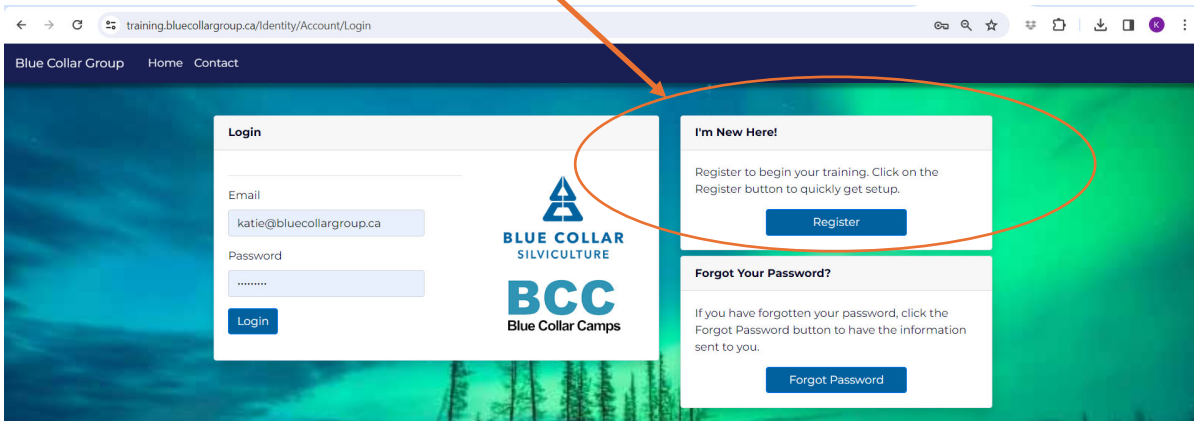


## Accessing Blue Collar's Training System

**STEP 1:** Visit <https://training.bluecollargroup.ca/> and click BEGIN

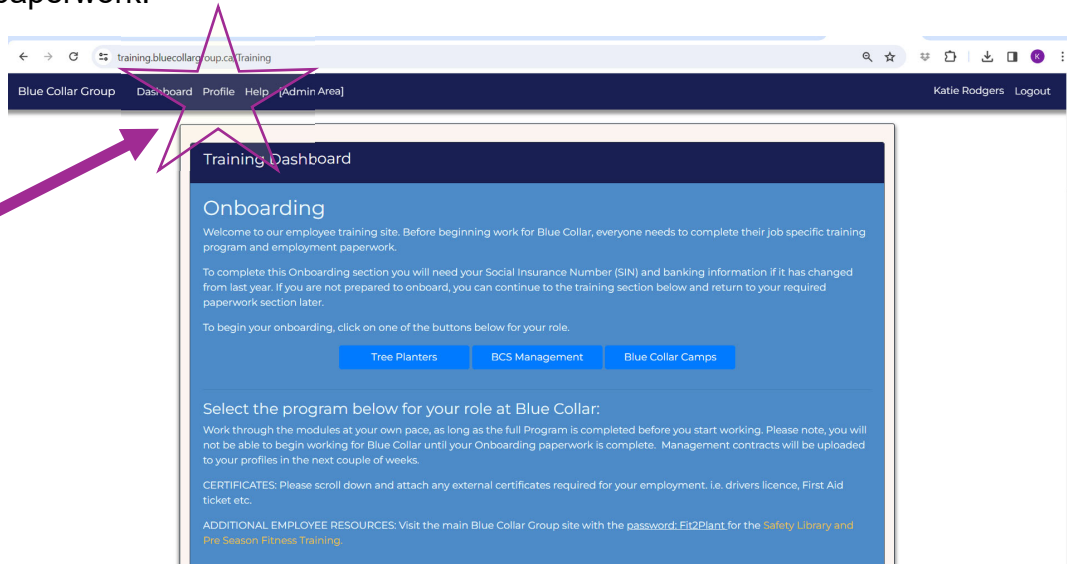
**STEP 2:** If you're new, Register for an Account



If you're RETURNING, Login to your old account using the email and password from last year. If you can't remember that, click Forgot Password and follow the instructions.

*(Sometimes the system has issues with sending to gmail accounts. If you've clicked this button once, and not received an email to update, email [katie@bluecollargroup.ca](mailto:katie@bluecollargroup.ca) to get a new password).*

**STEP 3: ONCE YOU'VE LOGGED IN.** If you're a returning employee, check your profile information is correct, before starting the onboarding process. If you're NEW, you can start the onboarding paperwork.



## **STEP 4:** Click the correct onboarding button for your role.

All employees are required to complete employment training and onboarding documents prior to working this season.

All training and paperwork will be filled in directly on the training site including tax forms and banking information. *You will need your Social Insurance Number and banking information to complete the paperwork.*

## **STEP 5:** Start your training program:

Here is a breakdown of the training programs required based on your role:

- Tree planters will take the **Forestry Training Program**
- All **NEW** Management, either to Blue Collar or to their management role, will take the **Forestry New Management Program** (except Head Cooks and Assistant Cooks)
- All **RETURNING** Management will take the **Forestry Returning Management Program**
- Cooks will take the **Forestry Cooks Program**

### Other Role Specific Required Training Modules

- **Drivers Training 1:** Everyone bringing a personal vehicle to camp or driving a company vehicle.
- **Drivers Training 2:** Everyone who will be driving a company vehicle.
- **JHSC Roles & Responsibilities:** All JHSC Members or anyone intending to become a JHSC Member
- **H2S Aware:** Everyone who will be working outside of BC
- **Incident Command:** Anyone who is backup for incident command for their crew (or who is interested)
- **Sexual Harassment & SAFE People:** Anyone who will be a SAFE Person that has not already completed this with their Cook or Management Training
- **ATV training:** Anyone operating an ATV who has not taking this training in their main Training program

Once you have completed all the training for your program, you will be issued a Training Certificate. Please let us know if you experience any technical issues. Email [katie@bluecollargroup.ca](mailto:katie@bluecollargroup.ca)

**Employee Zone:** Our Safety Library and pre-season Fitness materials are located in the Employee Zone. Click here to access: <https://www.bluecollargroup.ca/treeplanterresources.html>

The password is: Fit2Plant

Thank you!

Are you Ready? Visit <https://training.bluecollargroup.ca/> and click BEGIN