

POST Log-in Instructions

Steps to set up account and pay for course

Go to www.posttraining.ca.

Create a new account

You'll see tiny print on the left-hand side to do this.

It will take you to a form. **Fill out the information.** They will use this info for your certificate and hard hat sticker.

After you have filled it all out, click **"Create My New Account."**

An email will be sent to your email address.

Open the email and **click on the link** that you will see there.

It will take you to a screen saying "Your registration has been confirmed."

Click **"Courses"** button.

Click **"POST – Behavior Based Safety"**.

Click **"Send Payment via Pay Pal"**.

You will need to click on this even if you don't have a Pay Pal account. It will take you to a screen where you can just pay by VISA.

You will be taken to a screen that says Pay with Credit Card or Log In.

Enter billing information and pay with VISA.

Click the button that says **"Review Order and Continue"**.

You will then be taken to a screen called Review Payment.

Click on the **"Pay \$26.25 Now"**.

And then your payment will be processed.

You will receive an email explaining how to go and take the POST course.

Make sure to print your certificate upon completion and fax it to our office at 250-758-5067. You will receive a wallet card and hard hat sticker in the mail approximately 6 weeks after course completion.

Call Heather at 250-758-5097 if you have any questions. Thank you.

Certification is valid for until December 31 – renewable every calendar year. There is a three month grace period to renew – certificate holders have until March 31 of the next year to renew.