

SAFETY COURSE

INSTRUCTIONS

NBTAP requires ALL first year student apprentices to complete the following two online safety courses:

1. WHMIS 2015/GHS ONLINE

2. SAFETY ORIENTATION - ON-LINE



There are six modules per course and you must complete all modules.



Once a course is complete, you will receive a certificate by email.



Print your two certificates and bring them with you on your first day of work.

**WE RECOMMEND
YOU USE A LAPTOP/
COMPUTER INSTEAD
OF A MOBILE DEVICE
(A SMARTPHONE OR
TABLET) FOR EASIER
NAVIGATION THROUGH
THE COURSES.**



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LAPTOP/ COMPUTER

1. Open your NBTAP orientation email.
2. Click the link to the NBCSA website.
3. Select your preferred language at the top of the page.
4. Copy and paste the Access PIN in your orientation email to register.
5. Click 'Submit'.



English / Français

WELCOME TO NBCSA'S STUDENT ELEARNING

Login:

Please enter a valid and unused PIN to register for eLearning. Once registered, enter a User ID here to open the eLearning course.

Note: PINs are used to register for courses and are one use only. After being assigned your user IDs keep them to be able to log in or reprint certificates in the future.

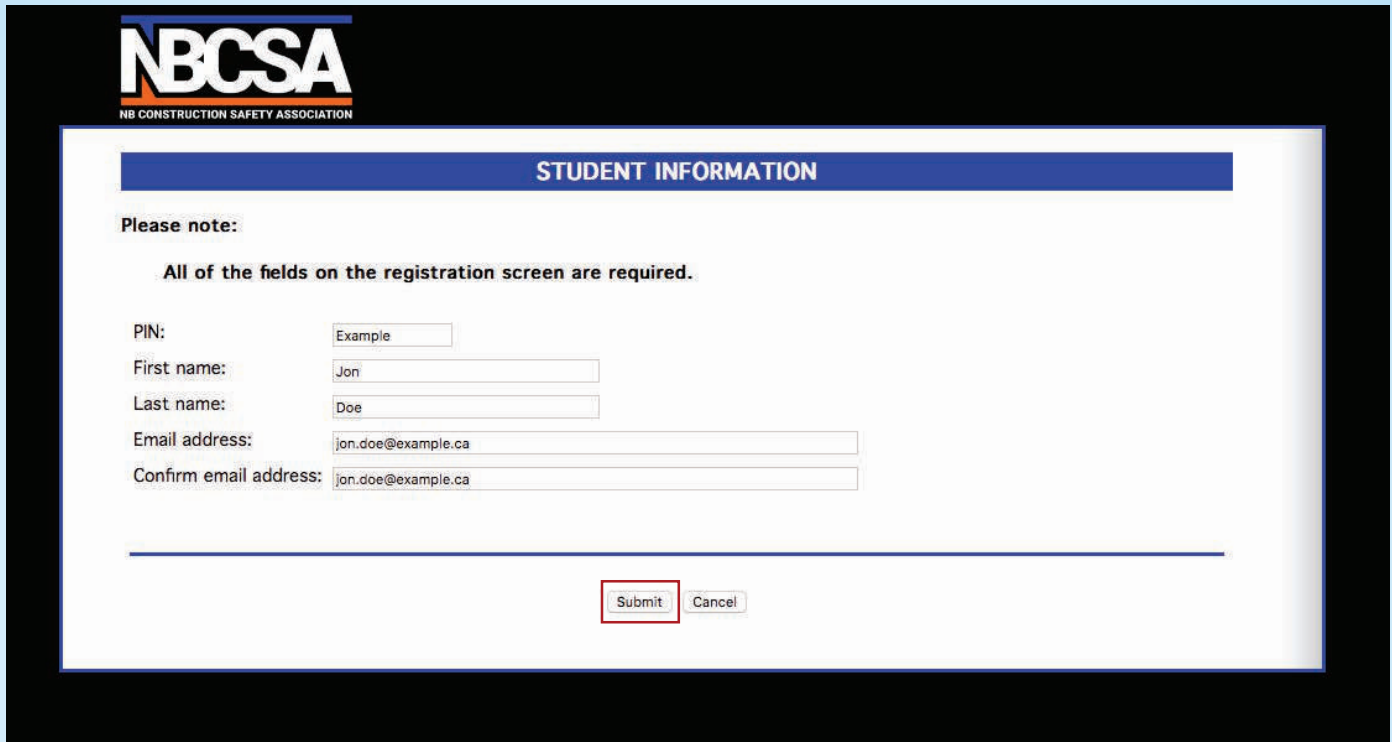
Enter a PIN to register, or a User ID to login:

To print a certificate for a course you have already completed, click [here](#).

