

Dayton

Classes for Ohio Workers

Dayton Training Center

3401 Park Center Drive, Suite 140

Dayton, Oh 45414

Attend one of the more than 60 occupational safety, health and ergonomics courses offered by the Ohio Bureau of Workers' Compensation, Division of Safety & Hygiene. Classes are held throughout the state as well as online.

The division offers courses at no extra cost to Ohio employers with active workers' compensation policies.

2009	Course	Day (s)
3/18	Public Employers: Injury, Illness, Needlestick Recordkeeping	1.0
4/8	Ergonomics: Basic Principles	1.0
4/21	Emergency Preparedness Planning Half-day workshop	0.5 AM
4/21	Personal Protective Equipment Selection Criteria	0.5 PM
5/27	First Aid in the Workplace	1.0

Online courses


Avoiding Back Trauma
 Getting Started with Safety
 Industrial Hygiene Overview
 Ladder/Stairway Safety
 Preventing Cuts and Lacerations
 Preventing Slips/Trips/Falls

For more information, call 1.800.OHIOBWC. To register for a class online follow directions on reverse side.

Ohio BWC's Division of Safety & Hygiene Training Center

How to enroll in a class

To enroll in a class:

1. Go to www.bwclearningcenter.com
 2. If this is your first visit, please click on **First Visit** and complete the requested information. If you do not know your BWC policy number, please ask your company's Human Resource person.
 3. On the home page, click on **Learning Center**.
 4. Click on **Course Information & Enrollment**.
 5. Search by keyword, entering a word(s) that is closely related to the desired course. Click **Search**. The results will appear in the lower left corner of the screen. If it is difficult to see, consider changing the size of your screen display (directions below for "maximum visibility").
 6. Locate the desired course and click on the information icon .
 7. In the lower right section of the screen, locate the date/location of your choice. Click Enroll.
 8. If you have given an e-mail address, you will receive an e-mail confirming your enrollment. If you have no e-mail address, you will receive a fax or letter.
 9. Once you are enrolled, you can view your list of selected classes (and cancel, if needed) in the **Personal Learning Center**, which is located on the left side of the home page.
 10. For assistance, please call 1-800-OHIOBWC.
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How to update a profile

To update your own user information in BWC Learning Center:

1. Go to www.bwclearningcenter.com
 2. Click on **User Information Center**.
 3. Click on **Student Records**.
 4. Click on **Update Profile**.
 5. Edit as needed. Click **Submit**.
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How to find directions

To find addresses, directions or maps to training facilities:

1. Go to www.bwclearningcenter.com
 2. Click on **User Information Center**.
 3. Click on **Facilities & Training Locations**.
 4. Locate the desired facility. Click on the information icon .
 5. Directions are displayed in the lower right section of the screen.
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How to cancel a class

To cancel a class:

1. Go to www.bwclearningcenter.com
2. On the left side of the home page, select **Personal Learning Center**.
3. Locate the class.
4. Click on Cancel.

For maximum visibility

To change the size of your screen display:

1. From the START icon, select **Settings**.
 2. Select **Control Panel**.
 3. Select **Display**, then the "Settings" tab.
 4. In the "Screen Area," move the gauge to 1024 x 768 pixels.
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How to print certificates

To print a certificate for a class you have completed:

1. Go to www.bwclearningcenter.com
2. On the left side of the home page, click on **Personal Learning Center**.
3. Click on the **Transcript** tab.
4. Locate the course you have completed, click on certificate.
5. Print it.