questions

DISPLAY & SFX OPERATORS

Recommended Minimum Hazmat and OSHA Training Requirements

Optional Courses - Dependent on Duties	Training Frequency					Record Retention	After Employment
	Initial Hire	Yearly	2 Years	3 Years	4 Years		
Display / SFX Operator	**Regulation**						
- APA Display Operator Training	1910-1918-1926			Yes		Yes	Yes
- Electrical Igniter Safety	1910.**			Yes		Yes	Yes
- Compressed Gas Cylinders	1910.101			Yes		Yes	Yes
- DOT Hazmat General Awareness	172.704			Yes		Yes	Yes
- DOT Hazmat Safety Training	172.704			Yes		Yes	Yes
- DOT Hazmat Security Training	172.704			Yes		Yes	Yes
- DOT Hazmat In-Depth Security	172.704			Yes		Yes	Yes
- Drug and Alcohol Abuse for Employees	382.601			Yes		Yes	Yes
- Eye Safety	1910.133			Yes		Yes	Yes
- Fire Extinguisher Training	1910.157	Yes				Yes	Yes
- Forklift and Powered Industrial Truck Safety	1910.178			*Yes		Yes	Yes
- GHS Container Labeling	1910.1200					Yes	Yes
- GHS Safety Data Sheets	1910.1200					Yes	Yes
- Hand and Power Tool Safety	1910.242-243			Yes		Yes	Yes
- Hand, Wrist, and Finger Safety	1910.138			Yes		Yes	Yes
- Hazmat (APA) Awareness/Trans/Security	172.704			Yes		Yes	Yes
- Hearing Conservation and Safety	1910.95	Yes				Yes	Yes
- Ladder Safety Training	1926.1060				Yes	Yes	Yes
- Loading Dock Safety	1910.28			Yes		Yes	Yes
- Lock Out Tag Out	1910.147	Yes				Yes	Yes
- Manual Pallet Jack Safety	1910.178			Yes		Yes	Yes

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DISPLAY / SFX OPERATORS

Frequency of Training

75 APAU

CMV DRIVERS
Recommended Minimum Hazmat and OSHA Training Requirements

Optional Courses - Dependent on Duties	Training Frequency					Record Retention	After Employment
	Initial Hire	Yearly	2 Years	3 Years	4 Years		
CMV Driver Operations	Regulation						
- APA CDL Driver Training	Part 380 App B			Yes		Yes	Yes
- DOT Hazmat General Awareness	172.704			Yes		Yes	Yes
- DOT Hazmat Safety Training	172.704			Yes		Yes	Yes
- DOT Hazmat Security Training	172.704			Yes		Yes	Yes
- DOT Hazmat In-Depth Security	172.704			Yes		Yes	Yes
- DOT Hours of Service	Part 395			Yes		Yes	Yes
- DOT En-Route Security Training	172.600			Yes		Yes	Yes
- Drug and Alcohol Training for CDL Drivers	382.601			Yes		Yes	Yes
- Eye Safety	1910.133			Yes		Yes	Yes
- Fire Extinguisher Training	1910.157	Yes				Yes	Yes
- Forklift and Powered Industrial Truck Safety	*1910.178*			**Yes*		*Yes*	*Yes*
- GHS Container Labeling	1910.1200					Yes	Yes
- GHS Safety Data Sheets	1910.1200					Yes	Yes
- Hand, Wrist, and Finger Safety	1910.138			Yes		Yes	Yes
- Hazmat (APA) Awareness/Trans/Security	172.704			Yes		Yes	Yes
- Hearing Conservation and Safety	1910.95	Yes				Yes	Yes
- Ladder Safety Training	1926.1060				Yes	Yes	Yes
- Loading Dock Safety	*1910.28*			**Yes*		*Yes*	*Yes*
- Manual Pallet Jack Safety	1910.178			Yes		Yes	Yes
- Personal Protective Equipment	1926.28	Yes				Yes	Yes
- Safe Lifting in Trans and Warehouse	*****			**Yes*		*Yes*	*Yes*
- Warehouse Safety	*****			**Yes*		*Yes*	*Yes*

CMV DRIVERS

Frequency of Training

RETAIL OPERATIONS

Recommended Minimum Hazmat and OSHA Training Requirements

*Optional Courses - Dependent on Duties	Training Frequency					Record Retention	After Employment
	Initial Hire	Yearly	2 Years	3 Years	4 Years		
Retail Operations	**Regulation**						
- DOT Hazmat General Awareness	172.704			Yes		Yes	Yes
- DOT Hazmat Safety Training	172.704			Yes		Yes	Yes
- DOT Hazmat Security Training	172.704			Yes		Yes	Yes
- DOT Hazmat In-Depth Security	172.704			Yes		Yes	Yes
- Eye Safety	1910.133			Yes		Yes	Yes
- Fire Extinguisher Training	1910.157	Yes				Yes	Yes
- GHS Container Labeling	1910.1200					Yes	Yes
- GHS Safety Data Sheets	1910.1200					Yes	Yes
- Hand, Wrist, and Finger Safety	1910.138			Yes		Yes	Yes
- Hazmat (APA) Awareness/Trans/Security	172.704			Yes		Yes	Yes
- Ladder Safety Training	1926.1060				Yes	Yes	Yes
- Loading Dock Safety	1910.28			Yes		Yes	Yes
- Manual Pallet Jack Safety	1910.178			Yes		Yes	Yes
- Personal Protective Equipment	1926.28	Yes				Yes	Yes
- Safe Lifting in Trans and Warehouse	***			*Yes		Yes	Yes

