

## Step 1- Oshatrain.org

Open Google Chrome (or another search engine). In the web address box, type [oshatrain.org](https://oshatrain.org) and hit enter . You should see the following home page shown below (**NOTE the images change**). Click on **'STUDENT LOGIN'** which is located on the top right of the screen. You must follow this step to create your own dashboard and keep track of your training and quizzes.



The screenshot shows the OSHAcademy website home page. The page features a navigation bar with social media icons (Facebook, Twitter, LinkedIn, Pinterest), a language selection dropdown, and a 'Powered by Translate' button. The main header includes the OSHAcademy logo and a navigation menu with items: Home, Training, Business Solutions, Student Services, Resources, Store, and About Us. A prominent red callout bubble labeled 'CHANGING IMAGES' points to a large image of a man in a blue shirt. Another red callout bubble labeled 'STUDENT LOGIN' points to a button in the top right corner of the page. The page content includes a 'FREE ACCESS TO SAFETY TRAINING' section with text about training access and links for 'Login' and 'Register Now'. A cookie consent banner is visible at the bottom right, and a 'secured by Sucuri' logo is at the bottom center.

## Step 2- Register as New Student

Once on the **Student Login** page, click on **'Register as a New Student'**, located on the bottom right of the **Student Login** page.

OSHAcademy™  
Occupational Safety & Health Training

Student Login

Student ID  
required

Password  
Password

Login

Forgot Password Register as a New Student

Register as a New Student

You will be taken to their **'REGISTRATION GUIDE'** page. Click on **'Register as a New Student'**.

Registration Guidance - OSHAcademy

oshatrain.org/dashboard/registration\_guidance.html

Select Language Powered by Translate

VERIFY TRAINING STUDENT LOGIN

OSHAcademy™  
Occupational Safety & Health Training

Home Training Business Solutions Student Services Resources Store About Us

REGISTRATION GUIDE

Online Bachelor in Safety  
Quick & Easy Application Process. No Letters of Recommendation Needed.  
Learn How Eastern Kentucky Univ. LEARN MORE

New OSHAcademy Student

Welcome to OSHAcademy! We are excited to have you join us. OSHAcademy safety and health training is approved by the National Safety Management Society (NSMS) and recognized by the Institute for Safety and Health Management (ISHM).  
Our certificate programs help you achieve your goals.

Register as a New Student

Register as a New Student

### Step 3- New Student Registration

The **NEW STUDENT REGISTRATION** page will open. Use your BCPS P Number (e.g., p00123456) to create both your student ID and password. **You do not need an organization ID, bypass this question.**



**NEW STUDENT REGISTRATION**

Welcome to OSHAcademy Safety and Health Training

Login Information

Choose a student ID:   
Must be 6-20 characters, letters and numbers only. You will login to the website using your student ID.

Choose a password:   
Must be 6-40 characters.

Retype your password:

What is your organization ID?   
Leave blank unless you have been provided this information.

FILL IN INFORMATION

Scroll down this page and proceed to enter your personal information and email preferences.

### Personal Information

What is your full legal name?   
IMPORTANT: This name will be displayed on all your documents EXACTLY as entered. (70 Characters Max)

Retype your full legal name?

What is your email address?   
This email address will receive all email communications from OSHAcademy. Please add instructor@oshatrain.org to safe contact list.

Retype your email address:

What is your phone number?   
Include country code if outside USA.

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### Email Preferences

OSHAcademy sends registered students two types of email communications. Our monthly newsletter contains 3 to 4 articles related to occupational safety and health. Our important update emails contain information about new courses, website changes, or policy changes that might affect students.

**Please select the emails you would like to receive:**

Monthly newsletter

Important updates

FILL IN INFORMATION

**Training Enrollment** -Select 'Individual Courses Only' for the type of **Training Enrollment**.

### Training Enrollment

What would you like to enroll in?

Select the primary program you would like to enroll in. If you would like to enroll in multiple programs, please contact our office after completing your registration. You can also select Individual Courses Only if you like.

SELECT INDIVIDUAL COURSES ONLY

Individual Courses Only

Complete the registration by checking the boxes listed under **Agreements** and then click on the **Submit Your Registration** button located on the bottom right of the screen.

The screenshot shows the 'Agreements' section of a registration form. It contains three items, each with a checked checkbox:

- OSHAcademy Honor Code**  
 I agree to the OSHAcademy Honor Code.
- Privacy Policy**  
 I agree to the [Privacy Policy](#). (Opens in a new window/tab)
- Terms of Service**  
 I agree to the [Terms of Service](#). (Opens in a new window/tab)

Below the agreements is a blue button labeled 'Submit Your Registration'. To the right of the main form area, there is a larger blue button also labeled 'Submit Your Registration'. Red arrows point to the checkboxes for each agreement, and red circles highlight both 'Submit Your Registration' buttons.

