



Minnesota Logger Education Program Wood Dealer Application & Membership Requirements

Thank you for your interest in applying for membership in the Minnesota Logger Education Program (MLEP). Please follow the steps listed below which are required to attain membership status.

1. Complete and return the attached **MLEP Application Form**. You may make a copy of the completed form for your personal record.
2. Two copies of the **Code of Ethics** for MLEP Wood Dealers are included in this packet. Sign one of the copies and return it with the completed application form. The second copy is for your personal records.
3. Submit **Verification of Business Requirements** as outlined on the MLEP application form. If you have any questions or would like to receive assistance regarding verification of business requirements, please contact MLEP.
4. Complete and sign the attached **Certificate of Compliance - Minnesota Worker's Compensation Law** form and return it with your application.
5. New members are required to attend **Three Days of Training** and will be designated as "Provisional Members" until they have completed the 2-day Introductory Guideline training and LogSafe requirements. If a new member joins during one of the years in which the Introductory Guideline training is not offered, they will be required to attend that year's MLEP education workshop and LogSafe and will remain a "Provisional Member" until they have completed the Introductory Guideline training the following year

Annual membership **renewal** requires attendance of two days of training each year:

- 1) LogSafe Training, 2) One MLEP Workshop

For more information, assistance or additional application packets, please call (218) 722-5442.



Wood Dealer Membership Application Form

Program requirements are listed on the reverse side of this application.

Please type or print neatly using blue or black ink

Business Owner _____
Last First M.I.

Home Address _____
City State Zip Code

Phone Number (____) _____ - _____ County _____

Business Name (If Applicable) _____

Business Address (If Different From Above) _____
City State Zip Code

Business Phone (____) _____ - _____ Fax (____) _____ - _____ E-Mail _____

Organizational Status Of Business: Sole-Proprietorship Partnership Corporation

Annual Cord Production (check one): Less than 1,000 1,000-2,500 2,501-5,000 5,001-10,000 10,001-15,000 > 15,000

Operation Type (check all that apply): Conventional Cut to length Hand felling Chipper Grinder Horse Logging

Does the business own timber harvesting equipment? Yes No

Individuals who participate in the program are required to provide documentation of the items noted below. Please check the items for which you have enclosed verification, and attach the appropriate documentation with this application. The appropriate documentation required to verify the following requirements is listed on the reverse side of this application. Participants who have unfulfilled requirements will receive assistance following processing of their application.

<input type="checkbox"/> Federal and State Tax Identification Numbers Federal _____ State _____	<input type="checkbox"/> Unemployment Insurance Account Number (*) _____ check here if not applicable
<input type="checkbox"/> AWAIR Company Policy (*) _____ check here if not applicable	<input type="checkbox"/> Workers Compensation Insurance (*) _____ check here if not applicable
<input type="checkbox"/> Substance Abuse Company Policy (if company equipment includes log trucks) _____ check here if not applicable	(*)= If company has employees

A \$350.00 **non-refundable** application fee is required for first-year applicants, and a \$350.00 **non-refundable** annual renewal fee is required each year thereafter. Participants who allow their membership to lapse will be required to reapply to the program as a first-year applicant. An additional \$50.00 administrative reapplication fee will also be required. Please indicate which of the following pertains to this application:

- This is my first application to the program, and I have enclosed a non-refundable \$350.00 application fee.
- I have allowed my membership to lapse, and I have enclosed a non-refundable \$400.00 application fee.

Please make check or money order payable to MLEP at the address listed at the top of this form.

The information I have provided in this application is accurate to the best of my knowledge. I understand that intentional falsification of application materials can result in denial of MLEP membership, that application fees are non-refundable, and that materials submitted with this application will not be returned to the applicant.

Business Owner Signature _____ Date ____/____/____

MINNESOTA LOGGER EDUCATION PROGRAM

Applicants to MLEP will be considered provisional members until requirements listed below have been completed. Those applicants who satisfy provisional program requirements will achieve full membership status and will be entitled to program benefits. Those applicants who do not satisfy program requirements within one full program year following application date will be excused from the program.

Program members will be required, on an annual basis, to apply for membership renewal and complete requirements necessary to maintain membership status. Program members who do not complete annual renewal requirements will have allowed their membership to lapse and must reapply to the program as a first-year applicant.