WAREHOUSE OPERATIONS

Recommended Minimum Hazmat and OSHA Training Requirements

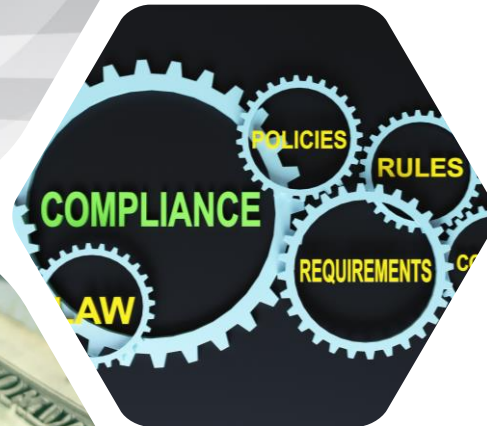| *Optional Courses - Dependent on Duties	Training Frequency					Record Retention	After Employment
	Initial Hire	Yearly	2 Years	3 Years	4 Years		
Warehouse Operations	Regulation						
- DOT Hazmat General Awareness	172.704			Yes		Yes	Yes
- DOT Hazmat Safety Training	172.704			Yes		Yes	Yes
- DOT Hazmat Security Training	172.704			Yes		Yes	Yes
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- Fire Extinguisher Training	1910.157	Yes				Yes	Yes
- Forklift and Powered Industrial Truck Safety	1910.178			Yes		Yes	Yes
- GHS Container Labeling	1910.1200					Yes	Yes
- GHS Safety Data Sheets	1910.1200					Yes	Yes
- Hazmat (APA) Awareness/Trans/Security	172.704			Yes		Yes	Yes
- Ladder Safety Training	1926.1060				Yes	Yes	Yes
- Loading Dock Safety	1910.28			Yes		Yes	Yes
- Manual Pallet Jack Safety	1910.178			Yes		Yes	Yes
- Personal Protective Equipment	1926.28	Yes				Yes	Yes
- Safe Lifting in Trans and Warehouse	***			Yes		Yes	Yes
- Warehouse Safety	***			Yes		Yes	Yes

SAFETY FIRST CULTURE

AmeriSafety

How Important is TRAINING and COMPLIANCE?

You Can Invest Your TIME...Or your MONEY!

COMPLIANCE
POLICIES
RULES
REQUIREMENTS
LAW

WHAT IS AT STAKE?

OBVIOUSLY - SAFETY!

IMPROVED EMPLOYEE PERFORMANCE?

REPUTATION?

★ FIRE MARSHALS AND AHJ'S: IT ALL BEGINS HERE!
★ THE COMMUNITIES YOU SERVE: WHO WANTS TO WORK FOR YOU?
★ CUSTOMERS: CAN WE RELY ON YOUR COMPANY TO BE SAFE?
★ INSURANCE: ARE YOU WORTH THE RISK?

COMPLIANCE

★ YOU ARE REQUIRED TO TRAIN YOUR EMPLOYEES – TIMELY! – IT'S THE LAW!
★ KNOW YOUR REGULATIONS – APAU HAS ALL THE RESOURCES YOU NEED
★ WE ALL CHANGE EMPLOYEES – MANY BEGIN NEW ROLES THAT ARE IMPORTANT
  ♦ TRANSPORTATION MANAGER OR DIRECTOR
  ♦ SAFETY MANAGER OR DIRECTOR

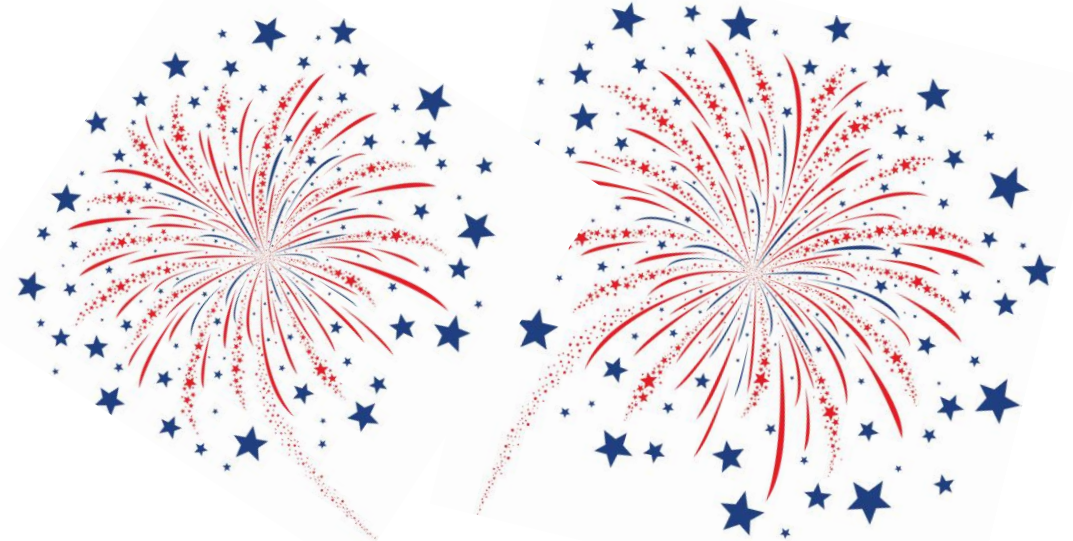BIG BROTHER IS WATCHING YOU

QUESTIONS ???

Q: How long does my ELDT results remain in the Training Portal?

A: Currently, it will never expire. However, CDL-A and CDL-B ELDT training will expire in 1 year.

Q: APAU – How many Learners/Seats does an APA member company receive as an APA Member Benefit?

A: 150 Seats (Limited due to the additional cost of Licensed Online Courses)