#### Step 4: Update Shipping Address

The **'Update Shipping Address'** page will then open. Enter your personal information as requested. Click on **'Preview Address'** and if address is correct click on **'Yes, this Address is Correct'**. If your **address is not correct**, scroll down the page and after making corrections click on **'Update Address'** and confirm the changes by clicking on **'Yes, this Address is Correct'**.

The screenshot shows the 'Update Shipping Address' page. It has a light blue header with the title 'Update Shipping Address'. Below the header is a section titled 'New Student Registration' with the following text:

To complete your registration, please provide your shipping address.  
We will use your shipping address for verification purposes when you contact our office.  
We never sell or share your personal information.  
Thank you!

Below this is a section titled 'Shipping Information' with a sub-section 'Important Instructions' that reads: 'The receiver is the person you are sending your certificates to. This could be you, the student, or another person, such as a family member or friend. If you are sending your certificates to someone other than yourself, please enter their name as the receiver and check the box below.'

At the bottom, there is a form field labeled 'Name of Receiver' with a 'required' indicator.

**State / Province**

Florida

**Zip Code (Postal)**

|required

**Country**

United States ▼

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**Signature Required**

We require a signature confirmation for all shipments to ensure delivery. Please be sure someone will be available to sign for your package when delivered. Post Office (PO) boxes do not allow signature confirmation.

**International Shipping Note**

If your mailing address is outside of DHL's service area, we will require an alternative mailing address. Please contact DHL to determine if you are within their delivery service area if you are unsure.

[Preview Address](#)

## Step 5: OSHAcademy Courses

After confirming your address, the site will open your personal **Training Dashboard**. This page shows your personal information, the **LOGOUT** button and the **OSHAcademy Courses**. Each course has a **PDF Study Guide**  which will open in a separate page if you click directly on it. **This study guide will help you with all quizzes**. Select the training you were instructed to take by clicking on **'Go to Course'** located to the right of the course.

OSHAcademy Courses Filter COURSES

Show All entries Program required courses are highlighted.

No. ↑↓	Title	Go to Course ↑↓	PDF Study Guide ↑↓
105	Hazard Communication Basic 1 hour	<a href="#">Go To Course</a>	
107	Emergency Action and Fire Prevention Plans 1 hour	<a href="#">Go To Course</a>	
108	Personal Protective Equipment Basic 1 hour	<a href="#">Go To Course</a>	



**Note:** The  PDF Study Guide can be kept opened, saved in your personal computer or printed.



person x +  
 hatrain.org/courses/mods/108e.html

Overview Introduction Modules Study Guide FINAL EXAM Resources



**Personal Protective Equipment Basic**

This course is an introduction to the various types of personal protective equipment (PPE), including eye and face protection, head protection, arm and hand protection, foot protection, body protection, and respiratory protection. The course is also one of the mandatory courses in the annual 30-Hour Safety Training Programs for General Industry.

[Start Course](#)

Topics

- Eye and Face Protection
- Head Protection
- Arm and Hand Protection

  
Frame not included.

Modules: 2  
Hours: 1  
Sectors: All Industries

**Free Training**  
Access 100% of our training material for FREE, including the study guide, module quizzes, course activities and resources, and course exams.

**Certificate Options**

- \$27.99 PDF & Original
- \$27.99 Original
- \$15.99 PDF

Training Dashboard  
Shipping & Handling not included by original certificate price.



## Step 6: Read and Complete Each Section

At the end of each section, answer the quiz and click on **'Next Section'**.

### Quiz Instructions

Read the material in each section to discover the correct answer to questions. After answering all questions, click on the "Check Quiz Answers" button to see your score and a list of missed questions. To correct questions, return to the questions, review the material, change answers, and return to the last section to recheck the results. **Do not refresh** these pages or you'll have to answer all questions again.

1. Who is directly responsible for caring for, cleaning, and maintaining PPE?

- a. Employers
- b. Employees
- c. Safety Staff
- d. Supervisors

Next Section →

Once all sections and quizzes are completed, click on **'Check Quiz Answers'** to check your score. If you have a passing score, click on **'Video'** (if video is available) and after you watched it click on **'Next Module'**. After finishing the modules and quizzes, click on **'Check Quiz Answers'** to check your score. If you have a passing score, click on **'Final Exam'**.

