

# Mansfield Service Office

The Ohio Bureau of Workers' Compensation offers more than 74 occupational safety, health and ergonomic courses for Ohio employees to attend. Classes are available online and held throughout the state at our regional service offices.

One of the benefits for employers with active workers' compensation coverage is there is no additional charge to register their employees for classes. The following is a list of courses available online and at the Mansfield Service Office. A listing of courses offered at our other service offices can be found at [ohiobwc.com](http://ohiobwc.com) under the safety services section of the website.

To register for any of these classes or more information about them, go to [bwclearningcenter.com](http://bwclearningcenter.com) or call 1-800-OHIOBWC.

2013	Course	Day (s)
4/3	Developing a Safety and Health Management System	0.5 a.m
4/3	Behavior-based Safety Systems Half-day Workshop	0.5 a.m.
4/24	First Aid in the Workplace	1.0
5/1-2	Confined Space Assessment and Work	2.0
5/14	Hazard Communication One-day Workshop	1.0
5/22	What you should know about Combustible Dust	1.0
6/5	First Aid in the Workplace	1.0
6/18-19	Construction Safety Elements (OSHA 10)	2.0

### Online Courses

- Accident Analysis
- Avoiding Back Trauma
- Food Service Safety
- Getting Started with Safety
- Health Hazards in Construction
- Industrial Hygiene Overview
- Ladder/Stairway Safety
- Office Ergonomics: Computer Workstation & Mobile Computing
- Preventing Musculoskeletal Disorders in your Workplace
- Preventing Cuts and Lacerations
- Preventing Slips/Trips/Falls

# Using the BWC Learning Center

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## How to enroll in a class

1. Go to <https://www.bwclearningcenter.com>.
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** *Click here for Transcript or Certificate*.
4. In the *Content Filter* drop-down box, **Click Completed Courses**, **Click Apply**.  
**Note:** For any class attended before October 2011, be sure to leave the date range fields blank.
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*.

If you have any questions or need help with the BWC Learning Center, call 1-800-OHIOBWC or 614-995-8622.