

Ministry of Labour

Health and Safety Training
Administration and Certification Unit

400 University Ave., 7th floor
Toronto, Ontario M7A 1X8

Ministère du Travail

Unité de l'administration et de l'agrément
pour la formation en matière de santé et de
sécurité

400, avenue University, 7^e étage
Toronto (Ontario) M7A 1X8



Dear Learner,

I am writing to inform you of recent changes to the way the Ministry of Labour is now collecting and storing Chief Prevention Officer (CPO) approved learner training records.

On March 4th, 2019 the Ministry implemented a new database for Working at Heights (WAH) and Joint Health and Safety Committee (JHSC) Certification training records. The database is called the Certification Management System (CMS) and it uses software called SkillsPass™. The database is secure, meeting Ontario Government strict standards for privacy and security.

As a result of these changes, the Ministry of Labour is no longer printing and mailing CPO training cards as they are now available digitally.

Learners can now access, view, print and share their training records online and on their smartphones 24/7 through SkillsPass™. If you have already taken a CPO approved training course your digital training records may already be available through SkillsPass™. In order to ensure your SkillsPass™ account is linked to your training records please fill out and submit the Link Account Form found [here](#).

If you have not taken a CPO approved training course yet, the Ministry is asking that all learners provide CPO Approved Training Providers with the following information when registering for a class:

1. First & Last Name
2. E-Mail Address
3. Year of Birth

After the training class, learners will receive an email notification from noreply@myskillspass.bluedrop.io that your account is ready to be set up. If you do not see the email in your inbox, please check your junk folder. The email will include a link to the SkillsPass™ website and further instruction on how to set up the account.

For additional information on SkillsPass™, we recommend watching the following short video, <https://youtu.be/5363d13lpN8>. Afterward, if you require additional support please email support@myskillspass.com.

The information the CPO Approved Training Provider will be collecting on the CPO's behalf is used for you to be able to claim your SkillsPass™ account, view and print your training records, link all previous training records and to validate your identity to ensure you are the only person with access to your account.

If an email address is not provided, the Ministry requires following information to be provided:

1. First & Last Name
2. Phone number
3. Year of Birth
4. Address Information

Without an email address, learners will not be able to set up/claim their account in SkillsPass™ and will not have the ability to print and share their training records.

If you have any questions about CPO training programs and requirements please contact the Ministry of Labour at 1-877-202-0008 or by email at WAH.Inquiryline@Ontario.ca or JHSC.Inquiryline@Ontario.ca .

If you have any questions about setting up/claiming an account or technical questions about SkillsPass™ please email support@myskillspass.com.

Regards,

Manager
Health and Safety Training Administration and Certification Unit
Prevention – Ministry of Labour