### Check your Work

Click on the "Check Quiz Answers" button to grade your quiz and see your score. You will receive a message if you forgot to answer one of the questions. After clicking the button, the questions you missed will be listed below. You can correct any missed questions and recheck your answers.

Check Quiz Answers

Video →

**Note: If you miss questions or answer incorrectly, you can make corrections when you click on 'Check Quiz Answers'. The example below indicates that section 2.2, 2.3 and 2.4 of module #2 were incorrect.**

Check your Work

Click on the "Check Quiz Answers" button to grade your quiz and see your score. You will receive a message if you forgot to answer one of the questions. After clicking the button, the questions you missed will be listed below. You can correct any missed questions and check your answers again.

[Check Quiz Answers](#) [Video →](#)

Your quiz score is: 70%

Here are the questions you missed:

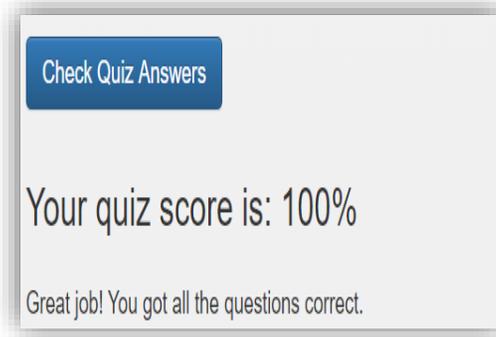
- ✘ 2
- ✘ 3
- ✘ 4

**Improve your score.** Go back to the missed questions, review the material and change your answers. Return to this page and check your answers again to see the results.

Scroll up and select module 2.2 and answer correctly then do the same to correct 3 and 4. Go to the last module and click on [Check Quiz Answers](#).



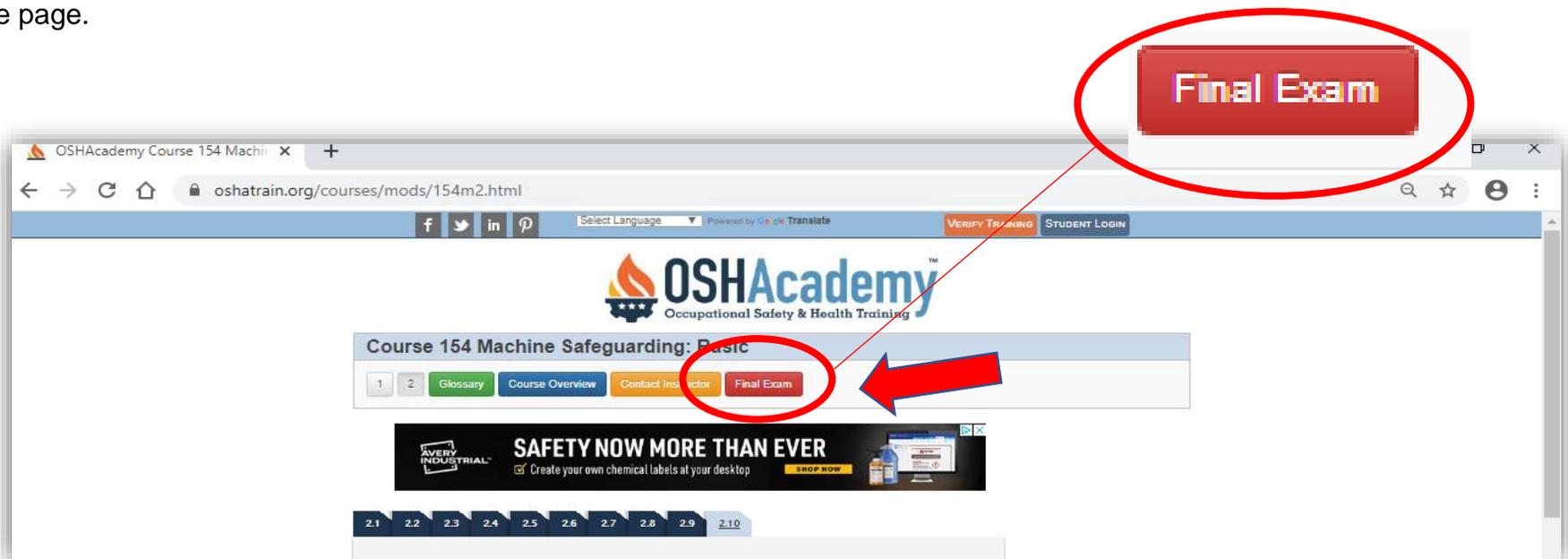
After your answers are all correct, you will receive a 100% score.



## Step 7: Final Exam

Watch the **Video** (if applicable to your course) and take the **Final Exam**.

