

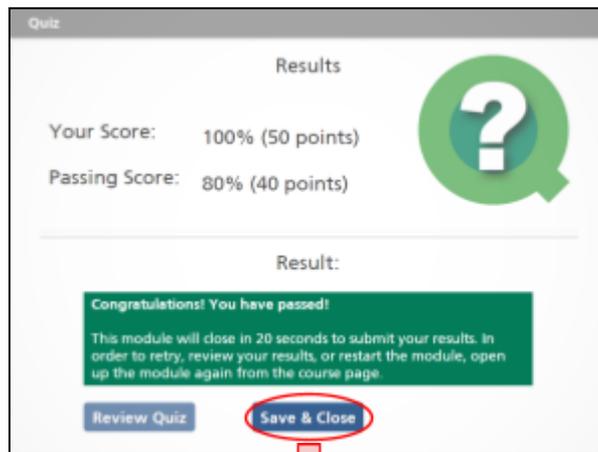
TIPS FOR SUCCESSFUL COMPLETION OF THE TRAINING

1. Ensure that you have successfully completed each module and its respective knowledge checks.
2. Ensure that you have answered at least 80% of the questions correctly on the final quiz.
3. Ensure that you have saved or printed a copy of the completion certificate.

Please note: If the Final Quiz button isn't working, refresh your browser and click "Restart" as it will allow you to smoothly complete the training.

How to check if you have completed the training successfully:

Once you have completed the Final Quiz and have received a passing score, you will be given the option to "Save & Close." This option will enable you to view your certificate, print and/or save it to your device. We **strongly encourage** you to print the certificate AND save it in a secure, accessible location.



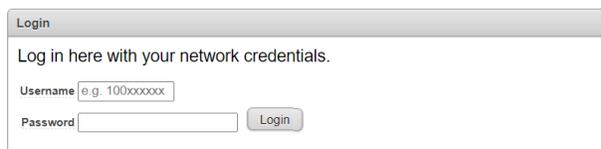
Where to upload the completion certificate:

Please remember to submit your completion certificate to Synergy as soon as you have completed the training. This will ensure that your participation is officially recognized and documented for any required records related to the course.

How to access your training record:

If you do not have your actual certificate available, we can accept a screen capture of the completed training log (shown below) as proof of completion of the respective training. **The screencap must clearly indicate the student's name, certification and completed date.** Sign in to the "[Print Certifications](#)" portal, using your network credentials. Once logged in, you will be able to see what training you have completed and the date you have completed the training.

Print Certifications



(Login screen)

Certifications for



Certification	Completed Date
H & S Orien Wkr 22	09-MAY-2023
WHMIS 2021	18-SEP-2022
Workplace Viol & Harass 2021	06-JUN-2023

(Homepage)

Please note: You will NOT be able to download or print the certificates received from completed training from the Print Certifications homepage.

For more information about the training, please visit the [Mandatory Employee Training](#) page.

For further assistance, please email healthandsafetytraining@ontariotechu.ca

To request training in an alternate format, please email HRaccessibility@ontariotechu.ca OR call Julie Day at 905-721-8668 ext 3649.