

WorkplaceNL



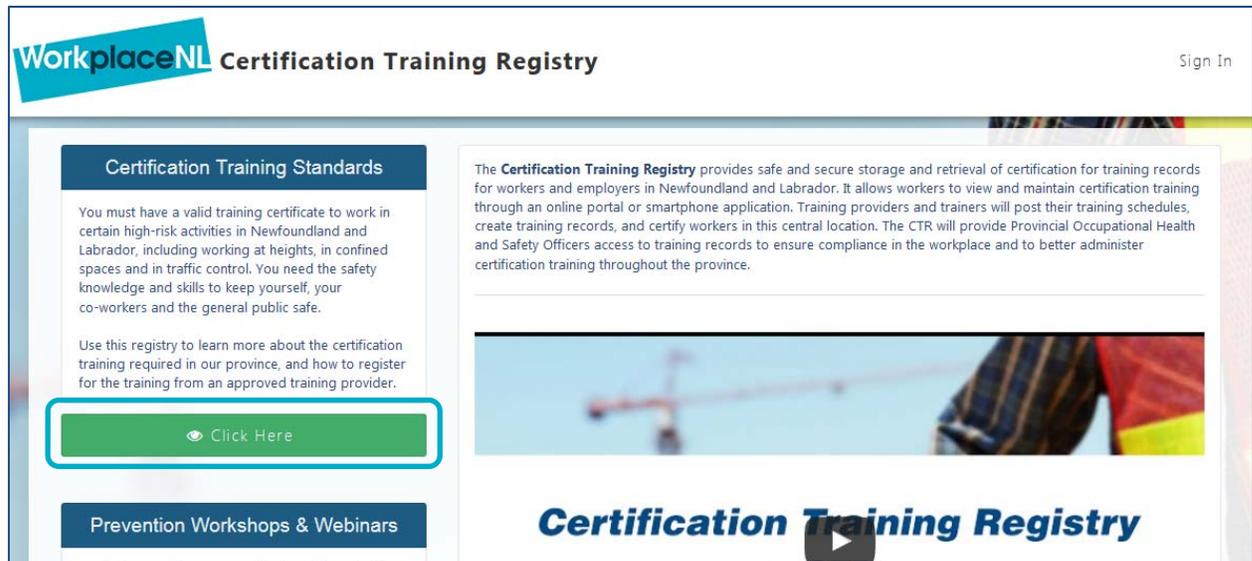
## WorkplaceNL's Certification Training Registry

A How-to Guide for Attendees

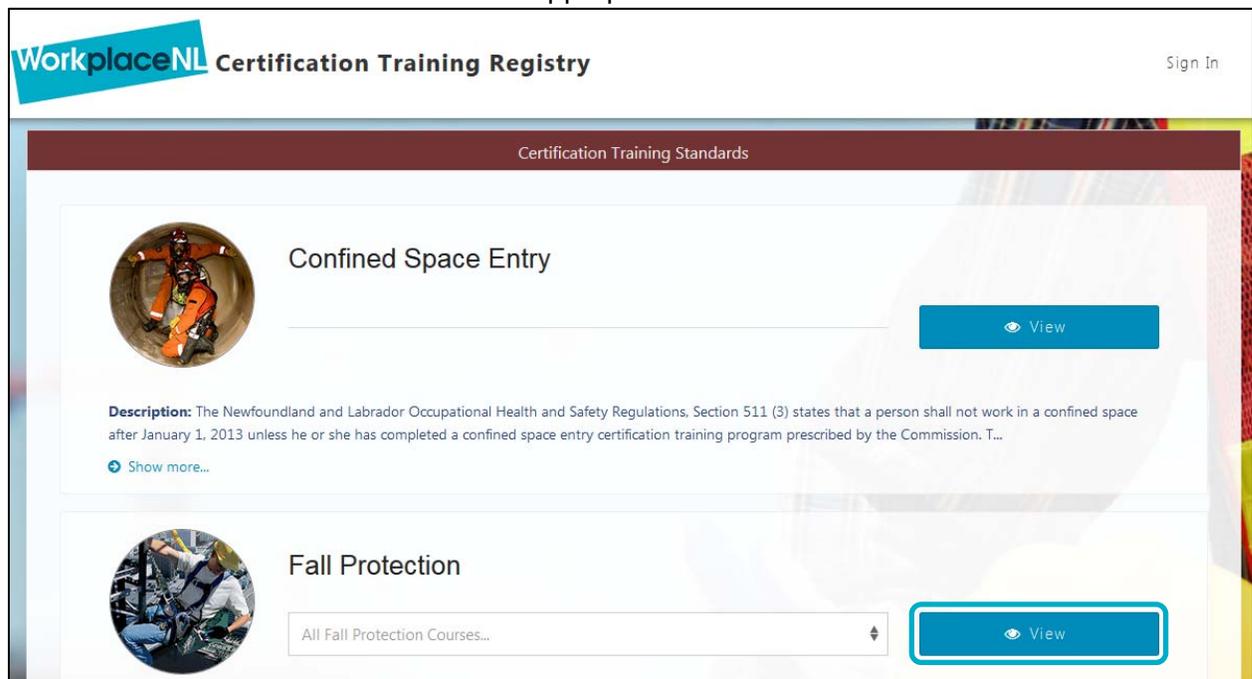
# WorkplaceNL – Public Certification Training Registry

