**The following requirements must be completed during your first week of hire:**

**Accessibility for Ontarians with Disabilities Act:**1. **Customer Service Training** – available online at:
<http://www.canadorecollege.ca/Accessibility>
Use the “Flash” version.  Upon completion, submit the acknowledgement form listed under the training module.

2. **Ontario Colleges Integrated Accessibility Standards Regulation and Ontario Human Rights Code Training** – available online at: <http://www.canadorecollege.ca/Accessibility>
Upon completion, submit the acknowledgement form listed under the training module.

**Occupational Health and Safety Act:**3. **Health and Safety – 4 Steps** – available online at: <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
Please email a copy of your certificate to your supervisor.

4. **WHMIS & Additional Training\*:**

\*You should be able to access the WHMIS training once your employee number has been created.

You will use your **employee ID as your log-in and also as your password**

<https://ssl.claritynet.com/index.html?FNAME=canadoredes.claritynet.com#/login>

**Faculty Only:**

5. **Educator Accessibility Training** - available online at: <http://www.canadorecollege.ca/Accessibility>
Upon completion, submit the acknowledgement form listed under the training module.