

Step 1 – Get Prepared

Go to the website at www.passporttosafety.com
click "Information, Registration and Log-In"

Next... enter your PIN and password
(If you don't have one already you can purchase one by clicking on "individual membership" on the site)

Step 2 – Take the Test

Once signed in, **change your password and update your profile...** Don't worry, this information will be kept confidential.

IMPORTANT: Enter your name in your profile as you want it to appear on your certificate and transcript. You won't be able to change it later.

TAKE THE TEST!

*Hint – you don't have to finish in one sitting. If you run out of time, log out and log back in later. The program will take you to the section where you left off.

Step 3 – Congratulations!

You've achieved your "Passport to Safety". Now start enjoying your lifetime membership, which includes the following:

TRANSCRIPT

This online feature automatically tracks all tests and courses you take through www.passporttosafety.com.

In addition you can add other safety-related training that you have completed. For example:

- WHMIS
- CPR/First Aid
- Forklift or other driver training

Log in anytime with your PIN and password to add your latest training and print an updated copy of your transcript.

The screenshot shows the Passport to Safety website interface. At the top, it displays the logo and contact information: "www.passporttosafety.com", "64 Charles Street East, Suite 201, Toronto, Ontario, M4Y 1T1", "Phone: (905) 702-9503 | E-mail: info@passporttosafety.com". Below this, it states "In association with: Workers' Compensation Board - Nova Scotia".

The main section is titled "STUDENT INFORMATION" and contains the following details:

- Name: Tara A. Migel
- Address: 6308 Chebucto Road, Halifax, Nova Scotia B3L 1K8
- Date Completed: July 21, 2007
- Print Date: July 21, 2007

To the right of this information is a gold seal with a globe and the text "Certificate of Completion". Below the seal, it reads: "This Passport to Safety holder has demonstrated basic health and safety awareness and is prepared to receive workplace and job-specific health and safety training."

Below the student information is a section titled "STUDENT TRANSCRIPT" with the subtitle "Programs taken online at PassporttoSafety.com". It contains two tables:

Course Name	Completed
English - Passport to Safety 101 Test	22-Sep-2007
<ul style="list-style-type: none"> - Section 1: Safety Rules! - Section 2: Watch Out! Working with Machines, Electricity, Ladders and Lifttrucks - Section 3: Gemma! - Section 4: Chemicals (WHMIS) - Section 5: Safety Gear - Section 6: Stress on the Job: Banishing the Bullies - Section 7: Avoiding Sprains & Strains from Work 	
Norcat Courses	
Course Name	Completed
Young Employee Safety (YES): Outdoor Safety (provided by NORCAT)	22-Sep-2007

DISCOUNTS ON TRAINING

We've partnered with not-for-profit organizations that offer safety-related training online. Log in and check out the course offerings. We've negotiated discounted rates for you, our members.

UP-TO-DATE HEALTH & SAFETY INFO

We post the latest news and most relevant web links on the website. Next time you're looking for health and safety information log in to www.passporttosafety.com to find it first!

Remember, job specific training is always required.