

> CareerSafe Getting Started

> Ready to Purchase?

The following is the step-by-step process for purchasing and beginning the CareerSafe Online OSHA 10-Hour Training Course:

1. Buy Vouchers
 - a. Order online with a Purchase Order or Credit Card number
 - b. Mail or fax in a CareerSafe Order form (downloadable from the "Buy Now" section)
 - c. Mail or fax in an official school Purchase Order

2. Receive two emails
 - a. Order confirmation and receipt
 - b. Teacher username information and voucher retrieval instructions will be emailed in a second email.
 - *If you do not receive an e-mail with instructions for retrieving your vouchers within 48 hours of your purchase request, please contact support@careersafeonline.com

4. Issue one voucher number to each student

5. Students visit CareerSafe Online OSHA 10-Hour Course Campus
 - a. New users click on the link titled "New User" and fill out the registration information (* Note – students can use an email address or create a unique user name)
 - b. Existing users type in their username and password and click "Next"

6. Download the Student Voucher Spreadsheet from the Admin & Resources section of the website
 - a. Complete spreadsheet with your students' information: name, voucher number, campus user name and password
 - b. Keep this spreadsheet for your records

7. Students begin or continue the CareerSafe Online program
 - a. Log in to the campus
 - b. Click on the StartSafe StaySafe module
 - c. Within each module are navigation tools that allow you to start, stop, go forward, go backward (and other options) during the training at any time.
 - d. Visit the "Help" section within the campus for registration and module navigation instructions.

8. OSHA 10-Hour Student Course Requirements
 - a. Users must visit every page of each module and pass each assessment with 3 attempts in order to complete the entire CareerSafe Program.
 - b. Users must also spend a minimum of 10 hours viewing the content in order to be eligible for the 10-Hour OSHA certification.

9. Students receive a wallet card
 - a. Students will receive their wallet card from OSHA in the mail 2-3 weeks after they complete the program.
 - b. If a student has not received a card after four weeks, they can fill out the [Card Request Form](#) located in the Help & FAQ section of the website or email support@careersafeonline.com.

10. Students use the CareerSafe Wallet Card and Training
 - a. Apply for jobs with their newly acquired training
 - b. Show current or future employer their wallet card
 - c. Use CareerSafe safety skills at work, at home and in the community