NSCC
Northwest State Community College

Quarterly schedule
Oct. to Dec. 2016

The Ohio Bureau of Workers' Compensation offers over 100 combined occupational safety and health classroom and online courses yearly. These courses are offered as a benefit for Ohio employers with active workers' compensation coverage and their employees at no extra charge.

This listing includes online courses and those offered at one of our training sites across the state. Thank you for your efforts to make a safe work environment.

Online courses

- Accident Analysis
- Avoiding Back Trauma
- A Five-Step Process for Preventing Work-Related Musculoskeletal Disorders (WMSD) in your Workplace
- **NEW!** Bloodborne Pathogens (BBP)
- Developing a Safety Culture
- Food Service Safety
- Hazard Communication 2012 Basics: Labeling, Safety Data Sheets and Pictograms
- Health Hazards in Construction
- Industrial Hygiene Overview: Recognizing Occupational Health Hazards
- Introduction to OSHA
- Ladder/Stairway Safety
- Office Ergonomics: Computer Workstation and Mobile Computing
- OSHA Recordkeeping 101
- Preventing Cuts and Lacerations
- Preventing Slips/Trips/Falls
- **NEW!** Safety and Health Management Programs

Oct. to Dec. 2016

2016	Classroom	Day(s)
Oct. 3-4	Train the Trainer Techniques for Safety	1.5 Days
Oct. 4	Safety Series Workshop Module 4	0.5 Day p.m.
Dec. 7	First Aid in the Workplace	1.0 Day

Enroll today! FREE TUITION

www.bwclearningcenter.com • 1-800-OHIOBWC
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Ohio | Bureau of Workers' Compensation

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Quarterly schedule
Jan. to March 2017

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Jan. to March 2017

2017	Classroom	Day(s)
Feb. 22	Safety Series Workshop Module 5	0.5 Day a.m.

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NSCC
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Quarterly schedule
April to June 2017

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- **NEW!** Safety and Health Management Programs

April to June 2017

2017	Classroom	Day(s)
April 3-4	Industry Safety Elements (OSHA 10)	2.0 Days
June 14	Confined Space Assessment and Work	1.0 Day

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Using the BWC Learning Center

How to create a new account

Note: Please confirm you do not have an existing account in the BWC Learning Center to avoid an unnecessary duplicate account. We cannot merge duplicate accounts. Please call 1-800-644-6292 or 614-995-8622 if you have forgotten your login or password information. We may make duplicate accounts inactive.

1. Go to www.bwclearningcenter.com
2. **Click** *Create New Account* at the bottom left of your screen.
3. On the next screen, enter your policy number.
4. **Click** *Next,* the system displays the *User Information screen.*
5. Please create your login ID and password (password must consist of 6 to 20 characters; the password is case sensitive); confirm password.
6. Enter your first name, last name and email address.
7. **Click** Next and the system will create your account. To add your phone number, address and other contact information, see the section below called: How to update your login ID, contact or profile information.

How to enroll in a class

1. Go to www.bwclearningcenter.com, or call 1-800-644-6292 or 614-995-8622.
2. Enter your Login ID and Password and **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*.

How to print a certificate

1. Go to www.bwclearningcenter.com.
2. Enter your Login ID and Password and **Click** *Log in.*
3. **Click** on *Click here for Transcript or Certificate.*
4. In the *Content Filter* drop-down box, to ensure you can access the entire transcript page, make sure the following fields are blank: Start Date, End Date and Content Filter. **Click** *Apply*.
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.

How to update your login ID, contact or profile information

1. Go to www.bwclearningcenter.com.
2. Enter your Login ID and Password and **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.*

How to cancel enrollment for a class

1. Go to www.bwclearningcenter.com.
2. Enter your Login ID and Password and **Click** *Log in.*
3. **Mouse over** *My Workspace*, in the drop-down menu, **Click** *My Transcript*.
4. In the *Content Filter* drop-down box, **Select** *All Courses* and **Click** *Apply.*
5. **Click** the title of the class to cancel your registration.
6. **Click** *Unenroll.*