After finishing all the modules and obtaining a 100% score on quizzes, access the final exam by selecting the **Final Exam** tab on top of the page.

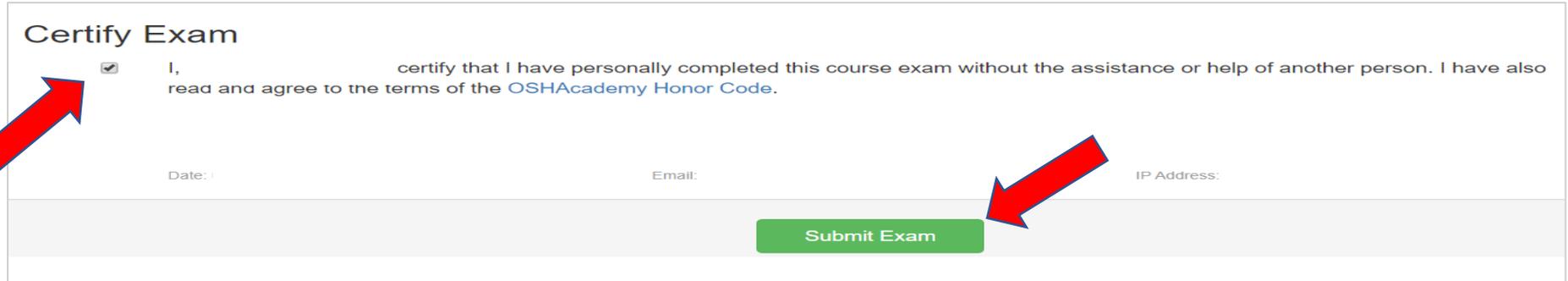


**Note: To ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted unless you received less than 70%.** The exams are open book and based on the content quizzes. Please refer to the  **PDF Study Guide** or your notes to take the final exam. You must earn a minimum score of 70% to pass the exam. If you do not pass, you must retake the exam through your dashboard. You have 2 hours to complete the exam.

Refer to the  **PDF Study Guide** or your notes to take quizzes and final exam.

## **Step 8: Submit Final Exam and Certify Completion of Course**

After you answer all questions, certify exam by checking the box next to your name and then click on **Submit Exam**.



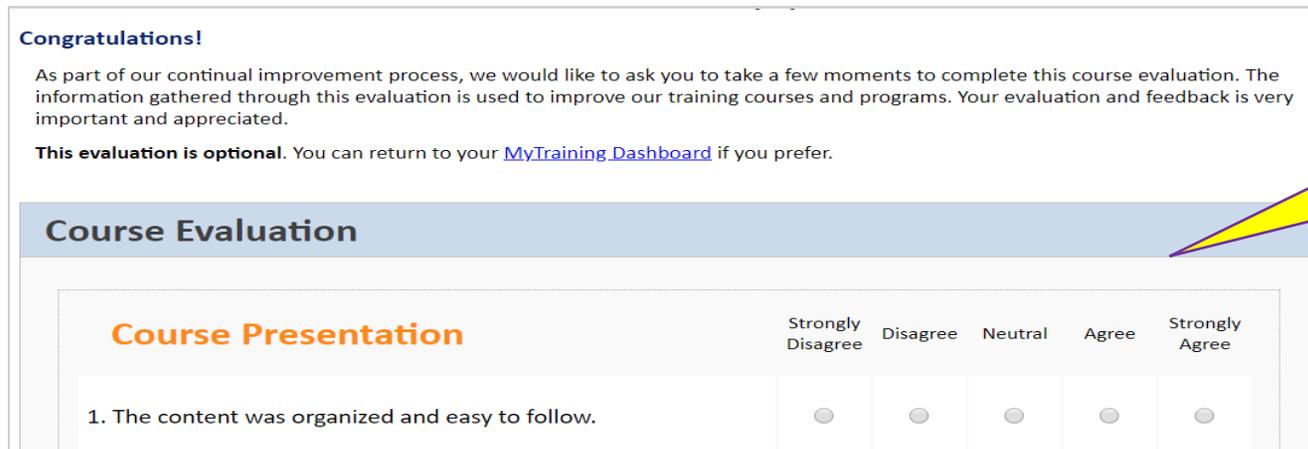
**Certify Exam**

I, \_\_\_\_\_, certify that I have personally completed this course exam without the assistance or help of another person. I have also read and agree to the terms of the [OSHAcademy Honor Code](#).

Date: \_\_\_\_\_ Email: \_\_\_\_\_ IP Address: \_\_\_\_\_

**Submit Exam**

Next, complete and submit the optional **Course Evaluation**. This last submission will take you back to your personal dashboard.