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6. This screen will open:



The screenshot shows a registration form for NBCSA. At the top left is the NBCSA logo with the text 'NB CONSTRUCTION SAFETY ASSOCIATION'. The form title is 'STUDENT INFORMATION'. Below the title, it says 'Please note: All of the fields on the registration screen are required.' The form contains the following fields: PIN (with 'Example' as a placeholder), First name (with 'Jon'), Last name (with 'Doe'), Email address (with 'jon.doe@example.ca'), and Confirm email address (with 'jon.doe@example.ca'). At the bottom of the form are 'Submit' and 'Cancel' buttons. The 'Submit' button is highlighted with a red box.

7. Input your first and last name, and your email address.
• **Before clicking 'Submit,' add student_learns@nbcsa.ca to your address book.**
8. Click 'Submit'.
9. NBCSA will send an email to the address you provided with User IDs for both courses. (Check your junk mail folder if you don't receive this email.)

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10. Sample email:

student_elearn@nbcsa.ca
to me

<NBCSA Student eLearning Confirmation>

Name: Jon Doe
Email: jon.doe@emaple.ca

Course 1: WHIMIS 2015/GHS Online
User ID 1: doejonx123

Course 2: Safety Orientation – On-Line
User ID 2: doejonx456

eLearn URL: <http://www.nbcsa.ca/NBCSAStudent/index.php>

If you have any questions or concerns, please call 1-506-627-1477.
Thank you for enrolling in NBCSA Student eLearning.

11. Click the link following the 'eLearn URL' to access your courses.
12. To log into your courses, copy and paste the corresponding User ID provided in the **NBCSA email** (above).
13. Follow the material and complete the module quiz.

PLEASE NOTE:

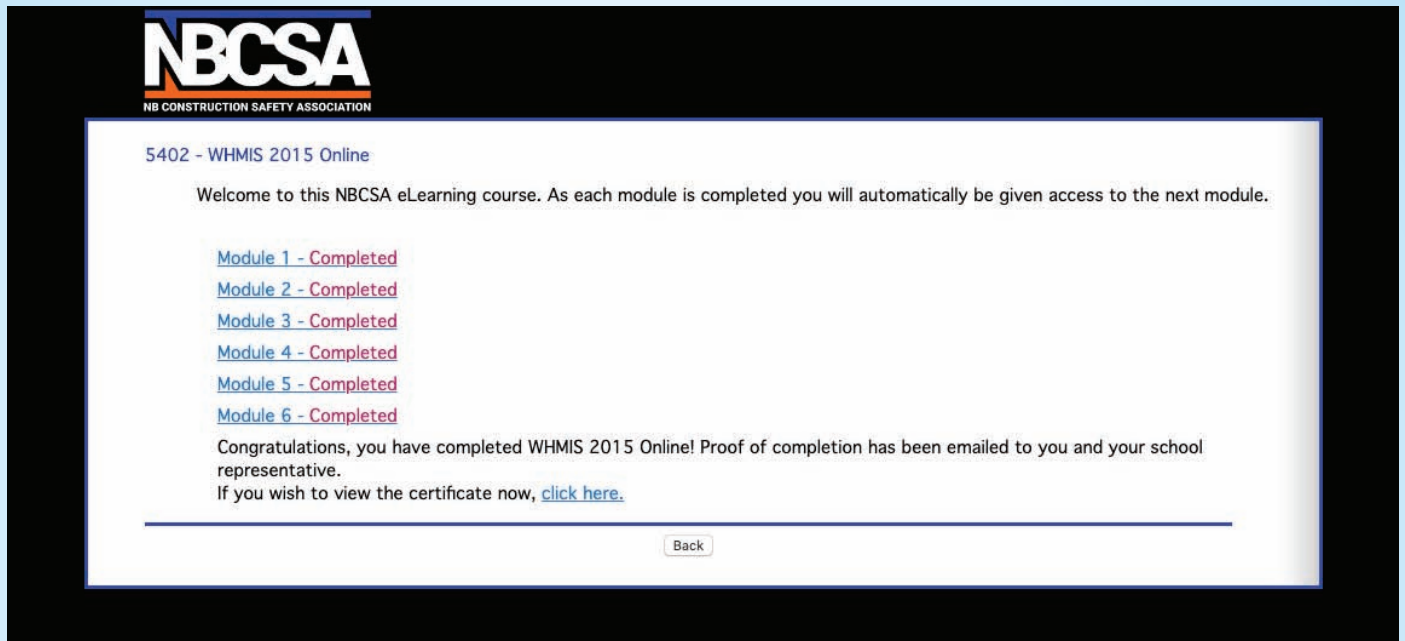
- You must achieve a passing grade of 80% or above in all modules.
- A timer shows the duration of each module at the top of the page.
- Videos and slides cannot be skipped.

