WORKSITE
SAFETY

Proof of Training

Your Certificate

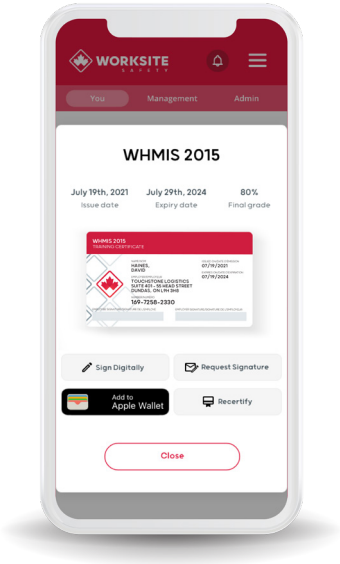


Plastic Wallet Card

Your training includes a plastic wallet certificate. Your card typically ships within one day using Canada Post regular mail.

Many workers and employers prefer to use this durable plastic certificate for it's convenience. However, your plastic wallet card is not a required so long as you carry some form of proof of training. Any of the three provided formats (plastic, paper, or electronic) can be used as proof of training.

If this card is lost, a replacement can be ordered from within your account.



Electronic Certificate

Your certificate is issued automatically when you complete your training.

It can be downloaded and printed or used electronically. You can download replacement certificates from your account.

Electronic certificates are acceptable in Canada, but must follow the same requirements as physical certificates. If you are using an electronic certificate, ensure that it is signed and contains any relevant additional training details.



Paper Certificate

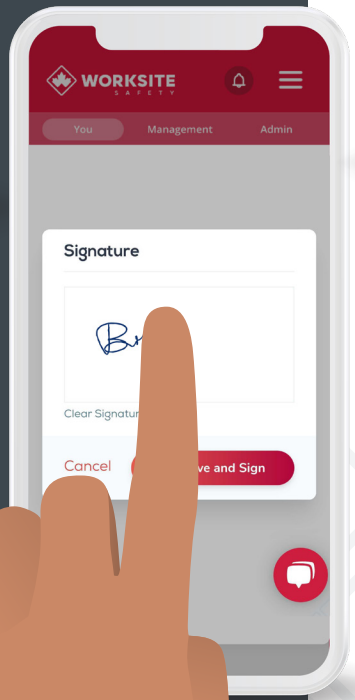
Your certificate is printable as a foldable wallet card and as a full-page diploma. The back of your certificate includes a complete course outline as well as blank fields to list related training, such as hazard, site, or equipment specific training.

Digital Signatures & QR Code

You may choose to sign your certificate digitally with a mouse or using a touch screen device. Your Digital signature can be used to complete your electronic certificate or can be printed directly onto your paper certificate and plastic wallet card.



Request additional signatures from within your training account.



Sign your certificate digitally with a mouse or using a touch screen device.





QR Code to view your full record of training.

Signature applied to all of your certificates.

You can request additional signatures (such as an employer or training manager signature) from within your training account. Sending a signature request allows the recipient to sign your certificate by following a secure link sent to their email or a request sent directly to their training manager account. You can send your completed certificate to any specified external email address, such as a training coordinator, inspector, or employer.

The QR code is used to view your full record of training. This is often used to verify that training has been completed and validate the certificate's authenticity. You can also use your full record of training to record additional training details such as hazard or equipment-specific training.