**Congratulations!**

As part of our continual improvement process, we would like to ask you to take a few moments to complete this course evaluation. The information gathered through this evaluation is used to improve our training courses and programs. Your evaluation and feedback is very important and appreciated.

**This evaluation is optional.** You can return to your [MyTraining Dashboard](#) if you prefer.

**Course Evaluation**

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
<b>Course Presentation</b>					
1. The content was organized and easy to follow.	<input type="radio"/>				

COMPLETE  
COURSE  
EVALUATION

## Step 9: Final Exam Status

Once in your personal dashboard, scroll down to **OSHAcademy Courses**. The status of your final exam should indicate **Exam Submitted**. **If you did not pass your exam, the status of your final exam will indicate in yellow **Retake Exam**.**

OSHAcademy Courses

Filter COURSES by PROGRAM... View Program Required Courses

Show All entries

Program required courses are highlighted.

Search:

No.	Title	Go to Course	PDF Study Guide	Certificate	Status
105	Hazard Communication Basic 1 hour	Go To Course		Purchase	Start Exam
107	Emergency Action and Fire Prevention Plans 1 hour	Go To Course		Purchase	Start Exam
108	Personal Protective Equipment Basic 1 hour	Go To Course		Purchase	Exam Submitted

Exam Submitted

Your course exam has been evaluated. Unfortunately you did not pass the exam. You can retake the exam when you are ready.

The screenshot shows the OSHAcademy Training Dashboard. At the top, there is a navigation bar with the OSHAcademy logo and the text "Occupational Safety & Health Training". Below the logo, the page title "Training Dashboard" is displayed. A yellow notification banner at the top of the dashboard area contains the message: "Your course exam has been evaluated. Unfortunately you did not pass the exam. You can retake the exam when you are ready." A red oval highlights this message. A yellow callout bubble with a blue border points to the notification, containing the text: "NOTE: IF YOU DO NOT PASS THE EXAM, YOU WILL ALSO BE NOTIFIED ON THE DASHBOARD". The dashboard is divided into three main sections: "Student Info", "Shipping Address", and "Support". The "Student Info" section includes fields for Student Name, Email, Student No, Student ID, and Registration Date, with "Edit Profile" and "Update Password" buttons below. The "Shipping Address" section includes fields for Receiver Name, Line 1, City, State (Province), Postal Code (Zip), and Country, with an "Update" button. The "Support" section lists links for OSHAcademy Homepage, Ask a Question, Program Information, Course Information, Help Making Payment, Shipping Fees, and Frequently Asked Questions (FAQs). At the bottom, there is an "Important Notice" section.

If you pass the exam and go back to retake it, you will receive a message on the dashboard stating, "You have already submitted an exam for course "###". To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

YOUR COURSE NUMBER WILL APPEAR HERE.

You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

NOTE: IF YOU PASS THE EXAM,  
YOU WILL NOT ALLOWED TO  
RETAKE THE EXAM.

The screenshot shows the OSHA Academy Training Dashboard. At the top, there is a navigation bar with the OSHA Academy logo and the text "Occupational Safety & Health Training". Below the logo, the page title "Training Dashboard" is displayed. A yellow message box is highlighted with a red oval, containing the text: "You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted." Below this message, there are three main sections: "Student Info", "Shipping Address", and "Support". The "Student Info" section includes fields for Student Name, Email, Student No, Student ID, and Registration Date, with "Edit Profile" and "Update Password" buttons. The "Shipping Address" section includes fields for Receiver Name, Line 1, City, State, Postal Code (Zip), and Country, with an "Update" button. The "Support" section lists links for OSHA Academy Homepage, Ask a Question, Program Information, Course Information, Help Making Payment, Shipping Fees, and Frequently Asked Questions (FAQs). At the bottom left, there is an "Important Notice" section with text about training documentation. At the bottom right, there is a video player titled "TRAINING DASHBOARD INTRODUCTION".