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14. You must complete all six modules.

PLEASE NOTE: You must achieve a passing grade of 80% or above on all modules.



The screenshot shows the NBCSA logo at the top left, with the text "NBCSA" in large letters and "NB CONSTRUCTION SAFETY ASSOCIATION" below it. The main heading is "5402 - WHMIS 2015 Online". Below this is a welcome message: "Welcome to this NBCSA eLearning course. As each module is completed you will automatically be given access to the next module." A list of six modules follows, each with a blue link and the text "- Completed":
[Module 1 - Completed](#)
[Module 2 - Completed](#)
[Module 3 - Completed](#)
[Module 4 - Completed](#)
[Module 5 - Completed](#)
[Module 6 - Completed](#)

Below the list is a congratulatory message: "Congratulations, you have completed WHMIS 2015 Online! Proof of completion has been emailed to you and your school representative. If you wish to view the certificate now, [click here](#)." At the bottom center, there is a "Back" button.

15. Once you have completed all 6 modules, you will receive a certificate by email.

16. **Repeat steps 12-14 with your second User ID** to complete your second safety course and receive your second certificate.

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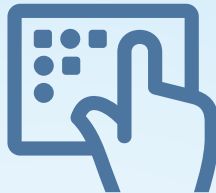


SMARTPHONE

When using a smartphone, the steps will remain the same as a laptop/computer, but there might be some added difficulty navigating through the modules.

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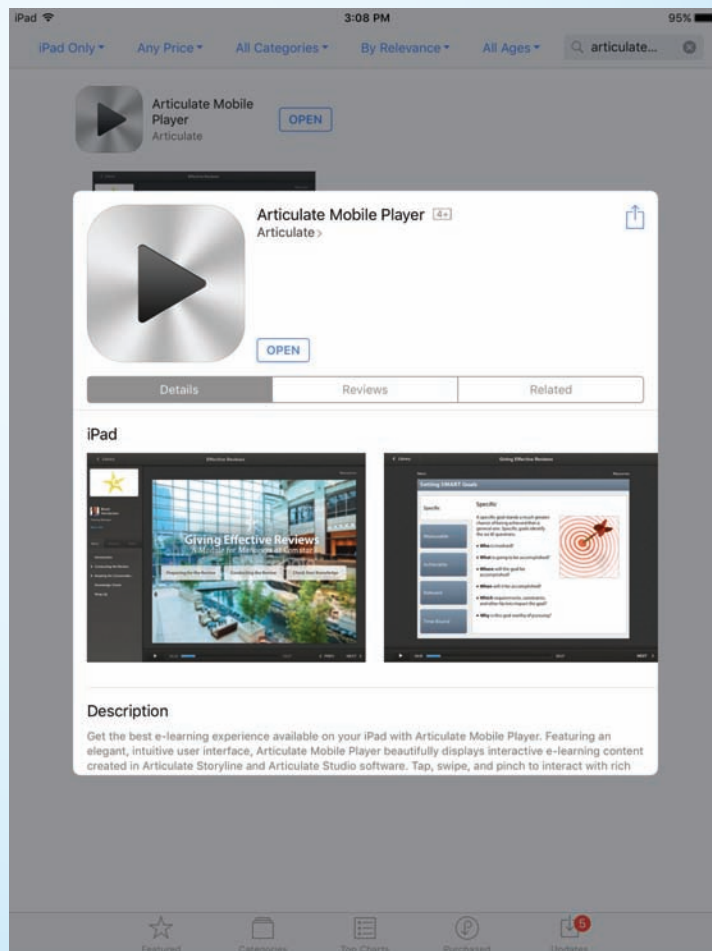
INSTRUCTIONS



TABLET

When using a tablet, you must first **download a free app called Articulate Mobile Player**. This app makes e-learning courses easier to view and navigate.