## Step 1 – How to Search for Certification Training

1. Access the Public Certification Training Registry <https://ctr.bluedrop.io>
2. Click on the green “Click Here” button under Certification Training Standards
  - For Prevention Workshops and Webinars click the green “click here” under that heading



3. Scroll through the eight (8) available WorkplaceNL approved Training Certifications
4. Click on the blue “VIEW” button next to the appropriate certification



5. All class offerings for that particular certification will be listed by date. (If you selected the wrong certification, click “Search Again” at the top right corner of your screen)

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6. Scroll through the class offerings or you can use the **search options** to search by Training Provider, Region or Date Range.

The screenshot shows the WorkplaceNL Certification Training Registry search results page. At the top, there is a search bar with the text "Search Again" and a "Sign In" link. Below the search bar, the page displays "Search Results" for the course "Fall Protection". A circular image of a worker in a hard hat and safety harness is shown on the left. To the right of the image, the course title "Fall Protection" is displayed, followed by a text box containing regulatory information: "The Newfoundland and Labrador Occupational Health and Safety Regulations, section 139 states that a person shall not use fall protection equipment after January 1, 2012 unless he or she has completed a fall protection training program prescribed by the Commission. This standard provides minimum criteria..." and a "Show more..." link. Below the course information, there are several filter and sort options: "Course", "Training Provider", "Region", "Date Range: Earliest", "Date Range: Latest", and "Sort By: Date: Earliest - Latest".

- To obtain information about the Training Provider, click "Details"
- To reserve a seat, Select "Attend"

## Step 2 – How to Reserve a Seat for Classroom Training

1. Click on the green "ATTEND" button to the right of the class that you would like to attend

The screenshot shows a class schedule entry for "Thu Nov 05, 2015" from "09:00AM to 5:00PM". To the right of the class information is a large green button with a white plus sign and the text "Attend".

2. You will be asked to sign in OR create an account

The screenshot shows a sign-in or account creation screen. On the left, under the heading "Do You Have a CTR Account?", there are two input fields: "Email, mobile number, or CTR ID" and "Password". Below these fields is a blue button with a white right-pointing arrow and the text "Next". On the right, under the heading "Other Options", there are three links: "Need an account? Click here", "Booking multiple seats? Click here", and "Forgotten your password? Click here".

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3. **To create an account** you will be required to enter the following information:
- Personal Information: First Name, Last Name, Year of Birth, Personal Email Address
  - Training Information: **Note:** If "For my employer" is chosen, you will be asked to provide an employer training number or your employer information
  - Create and confirm your Password
  - Select your preferred method of communication
  - Agree to Terms and Conditions
  - Select "Reserve Seat + Register Account"

### Personal Information

|                |   |  |
|----------------|---|--|
| Name           | <input type="text" value="* First Name"/>                               | <input type="text" value="* Last Name"/> |
| Year of Birth  | <input type="text" value="* What year were you born?"/>                 |  |
| Street Address | <input type="text" value="* What is your street address?"/>             |  |
| City           | <input type="text" value="* Which town or city do you live in?"/>       |  |
| Postal Code    | <input type="text" value="* What is your postal code?"/>                |  |
| Personal Email | <input type="text" value="* What is your personal email address?"/>     |  |
| Mobile Phone   | <input type="text" value="What is your 10-digit mobile phone number?"/> |  |
| Home Phone     | <input type="text" value="What is your 10-digit home phone number?"/>   |  |