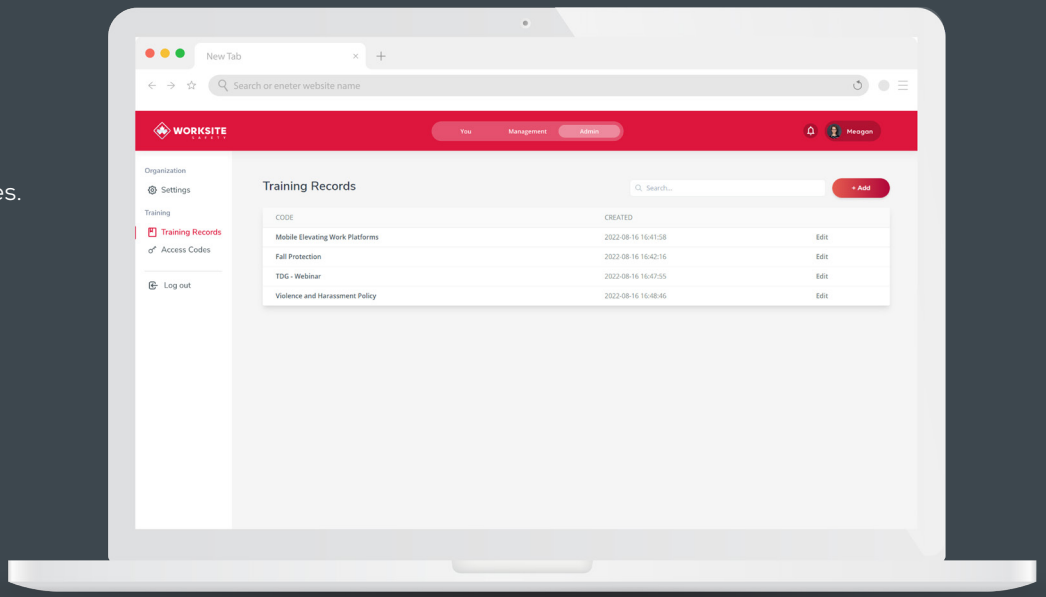
Record of Training

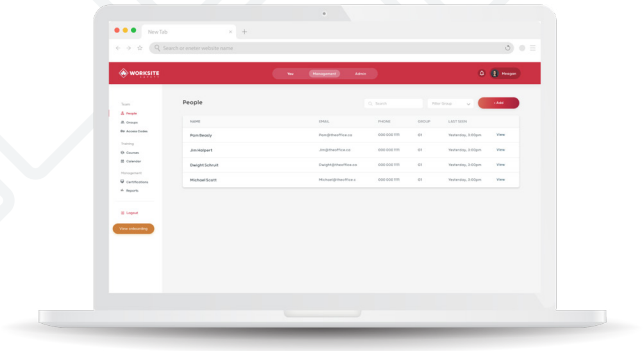
Employers must keep a copy of employee certificates, statements of experience, and training records. These typically must be kept starting from the date the training certificate was issued until two years after the expiry date. Self-employed persons must follow these requirements for themselves. These conditions may vary depending on the nature of training received.

Training records can be accessed from the "Certifications" area within your account. These records are tied to the unique Certificate ID number found on the certificate. These records are often referenced by employers or inspectors to verifiy training details.

Training records often include:

- Course Outline
- Test Results
- Instructor's Notes / Reports

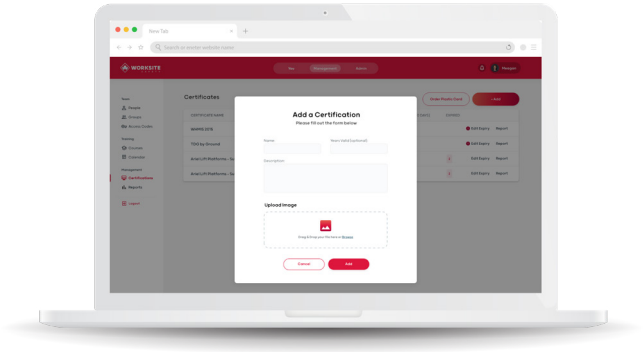




Employer Tools

Employers can manage their worker's accounts, report on certification status, or download / print copies of worker certificates. Paper copies of training records are often a requirement on work sites.

Employers can also modify the expiration period of worker certificates. A certification's expiry window can only be changed when a set expiry is not specifically required by law. Transportation of Dangerous Goods by Ground for example, requires a fixed three year expiry and cannot be adjusted. This can be useful for employers that prefer to renew training at shorter or longer intervals.



Custom Certification Tracking

If trained by a provider other than Worksite Safety, training details from that provider can also be added to your account with the Custom Certification tool. This allows account holders to maintain all of their training records in one place. The information stored in a Custom Certification may include: Certification name; Expiry period; An image of the certificate or proof of completion; A link to the training material used; Student information (Name, Employer, etc...; And any additional notes.