1. Download the free app.

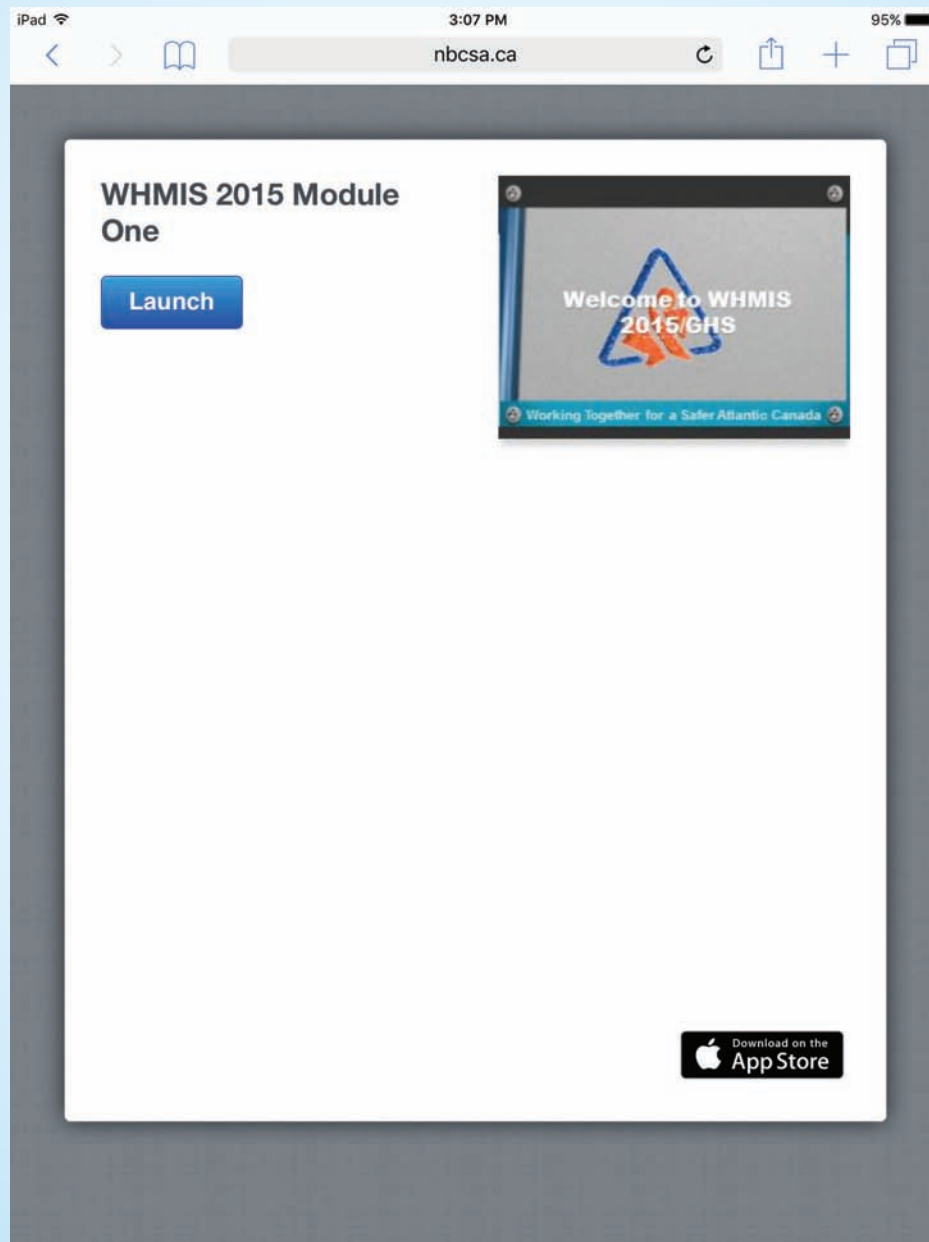


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2. Follow steps 1 through 6 in the instructions for Laptop/Computer.

