

# WorkplaceNL

Health | Safety | Compensation



## WorkplaceNL's Certification Training Registry

A How-to Guide for Learners

**Table of Contents**

Creating An Account..... 3

Activate Your Account..... 3

Exploring your CTR Account..... 4

    Logging In..... 4

    Forgot your password..... 4

Your Learning Profile..... 4

Personal Information..... 5

Upcoming/Online Training..... 5

    Upcoming On-Site Training..... 6

    Online Courses..... 6

    Find More Training..... 7

    Certification Training Standards..... 7

    Prevention Workshops & Webinars..... 7

    Single Seat Registration..... 8

    Register for Online OHS Committee Recertification..... 8

Training Records..... 9

    Expired Certifications..... 9

    Print Training Card..... 9

My Employers..... 10

Help and Support..... 10

## Creating An Account

**\*NOTE:** If you've already participated in Training, or believe an account may already exist for you, skip to the step "**Activating Your Account**".

To create a **new** account:

- Navigate to [ctr.bluedrop.io/#/](https://ctr.bluedrop.io/#/)
- Select "Sign In" in the top right
- When presented with the pop-up to sign-in, under "Other Options" select "I want to create an account"
- Fill in the required fields on the Application form (indicted by \*)
- Agree to the terms and conditions
- Select "Save and Continue"
- You'll receive a Confirmation email (if you do not receive it within a few moments, please check your junk/spam folders)
- Click the link in the email
- You'll receive a confirmation that your account was activated
- Select the "sign-in" option on the activation prompt
- Enter your email and password to log in

**\*NOTE:** If your email is already associated with a profile, you'll be informed when you enter it to create your account, and should continue on to "Activating your Account"

## Activate Your Account

If you have already been registered via email for Training purposes, your account has already been created. In this case, please check your email (including your junk/spam folder) for an email from [no-reply@ctr.bluedrop.io](mailto:no-reply@ctr.bluedrop.io)

If you cannot find an email from that address:

- Navigate to [ctr.bluedrop.io/#/](https://ctr.bluedrop.io/#/)
- Select "Sign In" in the top right corner

- Under “Other Options” select “I forgot my password” to trigger a password reset email
- Enter the email under which the account would have been created and select “Send”
- You’ll receive an email prompting you to reset your password
- Click the link in the email to set a password
- Use your email and new password to log-in

### Exploring your CTR Account

#### Logging In

Once the initial setup is complete, you’ll log in to <https://ctr.bluedrop.io/#/> using the email and password you’ve set.