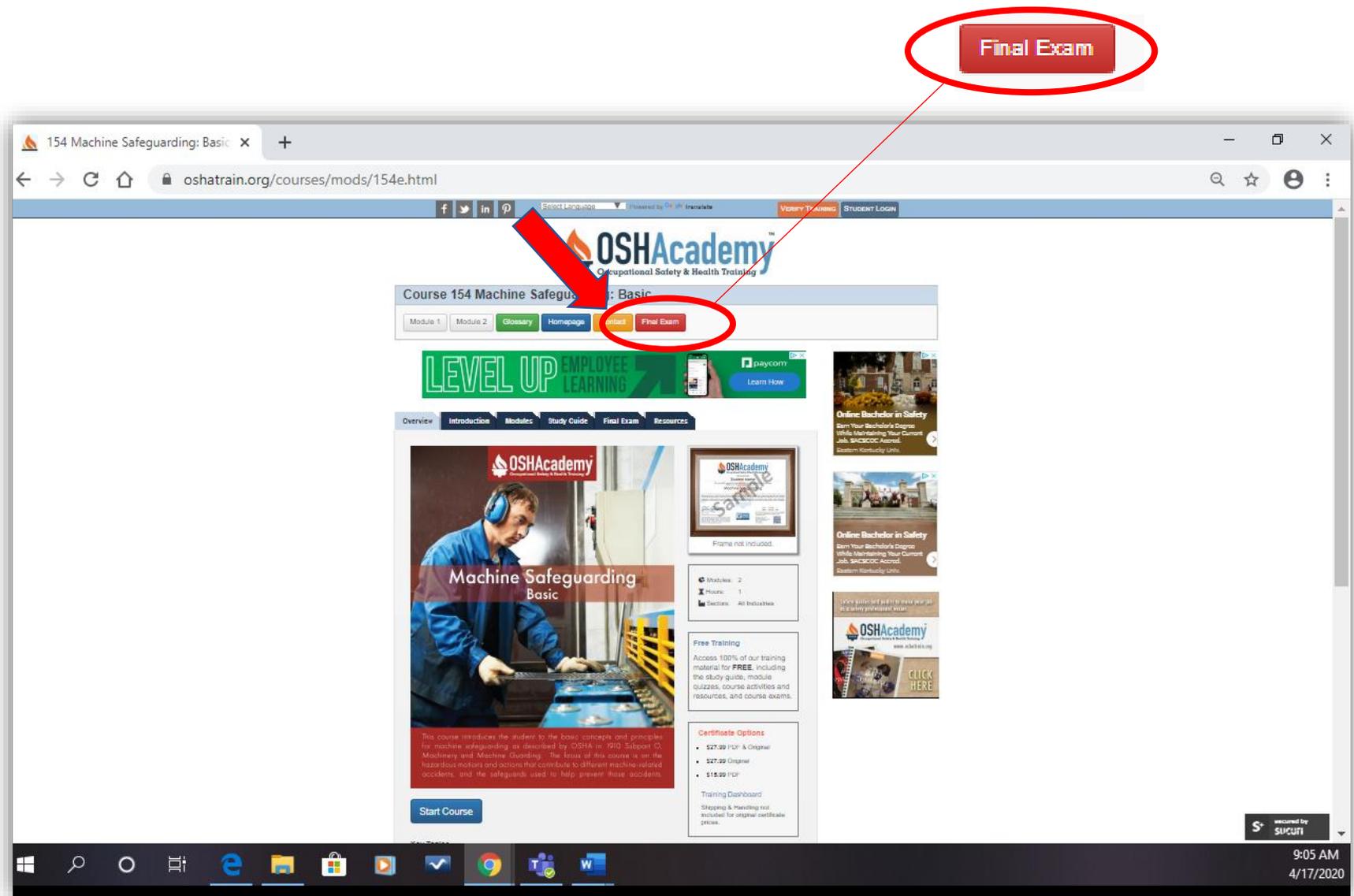
**Step 10: Take and Save Screenshot**

In order to receive credit for a course take, you will be required to provide confirmation that the Final Exam received a passing score. In your personal dashboard, scroll down to **OSHAcademy Courses**. Scroll to the course taken, which says **Exam Submitted**. Click on the course name.

The screenshot shows a table of OSHA Academy courses. A red oval highlights the 'Course Name 1 hour' header. A red oval highlights the 'Exam Submitted' status in the rightmost column of the row for 'Machine Safeguarding Basic 1 hour'. A red arrow points to the course name 'Machine Safeguarding Basic 1 hour' in the second column. Another red oval highlights the 'Exam Submitted' text in the rightmost column of the row for 'Ergonomic Hazards in General Industry 1 hour'.

	Course Name 1 hour				
152	Ergonomic Hazards in Construction 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
153	Ergonomic Hazards in General Industry 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
154	Machine Safeguarding Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Exam Submitted
155	Welding Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
156	Forklift Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
157	Excavation Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam
158	Crane Safety Basic 1 hour	Go To Course	PDF	Purchase ⓘ	Start Exam

You will be redirected to the specific course's main/start page. Click on the **Final Exam** tab on top of the page, which will take you to the Training Dashboard again.



