Portsmouth 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 Portsmouth Service Office. A listing of courses offered at our other service offices can be found at 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** or call **1-800-OHIOBWC**.

2013	Course	Day (s)
5/16	Job Safety Analysis Workshop	0.5 a.m.
6/12	Accident Analysis Half-day Workshop	0.5 a.m.
6/18	Effective Safety Teams	1.0

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

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*.

How to print a certificate

1. Go to 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.

How to update your login ID, contact or profile information

1. Go to 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.*

How to find directions to a training facility

1. Go to 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.

How to cancel enrollment for a class

1. Go to 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.