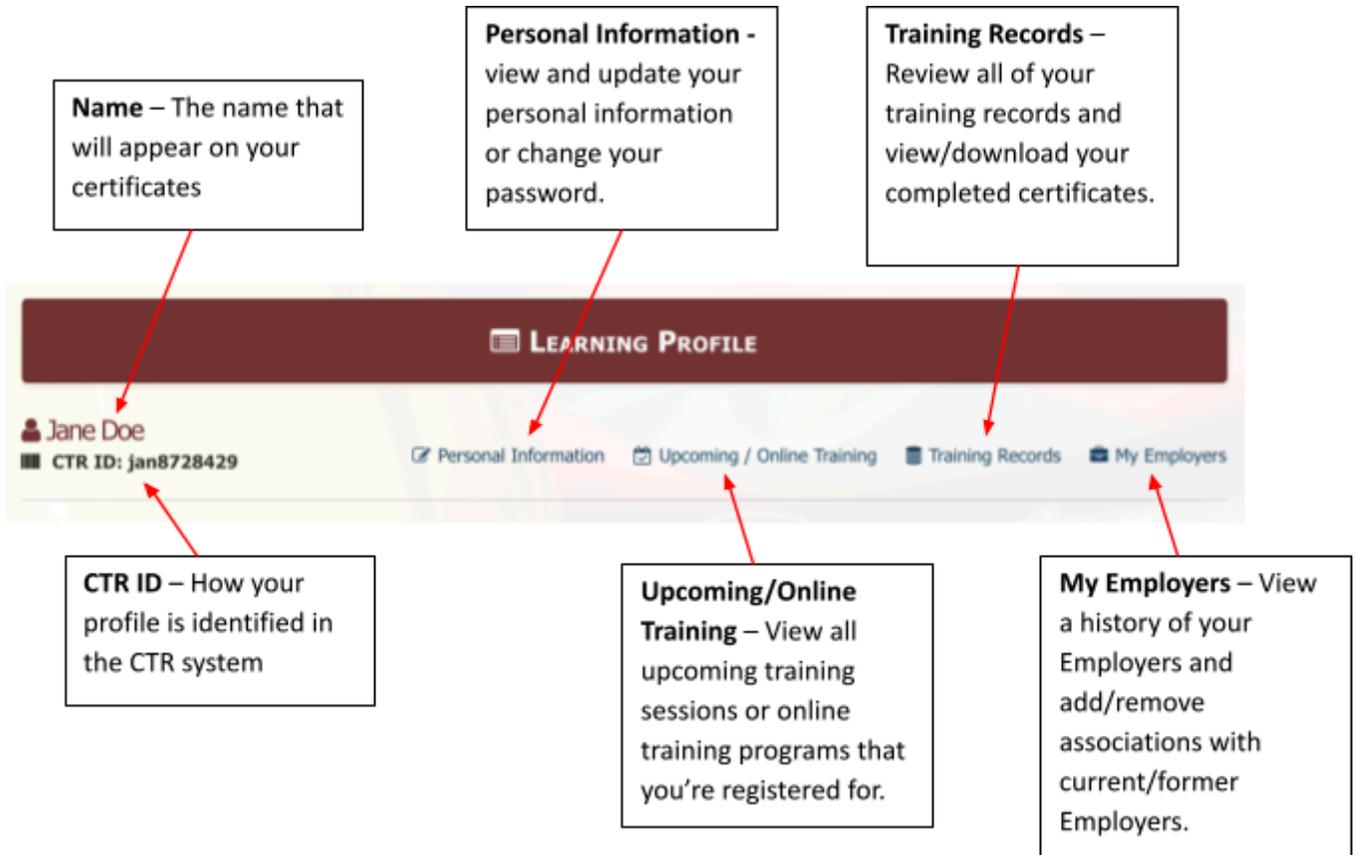
#### Forgot your password

If you’re unsure of your password, use the “Forgot your password?” button on the sign-in page to trigger a password reset email.

#### Your Learning Profile

After logging in to your CTR Learner account, your Learning Profile gives you several actions you can take, and information you can view:

**\*NOTE:** At any point you want to return to your Learning Profile while navigating the CTR site, select “Learning Profile” in the top right.



### Personal Information

Keep your personal information up-to-date.

### Upcoming/Online Training

Under the “Upcoming/Online Training” tab you’ll see all Course Offerings you’ve registered for yourself or have been registered for on behalf of your Employer.

## Upcoming On-Site Training

Upcoming Offerings will look like this:

The screenshot shows a training offering card with the following details:

- Date:** NOV 15 2018
- Title:** Personal Protective Equipment: Does yours meet CSA standards? (Half Day)
- Provider:** WorkplaceNL
- Contact:** workshops@workplacnl.ca, 1 7097782926
- More Provider Details:** [More Provider Details](#)
- Region:** Goose Bay
- Address:** [Hotel North Two](#)
- Start Time:** Thu @ 09:00AM
- Duration:** Day
- Class Size:** 40
- View Schedule:** [View Schedule](#)

You'll be able to view the following information about the Course:

- Date and time of the Offering
- Name of the Standard
- Provider details (name, email, website, phone number for contact purposes)
- Region and address (selecting the address name will offer directions to the training site)
- Duration (multi-day Courses will provide a schedule breakdown under the "View Schedule" option)
- Class size

## Online Courses

When you register for Online Courses, and/or they are assigned to you, they'll appear under the "Upcoming/Online Training" tab.

Clicking the "Launch" button in the right corner of a Course will open up the Learning activities in a new tab. You'll be prompted to log-in again and will be presented with the online materials and assessments for the Course.

**\*NOTE:** When viewing the Course materials, if there is a padlock beside the Launch button to the right of a particular Module it means the Modules are lock-step and will need to be completed in order. As you complete each Module, you'll be presented with the grade received for that particular Module.

**\*NOTE:** If you are unable to initially launch the Course, please check to disable pop-up blockers in your browser settings.

### Find More Training

To view more Course Offerings, select the “+ Find More Training” button in the top right, under the “Upcoming/Online Training” tab.