On top of the page, you will see your Student Info. Above the Student Info boxes, the highlighted note indicates “You have already submitted an exam for course ‘###’”. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.” **A screenshot of the information on this page, will be submitted to receive credit. The information inside the blue box (as shown below) must be clearly visible.**

You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted.

The screenshot shows the OSHAcademy Training Dashboard. At the top, the URL is `oshatrain.org/dashboard/mytraining.php?status=course_completed&course=154`. The OSHAcademy logo is prominently displayed. Below the logo, the title "Training Dashboard" is centered. A yellow notification banner is present, containing the message: "You have already submitted an exam for course 154. To help ensure accurate training records, OSHAcademy does not allow students to retake course exams already submitted." The dashboard is divided into three main sections: "Student Info", "Shipping Address", and "Support".

Student Info	
Student Name	John Doe
Email	John_Doe@bowardschools.com
Student No	12345
Student ID	P00098765
Registration Date	04/10/2020

Shipping Address	
Receiver Name	John Doe
Line 1	54 Lake Drive
City	Fort Lauderdale
State (Province)	Florida
Postal Code (Zip)	33309
Country	United States

- OSHAcademy Homepage
- Ask a Question
- Program Information
- Course Information
- Help Making Payment
- Shipping Fees
- Frequently Asked Questions (FAQs)

**Important Notice**

Your student dashboard is designed to help you meet your training goals, but does not meet OSHA requirements for adequate training documentation. To meet OSHA requirements, you can purchase and give copies of your official OSHAcademy certificates, cards, and transcripts to your employer who is required to maintain safety training records as described in OSHA publication 2254, Training Requirements in OSHA Standards.

Transcript | Training Record Card

Taskbar: Student Dashboa...html, Safety Advisory ~.pdf, DOC012216-0122...pdf, DOC012216-0122...pdf, Alternative Seating...pdf, Show all X

System tray: 10:26 AM, 4/9/2020

Take a screenshot of the information in the blue box (as shown above) by doing the following:

1. Go to the Training Dashboard web page you want to print. Zoom into the area of the screen you want mostly to print (as shown above in the blue box)
2. **To capture your entire screen and automatically save the screenshot, tap the Windows key + Print Screen key.** Your screen will briefly go dim to indicate that you've just taken a screenshot, and the screenshot will be saved to the Pictures > Screenshots folder.

### **Step 11: Submit Course Completion and Screenshot**

Click on the link below to complete the **Professional Learning Verification Tracking Form**. The Form will ask you to upload the screenshot from Step 10.

<https://bit.ly/2xjabdT>

**To Upload your Screenshot in Question 9, click on the 'Upload file' button.**

7. Describe how you plan to applying the contents of this professional learning activity / course back to your daily work? \*

Enter your answer

8. How likely are you to recommend this course to a co-worker or colleague? \*

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

Not at all likely Extremely likely

9. Please upload a copy of your document showing evidence of completion: (You are limited to one image or document for this activity / course. Please do not combine multiple courses into one image or document). \*

*(Examples include a document or image like a certificate of completion or passing test score showing successful completion). The document should contain at minimum your name and title of the activity / course with the name of the institution acknowledging completion.*

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF, Image

Send me an email receipt of my responses

Go to 'Pictures' in the left column, and open the 'Screenshots' folder to find your screenshot.

The image shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Pictures >'. The left sidebar shows the 'Pictures' folder selected. The main pane shows a list of folders: '2018-07', '2018-08', 'Camera Roll', 'Saved Pictures', and 'Screenshots'. The 'Screenshots' folder is highlighted, and a red arrow points to it. Another red arrow points to the 'Pictures' folder in the left sidebar. The background is a web application form with the following text:

odKU0IORDE3U0s5UFZBS0lxWUVVNi4u

Frontline Applicant... Log In < ASSP Gold... Google Maps

ts of this professional learning activity / course

o a co-worker or colleague? \*

5	6	7	8	9	10
---	---	---	---	---	----

Extremely likely

9. Please upload a copy of your document showing evidence of completion: (You are limited to one image or document for this activity / course. Please do not combine multiple courses into one image or document). \*

*(Examples include a document or image like a certificate of completion or passing test score showing successful completion). The document should contain at minimum your name and title of the activity / course with the name of the institution acknowledging competition.*

