

# Training for Ohio Workers



The **Community Emergency Response Team (CERT)** Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to



help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their

**Course:** Workplace Community Emergency Response Teams (CERTs) Non-Catalog

**Location:** 135 Merchant Street Springdale Ohio 45246

**Date/Time:** December 11-13 8:15 am-4:45 pm (3 day course)

community.

# Using the BWC Learning Center

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## How to enroll in a class

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com) or call 1-800-OHIOBWC or 614-995-8622.
2. Enter your Login ID and Password, **Click Log In**.
3. **Click** *Click here for Course Catalog*.
4. Enter a Keyword for your desired class and **Click Search**.
5. **Click** the course title in which you would like to enroll.
6. **Click** the location for the date you wish to attend.
7. **Click Enroll**.
8. **Mouse Over My Workspace** to return to *My Homepage* or *My Calendar*.

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## How to print a certificate

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log in**.
3. **Click** on *Click here for Transcript or Certificate*.
4. In the *Content Filter* drop-down box, **to ensure you are able to access the entire transcript page, make sure the following fields are blank:** Start Date, End Date and Content Filter. **Click Apply**.
5. Click the course for which you would like a certificate.
6. **Click View Certificate**.
7. The system will generate a PDF document of your certificate. You can save or print the certificate.  
**Note:** You will need to download Adobe Reader prior to clicking *View Certificate* to view the PDF document.

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## How to update your login ID, contact or profile information

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log in**.
3. **Mouse Over My Workspace**, in the drop-down menu, **Mouse Over My Account**.
4. To select the information you would like to update or change, **Click Edit Login ID, Edit Password, or Edit Profile**.
5. Edit as necessary and be sure to **Click Save** before exiting the page to save your changes.
6. **Click Return** or **Mouse Over My Workspace** to return to *My Homepage*.

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## How to find directions to a training facility

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log in**.
3. **Mouse Over Learning Center**, in the drop-down menu, **Click Training Facilities**.
4. Enter a Keyword for the city or location, **Click Search**.
5. **Click** the desired facility and **Click Map/Directions**.
6. In the pop up window, enter your destination origin and **Click Get Directions**.  
**Note:** To view the desired training facility map, **Click View Destination Map** above the training facility address.
7. You should see your destination origin in the green "A" box, **Click Get Directions**.
8. Close the pop up window and **Click Return** to return to *My Homepage* or to select another training facility.

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## How to cancel enrollment for a class

1. Go to [www.bwclearningcenter.com](http://www.bwclearningcenter.com).
2. Enter your Login ID and Password, **Click Log in**.
3. **Mouse Over My Workspace**, in the drop-down menu, **Mouse Over My Transcript**.
4. In the *Content Filter* drop-down box, **Click All Courses** and **Click Apply**.
5. **Click** the title of the class you wish to unenroll.
6. **Click Unenroll**.
7. **Click Return** or **Mouse Over My Workspace** to return to *My Homepage* or *My Transcript*.