

## **Accessing and Taking the OSHA 10 Hour and OSHA 30 Hour Online Courses**

The Joint Industry Board has contracted a vendor to provide an online training course for members required to take an OSHA 10 and/or OSHA 30 hour construction safety class. Individuals enrolled in the course were notified by email and/or letter. **If you did not receive a letter or email regarding the online course, please disregard this document.**

1. **Please read through this document in its entirety before starting the course.** If you click the link immediately, this window will close and you will not be able to see the remainder of the instructions. Generating a printed copy of this document so that you can refer to it after you have started the course is also advisable.
2. Go to the Joint Industry Board Learning Management System (LMS) website by clicking on the following link or by typing it into your web browsers address bar <http://www.jiblearning.org>.
3. Enter your Log In Code and password and click submit. If prompted to do so change your password and continue on to your home page by clicking on the word Dashboard in the upper right hand corner of the screen to access the course.
4. At the Dashboard look in the section titled “Available classes to meet IDP requirements”. You will see your OSHA course listed click on the Launch or resume button and you will be taken to the Click Safety Website to take the course.
5. Look for the Training Curriculum box and click on the highlighted link to start the course.
6. **Please keep in mind...**
  - A. **You have six (6) months to complete the course and the MANDATORY evaluation at the end of the course. Failure to do so will result in you having to retake the course to get your DOL OSHA card.**
  - B. Do not **FAIL** any part of the course more than two (2) times. If you fail the course three (3) times you will be locked out, and not permitted to take another OSHA course online. You will be required to take the course live. The Joint Industry Board **will not pay** for you to take the course live through an outside vendor.
  - C. If you need to step away from your computer for more than fifteen (15) minutes please click on the “quit” button to log out and save your progress.
7. If you need help with Internet Explorer compatibility or pop up blockers please call 718-820-4144.

**If you have any questions please call the Joint Industry Board’s support desk at 718 820-4144 or email at [LMShelp@jibei.com](mailto:LMShelp@jibei.com).**