

## My Training Records

The **My Training Records** page contains a list of all the training certificates that you hold.

1. Once logged in, from the left-hand side menu, click on the **My Training Records** tab.
2. Click the drop-down arrow to **view more details**.
3. At the bottom right-hand side of the page, there is a button to **Download** or **Share records**.

### Create a One-time JHSC Exemption Request

1. On the My Training Records page, click on the **Create exemption request** button and follow the steps to submit your request.

## Edit My Profile

1. Once logged in, from the left-hand side menu, click on the **My Profile** tab.
2. Scroll down to the bottom of the page and click on the **Edit profile** button.
3. You can update your **Sharing permission** and **Subscription needs**.
4. Click the **Save profile** button to save your changes or **Cancel** to return to the previous page.

**Note:** Some of the profile details are locked to keep your learner account profile unique and secured. Please contact the Ministry to update those details.

## My Training Schedules

1. Once logged in, from the left-hand side menu, click on the **My Training Schedules** tab.

There are three tabs across the top of the page: My schedules, Marketplace, and Training eligibility.

### My Schedules

My Schedules contains a list of your upcoming training.

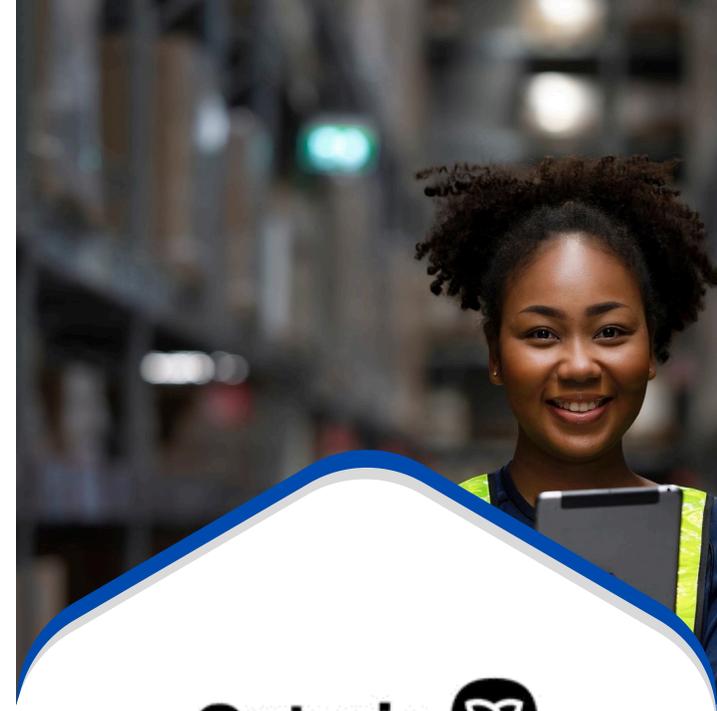
1. On the top right-hand corner of the training information tile, you can see the **enrolment status**. The status will change, depending on the training provider's approval.
2. Click the **cancel enrolment request** link to cancel your enrolment request.
3. Click the **view enrolment request** link to view your enrolment.

### Marketplace

1. From the **Marketplace** tab, enter in all the criteria you will use to search for training programs. You can use a combination of fields to create your search.

### Enrol in a course

1. From the training program tile you want to enrol in, click the **Enrol** button.
2. Review the details, select any subscriptions for this enrolment.
3. Click the **Submit enrolment request** button.



Ontario 

## Certification Management System

Quick User Guide

Worker / Learner

<https://www.apps.labour.gov.on.ca/cms/safety-and-prevention/home>

## Home Page Navigation

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There are **4 tabs** on the page:

- Home
- Find CPO approved training
- Check worker eligibility
- Find an approved training provider

### Home

You will find courses and program standards for Working at Heights (WAH) and Joint Health and Safety Committee (JHSC) Certification training. On the right-hand side of the page, you will find a link to check worker eligibility, links to other occupational health and safety training, frequently asked questions (FAQs), and a contact us section.

### Find available courses

1. Under the header for each course, you can find available courses by clicking on the **Find available courses** button.
2. A new page will open to allow you to search for a CPO approved course.

### Read program standards

1. Under the header for each course, you can find the program standards by clicking on the **Read program standards** link.

## Home Page Navigation

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### Find a CPO Approved Course

1. Click on the **Find CPO-approved training** tab.
2. Enter all the criteria you will use to search for an approved course. You can use a combination of fields to create your search.
3. When you have entered your search criteria, click the **Search** button.
4. From the search results, select the course you want to enrol in by clicking on the **Enrol** button.

### Check Worker Eligibility

1. Click on the **Check worker eligibility** tab.
2. For Step 1, enter your **Learner ID** or **Name**. Then, enter your **Email, Phone Number** or **Postal Code**.
3. Once you have filled in all the information, click the **Step 2** button.
4. For Step 2, select the **course** for which you are checking eligibility.
5. From the calendar drop-down, select the **date** you plan to take the training to determine your eligibility.
6. Click the **Check Eligibility** button to continue.
7. The Check Eligibility page appears with two possible results: 1) You are eligible, or 2) You are not eligible.

## Home Page Navigation

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### Find an Approved Training Provider

1. Click on the **Find an approved training provider** tab.
2. Enter all the **criteria** you will use to search for an approved training provider.
3. When you have entered your search criteria, click the **Search** button.
4. Click the drop-down arrow on the right-hand side of the offering for **more details**.

### Frequently Asked Questions (FAQs)

Visit the FAQ section for access to the full training material for Learners.

## Log In

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### CMS Home Page:

<https://www.apps.labour.gov.on.ca/cms/safety-and-prevention/home>

1. Go to the CMS home page and click the **Login** button
2. Enter your **Email** and **Password**.
3. Click the **Sign In** button.
4. **Verify** your account.

## CONTACT US

1-877-202-0008

[PreventionFeedback@ontario.ca](mailto:PreventionFeedback@ontario.ca)