

Prevention

Access your Mandatory Training Records Online

The Ministry of Labour has implemented a new Certification Management System (CMS) that uses software called SkillsPass_{TM}. Learners can now quickly and easily access their training records online and on their smartphone 24/7!

After successfully completing training you will receive an email notification from noreply@myskillspass.bluedrop.io that your account is ready to be set up. The email will include a link to the SkillsPass_{TM} website and further instruction on how to set up and link your account. (If you do not see the email in your inbox, please check your junk folder.)

If at some point you are not able to locate that email, you can click [here](#) then choose the 'Forgot Password' link to claim your account.

For more information on SkillsPass watch this short video clip <https://youtu.be/5363d13lpN8>.

Learner Information Required

- To set up and claim your account the following information must be provided:
 - First and Last Name
 - Address
 - Email Address
 - Phone Number (mobile if possible)
 - Year of Birth
- The Ministry requires this information for the following reasons:
 - Ensure learner and training documents are properly matched together
 - Verify learner identity to set up/claim account

Once entered into the system, only learners will have the ability to login and update/change their personal information. All information collected will be protected under strict confidentiality requirements.

Notice of Collection, Use, and Disclosure

The Ministry of Labour is collecting the personal information of learners under the authority of section 7.5 of the Occupational Health and Safety Act and in compliance with the Freedom of Information and Protection of Privacy Act S.38(2).

This information is collected in order to maintain a record of your successful completion of an approved training program and will not be disclosed or used for any other purpose unless expressly required by law.

Any questions about the collection, use, and disclosure of personal information by the Ministry of Labour can be directed to the Freedom of Information Office, 400 University Avenue, 10th Floor, Toronto ON M7A 1T7, 1-416-326-7786.

Other Important Information

- The system is available to users to access their accounts as of **March 4th, 2019**
- WAH or JHSC proof of completion cards are available online 24/7 and learners can print these documents at their convenience
- Only learners will be able to access and update their own information
- For assistance setting up an account email Bluedrop at support@myskillspass.com
- Questions regarding training requirements, contact the Ministry of Labour at 1-877-202-0008