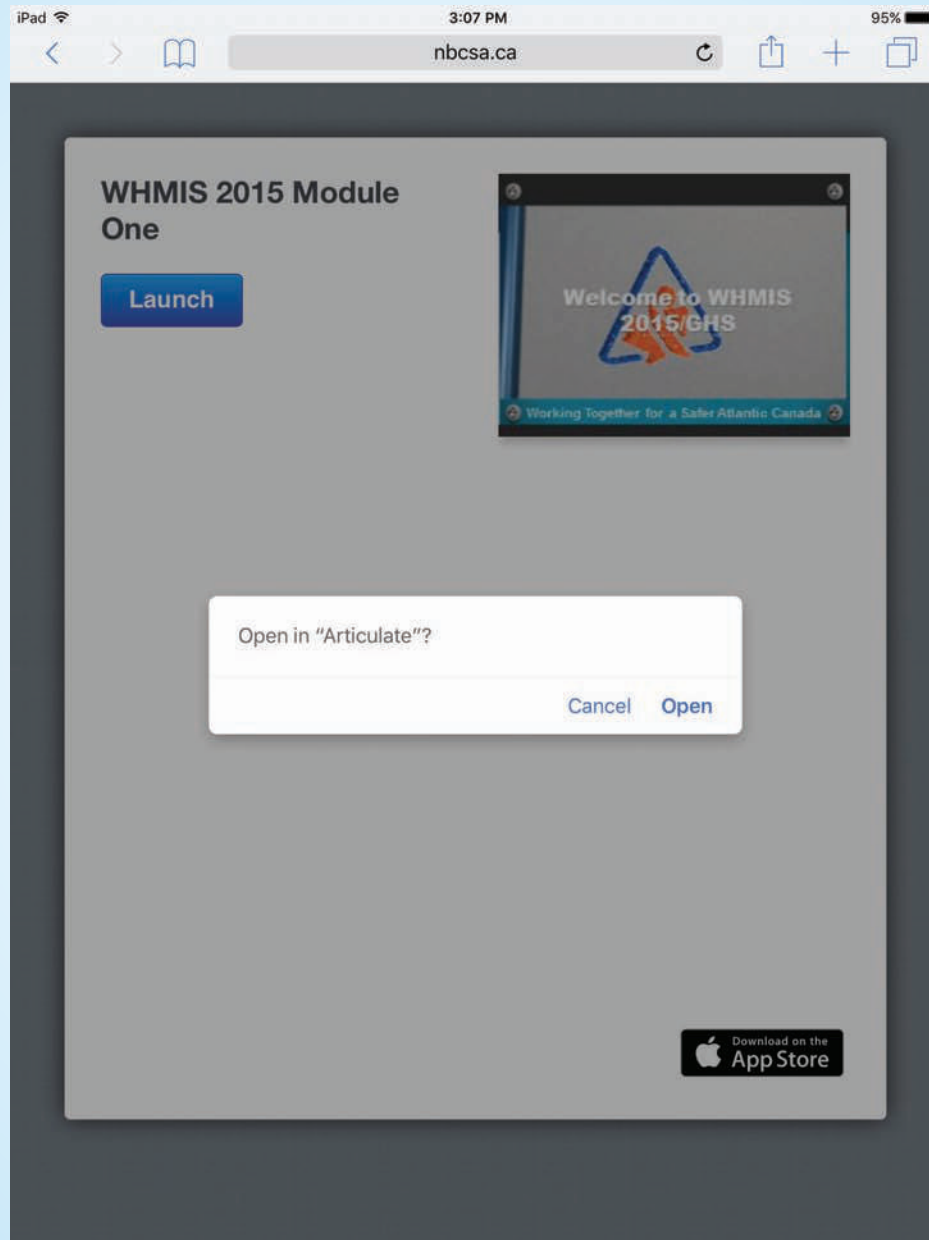
3. Select Module 1.



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4. Open the app in 'Articulate'.



5. Complete course as directed.