

# **Interactive Safety Course Application Procedure**

The procedure to apply for the Interactive Safety Course is as follow:

**Important Note:** To apply for the Interactive Safety Course, you are required to have a registration/application/file number with CCHPBC. Please email [info@cchpbc.ca](mailto:info@cchpbc.ca) with **a government issued Photo ID** scan attached to have an account setup with CCHPBC first before applying for the Interactive Safety Course.

**\*\* The application of Interactive Safety Course will start on September 27, 2022.\*\***

**Step 1 – Log in the [Registrant Portal](#) , go to the "Course" section, and select the type of Interactive Safety Course intend to study.**

- Make sure to select the correct course that is required for the title(s) you intent to apply with the College in future and the language of the course you prefer.
- Please consider selecting the full course at one time as this is the most economical and course results will be valid for 3 years from the course completion date.

**Step 2 – Add the course to the shopping cart; and then complete fee payment.**

- The payment receipt will be sent to your email address immediately.

**Step 3 – A confirmation email for the course enrollment will be sent to you from CCHPBC once your application is processed successfully.**

- You will be granted access to the purchased course's safety modules to study and complete the required quizzes for sixty (60) days from the date the confirmation email is sent.
- The email will also include the account setup details for the Course Portal where you may get access to the course material to study and complete the required quizzes.

**\*\*If you have special accommodation, please contact the invigilator and administration in advance.**

## **Application for Extension**

For those who need extra time to complete all the required modules may apply for an extension for thirty (30) days by submitting an application for extension through Registrant Portal **before the current course enrollment expires.**

***Step 1 – Log in the Registrant Portal, go to the "Course" section, and select the "Extension" option for the Safety Course you are currently enrolled.***

- Make sure to select the correct course extension.
- The extension option is the same one for both languages of the same course.

***Step 2 – Add the extension option to the shopping cart; and then complete fee payment.***

- The payment receipt will be sent to your email address immediately.

***Step 3 – You will notice that your access to the Course Portal will extend 30 days from the previous course expiry date after your application is processed successfully.***