### Training Information

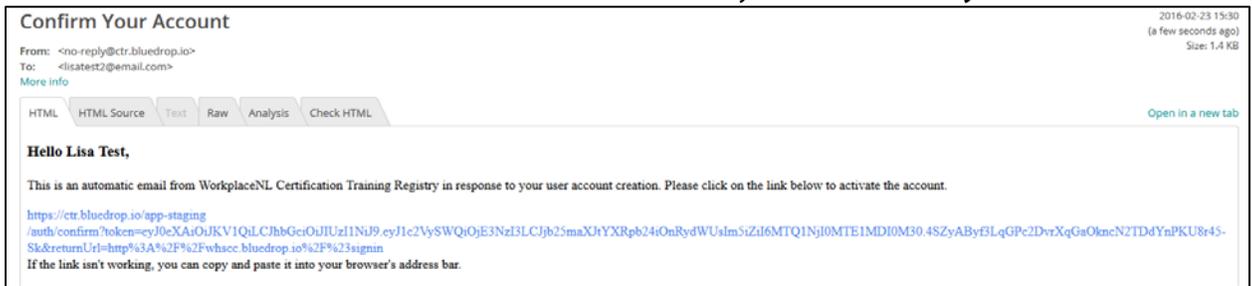
|               |  |
|---------------|--|
| Training Type | <input type="text" value="* What is your training type?"/> |
|---------------|--|

### Create a Login Password

|                  |   |
|------------------|---|
| Password         | <input type="text" value="* A minimum of 8 characters must be used"/> |
| Confirm Password | <input type="text" value="* Please re-type your password"/>           |

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- You will receive an email notification will be sent to you to **confirm your account**:



## Step 3 – How to Confirm my Registration

You will receive an email indicating that you have **reserved a seat** for the selected Certification Training.

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.

### **SAMPLE Email notification from WorkplaceNL**

A seat for a Power Line Hazards class offering has been reserved for you. For further information you may contact the Training Provider as listed below.

Date and Time: Wednesday, 16 Sept 2015 11:30 AM - Thursday, 17 Sept 2015 5:30 PM

Instructor: TP2 Instructor4

Address: 105 Main St Holyrood NL A0A 2R0

Training Provider: Test Training Provider #2

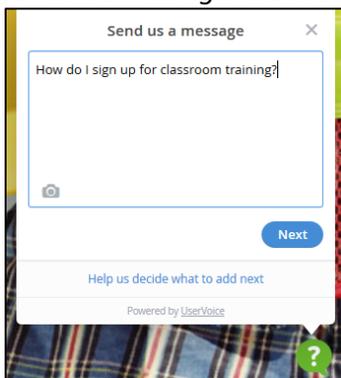
Contact Phone: 709-739-1234

Contact Email: [info@testprovider2.com](mailto:info@testprovider2.com)

## Need Help? Have a question?

There are two ways to access our support team:

- Email [support@bluedrop360.com](mailto:support@bluedrop360.com)
- At the bottom right hand corner of your screen, there is a ? icon



# WorkplaceNL – Public Certification Training Registry

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## What if your employer registered on your behalf?

You will receive two email notifications from <no-reply@ctr.bluedrop.io>.

**One:** A notification to create your account on the WorkplaceNL registry so that you can access your learning profile and print your certificate of completion after the training has been completed.

### Welcome to WorkplaceNL Certification Training Registry

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**Hello LisaTest,**

Please click the following link below to set your password and begin using your account. The password requirements are that it contain a minimum of any 8 characters. You will receive an email confirmation once you set your password.

[https://ctr.bluedrop.io/app-staging/password/set?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXNkd29yZFNldCI6dHJ1ZSwidXNlcklkIjozMjc5OCwiZPbJ93ObSo06g0XTDbQ9pDmhW52fDR\\_\\_eoIVD3TyOUY](https://ctr.bluedrop.io/app-staging/password/set?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXNkd29yZFNldCI6dHJ1ZSwidXNlcklkIjozMjc5OCwiZPbJ93ObSo06g0XTDbQ9pDmhW52fDR__eoIVD3TyOUY)

If the link isn't working, you can copy and paste it into your browser's address bar.