PROGRAM REQUIREMENTS INCLUDE:

1. Attendance at classes as determined by the MLEP Board of Directors.
2. Documentation of all legal requirements listed below necessary to operate a logging business.
3. Signing of the program Code Of Ethics and returning it with the completed program application.
4. Payment of annual membership application fees as outlined on the front side of this application.

EDUCATIONAL REQUIREMENTS:

New members are required to attend **three days of training** and will be designated as “Provisional Members” until they have completed the 2-day Introductory Guideline training and LogSafe requirements. If a new member joins during one of the years in which the Introductory Guideline training is not offered, they will be required to attend that year’s MLEP education workshop and LogSafe and will remain a “Provisional Member” until they have completed the Introductory Guideline training the following year

To maintain membership status, participants are required to attend **two days of training** each year. Attendance at LogSafe Training and one MLEP educational workshop will be used to fulfill this education requirement for renewal. Training topics may be in the areas of safety, forest resource management, best management practices, business practices, public interaction, and environmental regulation. Specific topics that will be used to fulfill the annual continuing education requirements necessary to maintain membership status will be determined on a year-to-year basis by the MLEP Board of Directors.

VERIFICATION OF LEGAL REQUIREMENTS:

The following legal requirements will be documented through the initial membership application process and re-verified each year during the membership renewal process or as determined by the Board of Directors. Please include the following legal requirement verification items with your application:

1. Your company's Federal and State Tax Identification Numbers, or your Social Security Number.
2. Your company's Workers Compensation Certificate of Compliance (if applicable).
3. Your company's Unemployment Insurance Account Number (if applicable).
4. Copy of your company's workplace accident and injury reduction (AWAIR) policy (if applicable).
5. Copy of your company's substance abuse policy, if company equipment includes log trucks (if applicable).

For information regarding program service or to receive assistance with this application, contact:

**Minnesota Logger Education Program (MLEP)
301 W 1st St. Suite 510
Duluth, Minnesota 55802**

**Phone- (218) 722-5442
Fax- (218) 722-5196
www.mlep.org**

MLEP is a voluntary non-regulatory continuing education program for logging business owners.



Code of Ethics for MLEP Wood Dealers

I, _____, recognize that maintaining professionalism in logging requires maintaining a professional attitude and following a code of ethics, just as it is true in any other profession. By accepting the designation of "MLEP Wood Dealer", I agree to maintain a professional attitude and abide by the following code of ethics.

For the MLEP Wood Dealer, safety on the worksite is the number one priority. The MLEP Wood Dealer abides by and actively promotes safety standards.

MLEP Wood Dealers take pride in their profession, perform all activities in a responsible and professional manner and encourage others to do the same.

The MLEP Wood Dealer is aware of and complies with all laws and regulations relating to the logging profession.

The MLEP Wood Dealer will not perform any service for which he or she is not qualified, and will advise clients to seek other professional assistance when appropriate.

The MLEP Wood Dealer will provide services that are specifically related to the objectives and requirements of his or her clients.

The MLEP Wood Dealer will not malign the work, reputation, or business of other wood dealers.

The MLEP Wood Dealer recognizes that landowners, loggers, and other professionals are part of the forest products industry and cooperates with affected parties to maintain high standards of professionalism.

The MLEP Wood Dealer will strive to increase his or her knowledge of and skills within the logging profession.

Signature _____ Date _____



Certification of Compliance – Minnesota Workers’ Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with workers’ compensation insurance coverage requirement of MSS Chapter 176.

The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor & Industry.

Insurance Company Name: _____

(NOT the insurance agent)

Policy Number: _____

Dates of Coverage: _____ to _____

OR

I am not required to have worker’s compensation liability coverage because(check one below):

I have no employees.

I am self insured (include permit to self-insure).

I have no employees who are covered by the workers’ compensation law (these include: Spouse, Parents, Children and certain farm employees).

I certify that the information provided above is accurate and complete and that a valid workers’ compensation policy will be kept in effect at all times as required by law.

Name: _____
(Last) (First) (M.)

Doing Business As: _____
(Business name if different than your name.)

Business Address: _____

City, State, Zip: _____ **Phone:** (_____) _____

Signature: _____ **Date:** _____