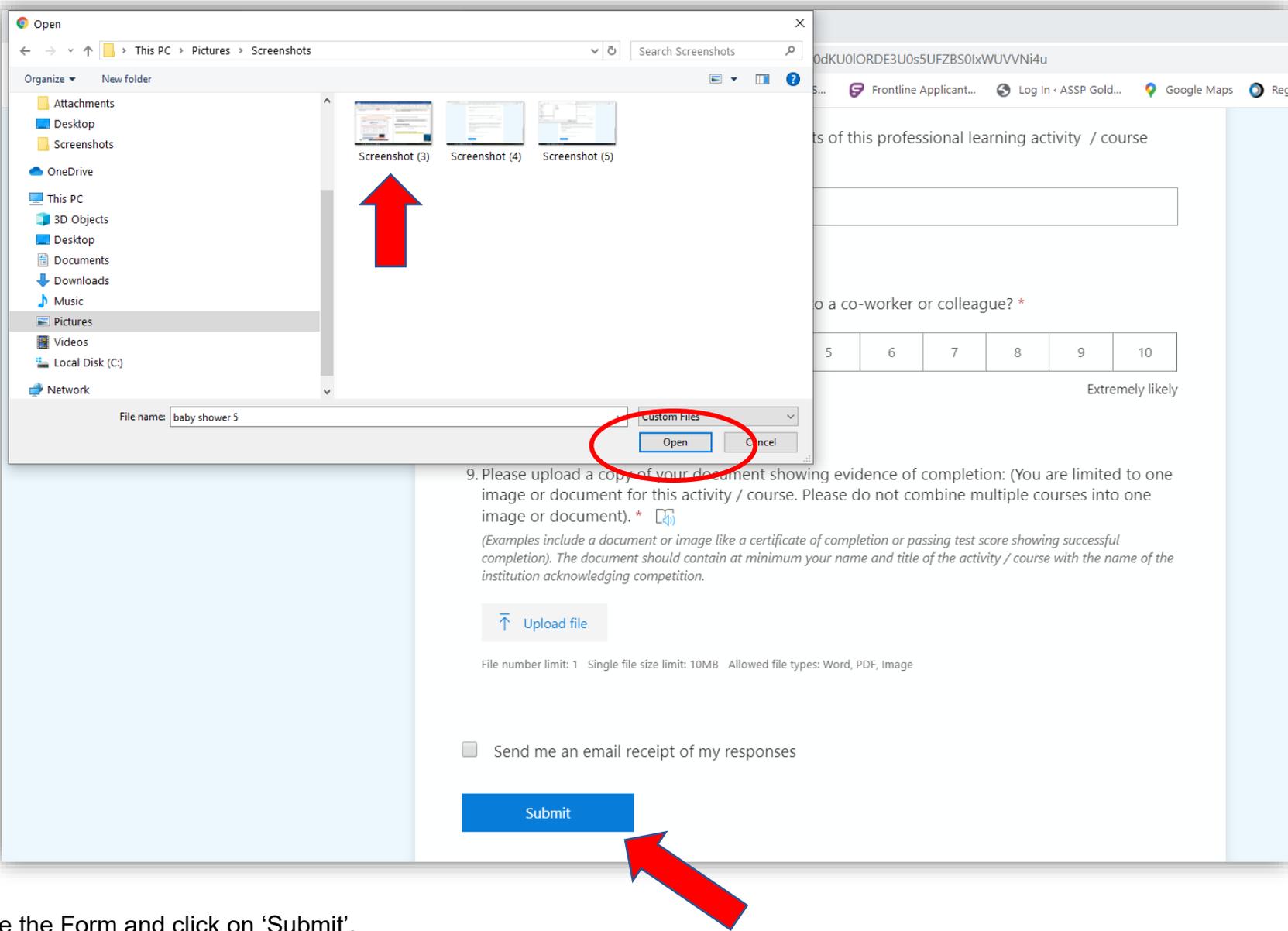
Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF, Image

Send me an email receipt of my responses

Submit

Select the Screenshot you just took of your dashboard in Step 10 and click 'Open'.



The image shows a web browser window with a form. An 'Open' file dialog is overlaid on top, showing the 'Pictures' folder containing three screenshot files: 'Screenshot (3)', 'Screenshot (4)', and 'Screenshot (5)'. A red arrow points to 'Screenshot (3)'. The 'Open' button in the dialog is circled in red. Below the dialog, the form contains the following text:

9. Please upload a copy of your document showing evidence of completion: (You are limited to one image or document for this activity / course. Please do not combine multiple courses into one image or document). \*

*(Examples include a document or image like a certificate of completion or passing test score showing successful completion). The document should contain at minimum your name and title of the activity / course with the name of the institution acknowledging competition.*

Upload file

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF, Image

Send me an email receipt of my responses

Submit

A red arrow points to the 'Submit' button.

Complete the Form and click on 'Submit'.

**Note: This link has also been sent to your email. This step MUST be completed to receive credit for the course. If you have difficulties with any of the steps contact your Supervisor for assistance.**