**Two:** A notification from WorkplaceNL Certification Training Registry stating that you have been registered in training and it will provide all the details of the training (date and time, instructor, location, and training provider contact information).

#### **Email notification from WorkplaceNL**

You have reserved a seat for Fall Protection class offering. For further information you may contact the Training Provider as listed below.

Date and Time: Wednesday, 16 September, 2015 11:30 AM - Thursday, 17 September, 2015 5:30 PM

Instructor: TP2 Instructor4

Address: 105 Main St Holyrood NL A0A 2R0

Training Provider: Test Training Provider #2

Contact Phone: 709-739-1234

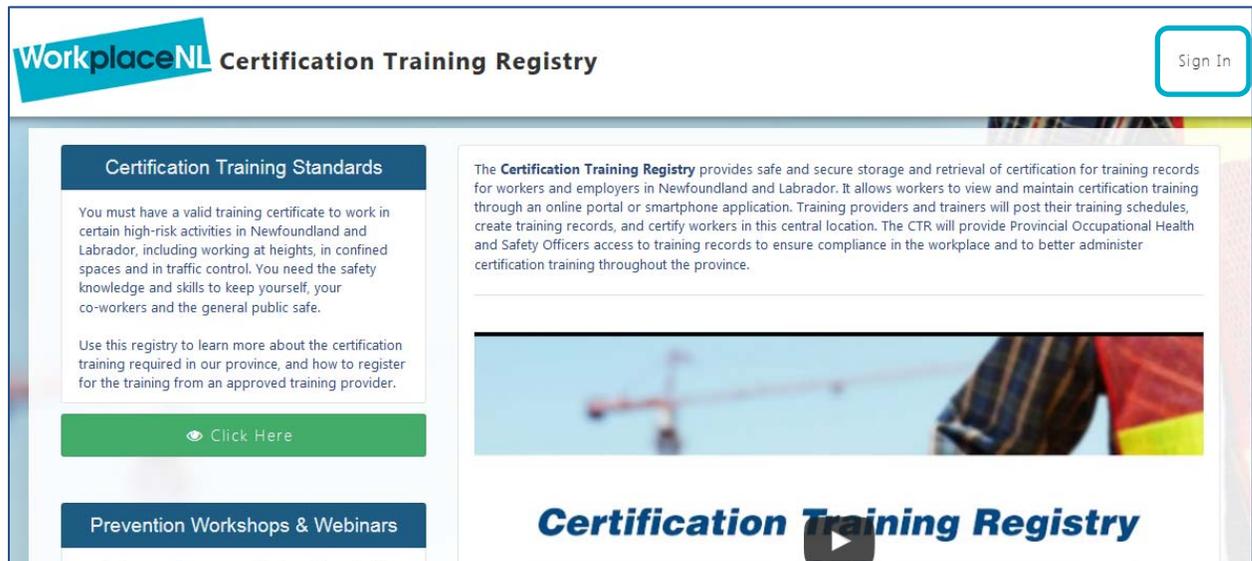
Contact Email: [info@testprovider2.com](mailto:info@testprovider2.com)

[Click here to login to WorkplaceNL Certification Training Registry](#)

