

**Ministry of Labour**

Health and Safety Training
Administration and Certification Unit

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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

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Learner Resource **Certification Management System and SkillsPass™**

On March 4th, 2019 the Ministry of Labour 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 Chief Prevention Officer (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™. To link your account with your training records, visit cms.bluedrop.io/client/mol-link-account/ and submit the form.

If this is your first CPO approved training program, an account will be created for you after the class. In order to create an account and to access your digital records, the Ministry is asking that you provide the following information to the Training Provider:

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

After your information is entered into SkillsPass™ you 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 and link your account.

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

The information the Training Provider is collecting will be used for you to claim your digital 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 to the Training Provider:

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

Without an email address, learners will not be able to set up/claim their account in SkillsPass™ and will not have the ability to access, 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 them at support@myskillspass.com.

Regards,