

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 an e-mail confirming your order
3. Receive vouchers via e-mail
 - a. Vouchers will be mailed to the e-mail address you provide in your order form and will be in an HTML attachment.
 - b. If you do not receive an e-mail with your vouchers within 48 hours of your purchase request, please contact support@careersafeonline.com
4. Issue voucher numbers to students
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 hit “Next”
6. Download the Student Voucher Spreadsheet from the Administration and 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. Complete all modules and assessments with a 70% or higher.
 - a. Users must visit every page of each module and pass the assessment in order to complete the entire CareerSafe Program.
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 two 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