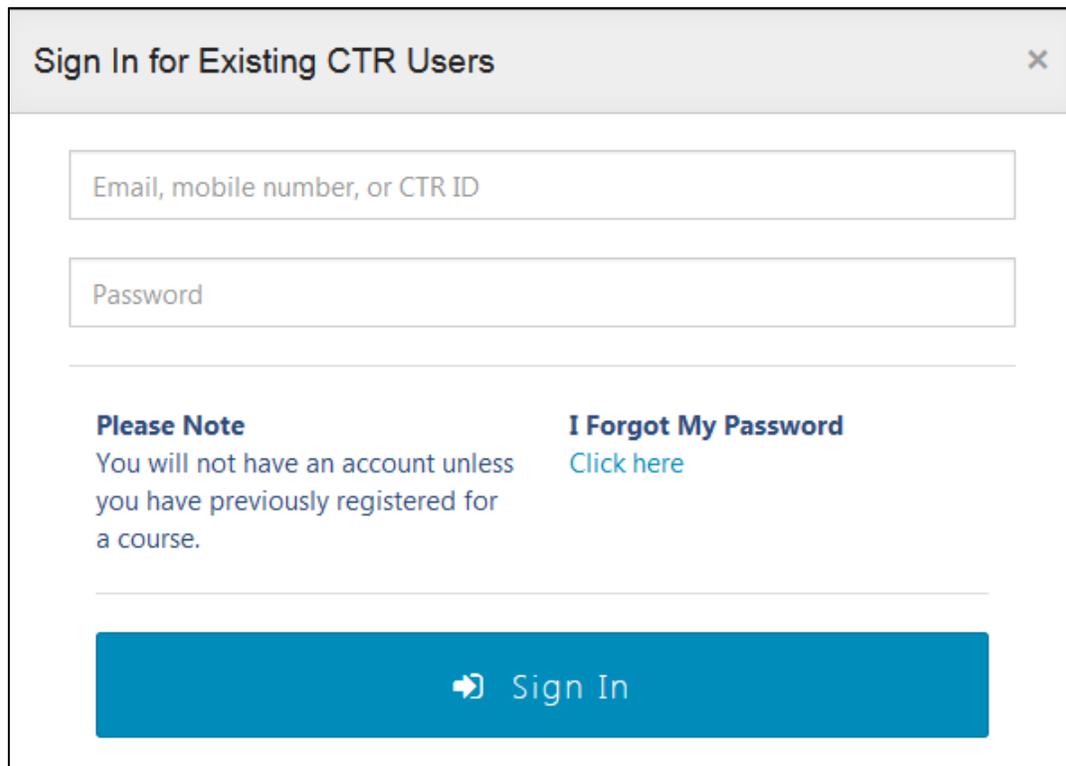
# WorkplaceNL – Public Certification Training Registry

## How do I view my Learning Profile?

- Access the WorkplaceNL Certification Training Registry: <https://ctr.bluedrop.io/>
- Select "Sign In" in the top right corner
- Enter your email address, mobile number or CTR number, and then your password



The screenshot shows the homepage of the WorkplaceNL Certification Training Registry. The header includes the WorkplaceNL logo and the text "Certification Training Registry" on the left, and a "Sign In" button on the right. The main content area is divided into two columns. The left column has a section titled "Certification Training Standards" with a paragraph of text and a "Click Here" button. Below this is a section titled "Prevention Workshops & Webinars". The right column has a paragraph of text describing the registry's purpose and a video player with the title "Certification Training Registry".



The screenshot shows a "Sign In for Existing CTR Users" form. It has a title bar with a close button (X). The form contains two input fields: "Email, mobile number, or CTR ID" and "Password". Below the input fields, there is a "Please Note" section with the text "You will not have an account unless you have previously registered for a course." and a "I Forgot My Password" section with a "Click here" link. At the bottom of the form is a large blue button with a right-pointing arrow and the text "Sign In".

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- When logged into the system, your learning profile information is displayed
- From the Your Account Information section, you are able to do the following:
  - Update Personal Information (ie. change your address or phone number)
  - Update Training Information Type (ie. change training status from student to worker, or change your employer)

**Name:** Sally Smith  
**CTR ID:** sal9713345

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## Your Account Information

\* indicates a required field

### Personal Information

|                |                        |
|----------------|------------------------|
| Year of Birth  | 1997                   |
| Street Address | 100 Main Street        |
| City           | St. John's             |
| Postal Code    | A1E 1N7                |
| Personal Email | sallysmith@hotmail.com |
| Mobile Phone   | (709) 570-1234         |
| Home Phone     | (709) 570-5555         |

## How do I view and print my Completion Certificates?

- Access the WorkplaceNL Certification Training Registry: <https://ctr.bluedrop.io/>
- Select "Sign In" in the top right corner
- Enter your email address, mobile number or CTR number, and then your password
- Scroll down past your learning profile information to your Learning Records section
- **From the Learning Records section**, you are able to:
  - View completed training records, date of completion and expiry date
  - Select "Print Records" to print a listing of all your training record information
  - **Select "Certificate" to print a completion certificate specific to a unique training record**
  - Select "Renew" to go to the public marketplace to search for available classes