You’ll be directed to <https://ctr.bluedrop.io/#/> where you’ll see the following options on the left:

#### Certification Training Standards

Search course offerings for Fall Protection, Power Line Hazards, Confined Space Entry, Traffic Control, OH&S Committee.

All courses and instructors in the CTR are approved by WorkplaceNL.

 Click Here

#### Prevention Workshops & Webinars

WorkplaceNL offers regular safety workshops and webinars. Register today for a **free session** near you!

 Click Here

### Certification Training Standards

Use the “Click Here” button to browser all upcoming and available Course Offerings.

For Courses available Online, or with different versions of the Certification available, you’ll be able to select the different options from a drop-down menu.

Using the “Select” button beside a specific Course will allow you to view all available Offerings.

### Prevention Workshops & Webinars

To browse all available Workshops and Webinars, use the “Click Here” button.

At the top of the page is a dropdown for you to choose

which type you would like to view.

You'll be presented with a list of all the months in the years, and an indication of how many Offerings are available that month. Select a specific month to view details of what is Offered, and register.

**\*NOTE:** If a month has already passed, you will see there are no available listings.

### Single Seat Registration

When you've found a Training Course, Workshop, or Webinar you would like to attend:

- Select "Attend" to the left of the Offering details
- You will be prompted to sign in, if you are not already
- Choose "Single Seat" when prompted
- Confirm and/or update the personal information required
- Answer the question "Why are you taking this training?"
- Select "Confirm your Reservation"

You'll be sent a Confirmation email outlining the details of the Course Offering.

**Please refer to the contact information provided in this email to contact the Training Provider to make payment arrangements. Training Providers may cancel your request if payment is not received.**

### Register for Online OHS Committee Recertification

If you have previously completed your OHS Training, and want to complete the Recertification Course online:

- Navigate to <https://ctr.bluedrop.io/#/>
- Select "Click Here" under Certification Training Standards  
\*if you don't see this page, click on the WorkplaceNL logo in the top left
- Scroll down until you find OHS Committee/WHS Representative and Designate
- Use the drop-down menu to choose the Online option available

- Select Register
- You'll receive confirmation that the registration has been successful
- Navigate to the "Upcoming/Online Training" tab in your Learning Profile to Launch the Online Course

**\*NOTE:** In order to register, your previous training must still be valid

### Training Records

Under the "Training Records" tab you'll have access to all of your completed certifications, and a history of any unsuccessful Course attempts.

You'll be able to review the name of the Course, the Training Provider with whom you completed the Course, the date the certificate was issued/was attempted unsuccessfully, and (if applicable) the expiry date.

To view, download and/or print your individual full-size Certificates, select the "Certificate" button the right of the Certification information.

### Expired Certifications

When a certificate is set to soon expire, you'll receive email notifications letting you know. To easily renew a Certification, under the "Training Records" tab find the Certification soon expiring and select "Renew" on the right side.

This will bring you to a page that lists all current Course Offerings for that particular Course. Use the filters to narrow down your search and find the Course that works best for you.

### Print Training Card

Use this option to print a wallet-sized card that details your name, CTR ID #, as well as all currently valid Certifications.

## My Employers

Under the “My Employers” tab you’ll be able to view a history of all your past and present Employers that were associated with your account, as well as add/remove Employers when you transition jobs.

Adding an Employer to your account gives them the ability to view and print your certificates, as well as register you for upcoming training.

Use the “+ Add New Employer” button in the top right to find your current Employer. Choose whether to search by Employer ID, Employer Name, or to create a new Employer.

When you begin typing the name of your Employer, you’ll see a drop-down list generated of suggested Employers. Select your Employer from the list, review the information presented, and confirm your selection.

If you can’t find your Employer, it’s possible that they haven’t yet claimed their Employer Network. Switch to “Create a new Employer” and fill in the details. This will create a “reference” for your Employer, and once the Employer Network is claimed, that reference will be verified on your profile, giving your Employers access to your certifications right away.

## Help and Support

Click the “Help” and “Support” buttons in the top right corner of the platform to access:

- **Help** – a link to our extensive, self-help knowledge base
- **Support** – reach out to us directly and we’ll respond promptly to your inquiry, as well as easily search for specific articles related to your issue.